

STEP-BY-STEP GUIDE TO PERFORMING A RFP

FOLLOW THESE 6 STEPS:

1

CREATE RFP QUESTIONNAIRE

Begin the RFP by constructing a custom questionnaire.

2

DETERMINE GOALS

Have specific agreed upon goals to ensure a proactive process.

3

SEND QUESTIONNAIRE TO VENDORS

To get a comparative spectrum of the market identify 3-8 vendors to send the questionnaire to.

4

FORMALIZE REVIEW AND SCORING PROCESS

Formulate a reviewing and scoring metrics that will align with your specific needs.

5

REVIEW VENDORS

Develop a short list of vendors based on your review and scoring metrics.

6

SELECT A VENDOR

Require any necessary follow-up questions before coming to a final decision.