STEP-BY-STEP GUIDE TO PERFORMING A RFP

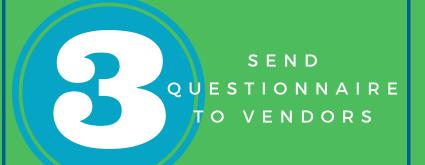
FOLLOW THESE 6 STEPS:



Begin the RFP by constructing a custom questionnaire.



Have specific agreed upon goals to ensure a proactive process.



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



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

REVIEW

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

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