

How to write RFP Response Checklist

Analyze RFPs, Set timelines, Draft responses, and head to submission

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Introduction

Crafting RFP responses is an uphill task for a team with deadlines, stakeholders, and more. Studies indicate that 42% of RFP responders have difficulty finding accurate answers. So, how do you get RFP responses correct?

Aavenir **RFP Response Checklist** makes the task of crafting proposal answers easier. Your proposal team will not find drafting responses impeding anymore. Instead, **the checklist outlines the key milestones** required in the process, from analyzing RFPs to setting timelines, drafting responses, and heading to submission.



Assess RFP from Customers	
☐	Identify opportunity
☐	Check the intake Form
☐	Analyze customer's criteria and cost
☐	Prioritize if the proposal is worth responding
Analyze RFP	
☐	Study the RFP in detail
☐	Make a note of key information
☐	Perform a competitor analysis for key differentiators
☐	Highlight features that address customer's/prospect's concerns
Kickoff Response Process	
☐	Create an outline for each concern/section of the RFP
☐	Connect with the subject matter experts (SMEs)
☐	Create milestones and allocate tasks to stakeholders
☐	Inform the team of the same

SME Name	Department	Task assigned	Status

Draft Response	
☐	Write personalized responses
☐	Seek SMEs support for technical assistance
☐	Keep the case study and reports ready for stats
☐	Keep documents and policies handy
☐	Consolidate everything into a comprehensive proposal
☐	Proofread the responses

Documents

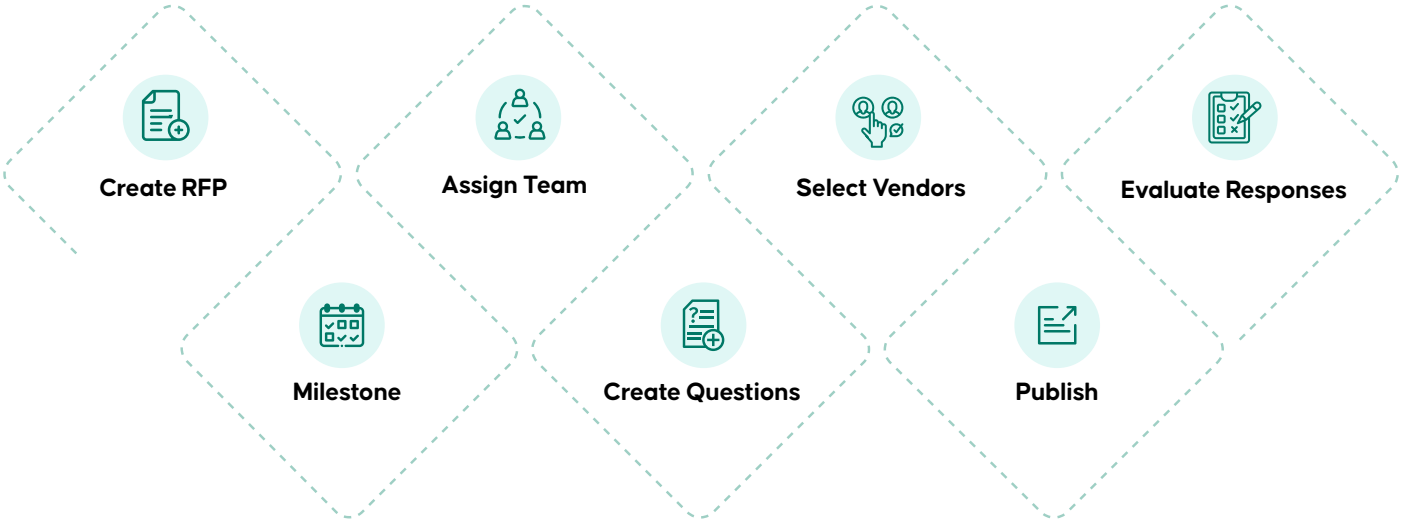
S.No.	Document	Status
1	Data Security Policy	Have
2		
3		

Respond to RFP	
☐	Perform quality check
☐	Check instructions stated by customers
☐	Submit the proposal
☐	Wait for responses
PRO TIPS	
☐	Dive deep and understand the client requirements from the RFP requested.
☐	Seek clarification on any pointer that can help you provide an apt RFP response
☐	Research well on the client for whom you are responding to the RFP. It will help you align your offerings better to the client's needs.

Have any questions? Talk to the sourcing expert at Aavenir.

Aavenir's All-in-One Sourcing Software

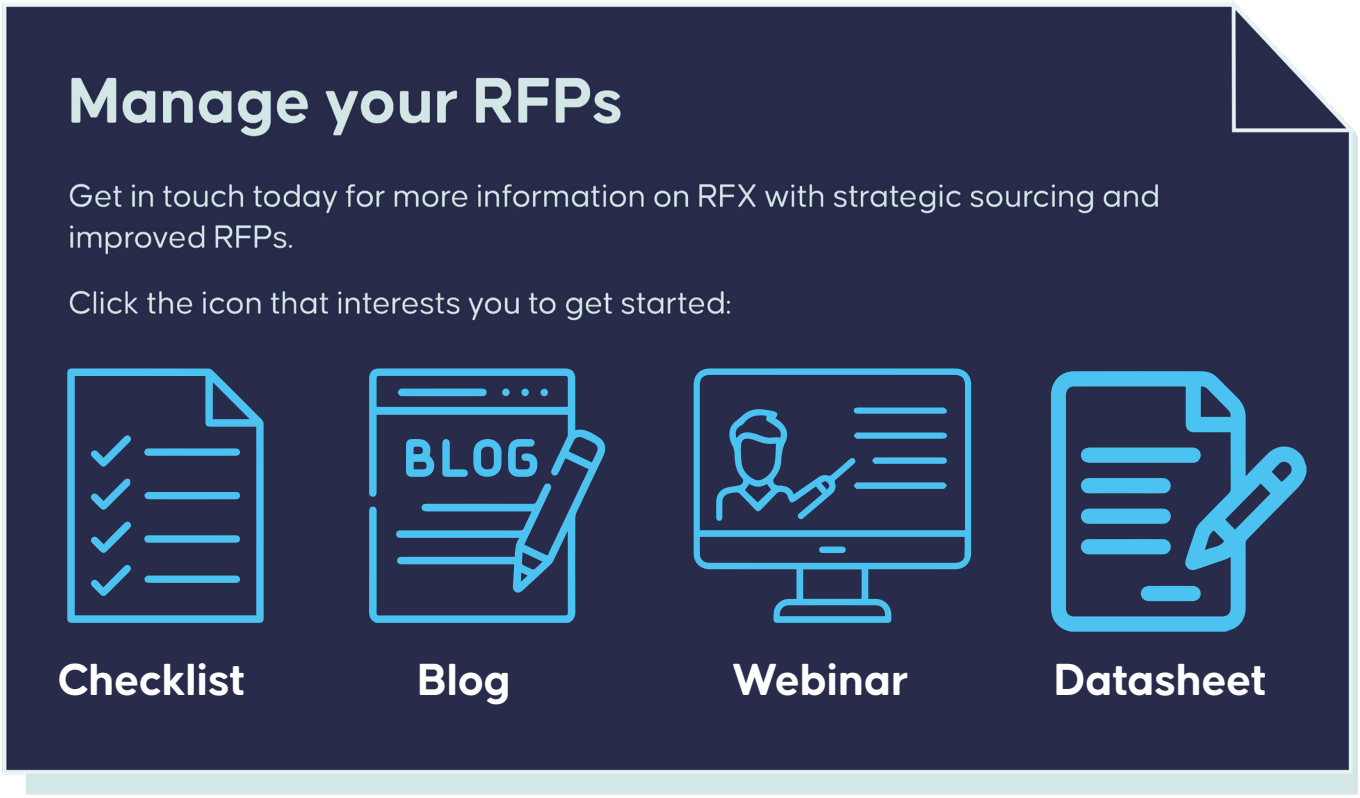
Streamlines your procurement processes over a unified and integrated system by



RFPflow

Integrate your Sourcing and Procurement Strategies with Aavenir RFPflow and Manage your RFPs Better

Experience an integrated Procure-to-Pay cycle over the ServiceNow platform with AI-enabled Aavenir RFPflow. Get in touch today for more information on RFX with strategic sourcing and improved RFPs, OR **Schedule a free (No-obligation) demo** to understand how collaboration and automated workflows can help source smarter.



About Aavenir

Aavenir revolutionizes age-old procurement processes with AI-enabled Source-to-Pay solutions, including RFPflow, Vendorflow, Contractflow, Obligationflow, and Invoiceflow. Built on ServiceNow, Aavenir solutions streamline procurement, legal, and accounts payable work processes using the latest technologies such as AI, ML, and NLP to eliminate manual

Explore Aavenir Source-to-Pay Solutions on ServiceNow

RFPflow



Request for Proposal Management

Vendorflow



Vendor Management Portal

Contractflow



Contract Lifecycle Management

Obligationflow



Contract Compliance Management

Invoiceflow



Accounts Payable Automation

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