

7 Steps to a Successful RFP/Tender

Finding the right mobility provider for your business depends on truly understanding a bidder's capabilities, experience, capacity – and whether its culture will align with your own. How can companies set themselves up for success? Follow these seven simple steps for creating a targeted, effective request for proposal (RFP)/tender:

01

Identify & Engage the Right Internal Stakeholders

Internal departments have varying expectations; engage the right variety of stakeholders – during the RFP's design and evaluation – to ensure all challenges, needs, and milestones will be met.



02

Allow for Plenty of Time

Provide bidders with ample time to prepare responses; you'll get thorough responses that are more innovative and customized – and internal teams will have more time to make well-informed decisions.



03

Refine Your List of Candidates

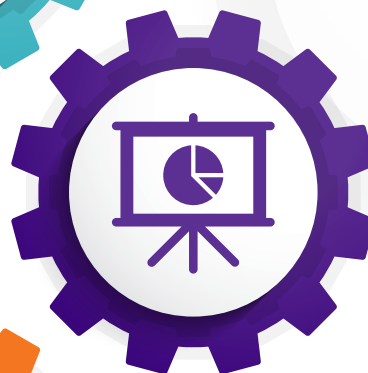
Use research to limit your list to bidders that seem like a better match, up front; this allows your internal evaluators more time to review fewer, targeted responses.



04

Provide Details About Your Mobility Program

Provide details about your policies, volume, and historical performance so candidates can create a more personalized response, tailored your company's unique needs.



05

Solicit Proof-Based Responses

Asking questions that lead to fact-based, measurable answers helps companies to confirm alignment with potential providers.



06

Consider Third-Party-Provider Impacts

Clearly define the scope of work expected of the RMC. If company-directed suppliers must be used, establish a framework for who manages these providers to avoid underperformance.



07

Examine More than Pricing

Low price points can often mean lower-quality service – and performance rates have long-term impacts, positive or negative, on a company's bottom line.



For a deeper look into best practices, challenges, and solutions when conducting a mobility RFP/tender, visit SIRVA.com to read our latest white paper or connect with us directly at concierge@sirva.com.