

# RFP AUTOMATION

## Reduce OPEX by 80% on vendor and project bidding with Prism RFP Automation

Prism RFP Automation assures property managers have the best vendors under contract to deliver optimal services for their building. By using a streamlined proposal generation process and automation to manage the response communication with vendors, RFP Automation is as easy to use as sending an email. Vendor responses are automatically collected and presented to Property managers in an “apples-to-apples” comparison table making it easy to determine the best vendors for their needs. Being extremely flexible and customizable, RFP automation can be tailored for any kind of service coming out of the box with over 50 templates, as well as being highly flexible to support RFP, RFQ and RFI use cases. RFP Automation enables Property Managers to include their own vendors in the proposal process as well as utilize our nationwide network of service vendors.

### Benefits of Prism RFP Automation:



**Easily works for all vendor projects and services.** RFP Automation helps Property Management with a simple, easy to use tool for requesting and processing of bids on services and capital projects.



**Achieve honest pricing.** Automatic generation of apples-to-apples comparison with no effort by you to help drive a decision process as well as enable you to renegotiate your existing contracts.



**Complete transparency.** RFP automation provides a unified powerful process that you need for the big projects and the thoroughness and visibility you need for all vendor contracts so all tribal knowledge and conversations that drove a vendor decision can be easily surfaced to show ownership you have fulfilled fiduciary responsibilities.



**Secure vendors across your portfolio.** Go beyond stove-pipe decisions for vendors on one property vs another. Easily secure a better vendor and deal to address the service needs across your portfolio to have a positive impact on NOI.



**Never stress the unexpected.** Issues that surface can be easily handled to get quick quotes from vendors and keep tenant satisfaction high.

## How is Prism RFP Automation different?

- ✓ Address every vendor need from contracted services and large capital projects as well as the unexpected smaller projects that arise.
- ✓ Wizard driven process to capture and define the service details for a required service or project.
- ✓ Virtual assistant to drive vendor sourcing and follow up process that frees up valuable people resources.
- ✓ Automatic creation of an apples-to-apples comparison table of responses and industry information that aids decision process.
- ✓ Nationwide network of vendors to source that includes local vendors.

## Key Features and Capabilities:

### Simple request creation process

Easy 3 step wizard gets your vendor request going quickly.

The request creation wizard provides an efficient process to capture all of the details for a service.

Activity Log		
Date	Event	Type
Mar 21st 02:05 PM	Comments were added to proposal from Tier 1 Poolcare.	notification
Jan 16th 11:33 AM	RFP was viewed by Tier 1 Poolcare.	activity
Oct 30th 11:02 AM	Comments were added to proposal from Tier 1 Poolcare.	notification
Oct 29th 12:39 PM	RFP was viewed by Tier 1 Poolcare.	activity
Sep 28th 10:00 AM	RFP was unsealed by Scott Standard	life-cycle
Sep 28th 09:28 AM	Tier 1 Poolcare has accepted the RFP and plans to submit a bid.	activity
Sep 28th 09:28 AM	RFP was viewed by Tier 1 Poolcare.	activity
Sep 27th 05:02 PM	Sent a bid reminder by email to Tier 1 Poolcare.	notification
Sep 27th 03:53 PM	RFP was viewed by Tier 1 Poolcare.	activity
Sep 27th 03:51 PM	Proposal was submitted for review by Tier 1 Poolcare.	life-cycle
Sep 27th 03:51 PM	Proposal was modified by Tier 1 Poolcare.	activity
Sep 27th 03:49 PM	RFP was viewed by Tier 1 Poolcare.	activity
Sep 27th 03:46 PM	Emailed Tier 1 Poolcare an invitation to participate in RFP	notification
Sep 27th 03:46 PM	Opened proposal for Tier 1 Poolcare.	life-cycle
Sep 27th 03:46 PM	Emailed Stark Tree Trimming an invitation to participate in RFP	notification
Sep 27th 03:46 PM	Opened proposal for Stark Tree Trimming.	life-cycle

## Complete transparency and visibility throughout the request process

Automation of request and monitoring response process using a virtual attendant

Free up valuable property management time

## Comparative Matrix of vendor responses

Compare vendors responses through a side-by-side, filterable view

Select the winning vendor with just a click

Comparison Matrix			
ABC Corporate Offices Prepared By: Amazing Management			
	Professional Parking Lots	Asphalt By Us	First Class Paving
Based on your inspection of the property, how many linear feet of crack sealant/repair is needed?	243	190	240
Crack sealing of all locations in need - please identify locations and any important details.	Near the front entrance, and back by the park.	By the entrance	The entrance needs it, and over by the park too
What is your warranty for crack sealant?	3 years	1 year	3 years
What is the name of your product used?	Great Seal	Yucky Seal	Good Seal
Fill cracks larger than 1/4 in. (Does not include alligator cracks)	✓	✓	✓
Clean all cracks with compressed air.	✓	✗ We do not clean anything.	✓
Total Price	\$21,246.00 cost shown	\$21,246.00 cost shown	\$28,400.00 cost shown
Total Budget	\$26,500.00		