If your RFPs aren't reaching your proposal team, or your team regularly misses deadlines, consider auditing your response management process. Find and address your response management timeline issues using this worksheet:

Intake

Your proposal management team works hard, possibly too hard. If your team is always scrambling, yet always running behind, the issue may be in the receiving process.

Answers to these questions will help you identify inefficiencies, time lost, and manual processes that can be streamlined with automation.

- When do you first learn about opportunities? How do the RFPs come to you? Do they come to you via email or a request form?

- Who receives the RFPs? Does the RFP land in the wrong person's inbox or should you also include other people?

- Is the process transparent? Does each team member know their role and timeline?

- Is there information and documents that are missing or easy to lose track of? Is all your information stored in easy-to-access locations?

- Who are your decision makers? Who decides whether one is worth a response, and do they have the necessary information to make a strategic decision, such as team workload or customer relationship to the sales team?

- How long does it take from the time an RFP is received until it's sent to the proposal team? A bottleneck on the receiving end can cause your team to miss deadlines and lose the bid.

Team Dependencies

The RFP is finally in your team's hands and it's time to prepare the proposal. RFPIO automates up to 80% of the response process, which means your team can respond to significantly more RFPs in less time.

Still, it's important to follow the RFPs lifecycle. The answers to these questions will help you determine whether the response process is efficient and effective.

- What percentage of the overall schedule is spent before they receive it? Does an RFP spend more than half its life in response limbo?

- How long is it taking to make a go/no go decision? Do you have set criteria that can help you speed up the bid/no bid process?

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- How do you track an opportunity's lifecycle? Can the response manager follow the RFP at a glance?

- Can you report your win/loss rate compared to how much time you had to respond to an RFP? Does your team have enough time for complete and intelligent responses?

- What kind of information do you track with an RFP? Of course you track the RFP's timeline, but what about trends? Do you win more of certain types of proposals or with particular industries?

- Which offerings will you propose? Can you meet the customer's requirements?

- Do you require subcontractors? If so, factor that into your proposal and timeline.

- What is the result of the initial fit analysis? Do you meet the solution they are looking for?

- What level of effort will this require to compete? Is the bid worth the time and effort?

Now that you have a holistic understanding of your response processes, RFPIO is standing ready to help take your bids across the finish line! Our software integrates with most CRMs, helping ensure that your team never misses out on an opportunity. Our AI-powered automation even does most of the work for you!

Learn more about RFPIO and how to maintain a structured response management process.