

## SOLUTION BRIEF

# RFPIO® LookUp for Proposal Teams

Empower teams across your organization to do their best work with easy access to the RFPIO Answer Library



## Introduction

Content, and the knowledge that fuels it, often lives in silos, stored in document storage systems, cloud storage databases, or simply the hard drives and minds across an organization. The impact this has on workers' ability to do their best work is significant: A recent [McKinsey study](#) found that workers spend nearly 20% of their time looking for internal information or tracking down colleagues who can help with specific tasks.

As your organization's proposal professional, you have already consolidated subject matter expertise into the RFPIO Answer Library to streamline your response process. Now, with RFPIO® LookUp, you can create easy access to that knowledge base from Google Chrome, Slack, MS Office, Teams, and (practically) everywhere your colleagues are already working.

By consolidating company information and expertise in a comprehensive library, and providing the access points that make it easily available, RFPIO® LookUp empowers everyone at your organization with the knowledge they need to do their best work.

## Key Challenges

- Workers spend too much time looking for company information, which is often siloed and difficult to find
- Responding to online-based questionnaires requires toggling back and forth between the RFPIO Answer Library and your browser screen
- Creating sales proposals, SOWs, slide decks, and other documents in MS Office requires switching between different screens to find the content needed
- Workers inadvertently share inaccurate, outdated and/or inconsistent information with customers, prospects, partners, and other external parties

## Key Benefits:

- Consolidate, organize, and moderate company knowledge, and make it easily accessible for teams across your organization
- Complete online questionnaires faster
- Quickly respond to short questionnaires (e.g. RFIs, requirements questionnaires) in Microsoft Word or Excel
- Leverage knowledge stored in the RFPIO Answer Library to create sales proposals, SOWs, and presentations in Microsoft Office

## Solution Components:

- Access company content from where work happens, including Google Chrome, Slack, Hangouts, MS Office, Outlook and Teams
- Build presentations using templates and slides stored in RFPIO
- Maintain content consistency and accuracy using built-in moderation and review features
- Control content access by setting custom permission levels for each user role

## Solution Overview

Unlike other tools that are built to handle parts of knowledge management or the content lifecycle, RFPIO® LookUp is powered by an AI-enabled Answer Library that absorbs all of an organization's information and expertise—and makes that library accessible to the individual team members who can make use of it.

It tackles head-on the struggle that other solutions have historically forgotten about in the market, such as how to efficiently get your best content, capture and store knowledge, and moderate content so it's always up-to-date, accurate, and on-brand.

Organizations using RFPIO have already curated a vast amount of subject matter expertise into the RFPIO Answer Library. The key with RFPIO® LookUp is that it provides the access points that make it available to customer-facing teams and content creators across the organization, including sales, marketing, customer support, and more.

**RFPIO® LookUp is a powerful add-on to:**



	Without RFPIO® LookUp	With RFPIO® LookUp
Consolidate content	Content is siloed in document storage systems, content management databases, and hard drives and minds across an organization	Content is consolidated in RFPIO's AI-enabled Answer Library
Access knowledge	Too much time is spent looking for internal information or tracking down colleagues to help with specific tasks	Company knowledge can be accessed right from where people are already working, including Google Chrome, Slack, MS Office, Teams, and Outlook
Respond faster	Responding to short questionnaires (e.g. requirements spreadsheets) requires toggling back and forth between the RFPIO Answer Library and Microsoft Word/Excel	The RFPIO Answer Library can be accessed directly from Microsoft Word and Excel
Build presentations	Completing presentation-type proposals requires copy-pasting from old proposals and templates saved on hard-drives or shared cloud storage platforms	Slides, templates, and RFPIO Answer Library content can be accessed directly from Microsoft PowerPoint

## We'd like to help you create your best proposals

RFPIO® LookUp creates access to the Answer Library from where you're already working.

[Schedule a custom demo](#) to see how it works.

