BuildingEngines

Ebook

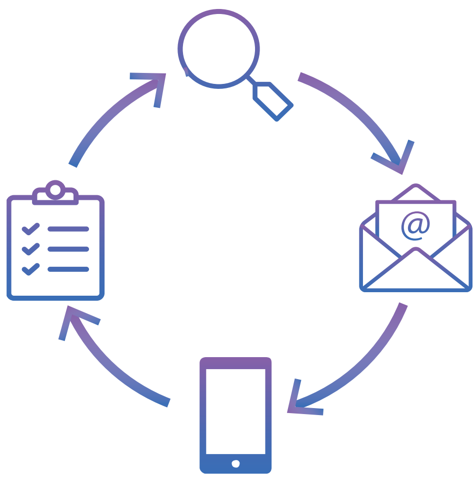
3 Ways to Transform Your Vendor Management

Sourcing Vendors Doesn't Have to Be a Burden

The traditional RFP process is broken. It's time intensive and tedious. It's no surprise most property teams only bid on contracts for large-scale capital projects and stick with familiar, overpriced options for smaller fixes.

Fortunately, this process has evolved.

Traditional Process



Modern Process

Today, creating RFPs and locking in new vendors can be as easy as sending an email. Modern bid management tools make it easy to find and evaluate vendor options, achieve competitive pricing, and guarantee you land the right vendor every time.

Bid management tools empower teams to benefit from bidding out projects of all sizes and durations.

Projects you should be requesting bids for:	Vendors on 1-3-year service contracts	Janitorial services
		Window cleaning
		Elevator maintenance
	Vendors for full-scale jobs	Paving the parking lot
		Redoing the roof
		Replacing HVAC systems
	Vendors for smaller, unplanned work	Retiling chipped floors
		Patching up holes in the wall

Bid Out Existing Service Contracts

Don't rely on loyalty. Many property teams don't think to bid out projects for which they have existing service contracts. While reusing your familiar vendor may seem like the easiest option, it isn't always the best or smartest.

If you locked in a rate with a vendor that seemed a good deal at the time, chances are the numbers have increased since the initial contract was signed—costing you more today.

Even a contract with a modest annual increase of 3%, 4%, or 5% can quickly compound into a 20% price hike after five years.

Rehiring the same vendors every year may mean missing out on chances for more beneficial relationships. Before renewing a contract with an existing vendor, ask yourself:

- Is the rate competitive in today's market?
- What were my original reasons for choosing this vendor? Have my property's needs changed since?
- Is this vendor truly the most qualified? Would someone else be better at executing the job at hand?

Based on your answers, it might be in your best interest to choose a platform that makes it easy to evaluate a wider range of options.

20%

One agency saved 20% on project costs by implementing a new process that reviews more vendors.

– McKinsey & Company

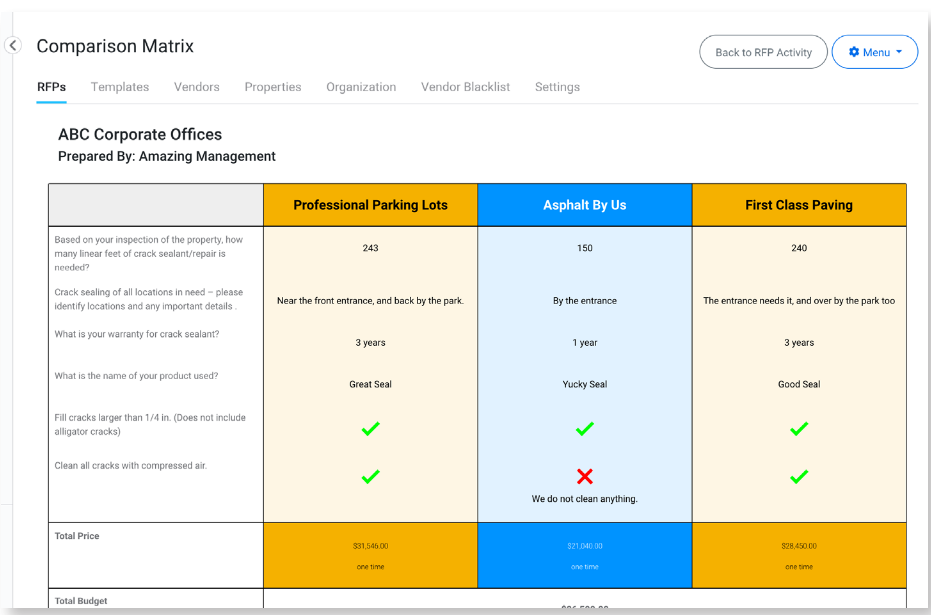
Automate Vendor Outreach and Follow-Up

The traditional process for creating an RFP usually involves starting from scratch with a blank Word document.

Then when the RFP is live, a variety of vendors bid for the job – often with costs in different terms. Some charge by the hour, others charge a lump sum including materials. Then your management team spends hours comparing proposals and chasing down responses. Particularly on major capital projects or amenities updates with many moving parts, proposals get confusing fast.

Don't waste time you don’t have. Use a bid management platform with built-in RFP, RFQ, and RFI templates. You can make all service details for a proposal required fields. And you can automate reminders to nudge slow vendors

Bid management platforms can also require vendors to submit bids in the same format. This saves you time, ensures apples to apples comparisons, and provides complete pricing transparency, avoiding hidden fees.



Tap Into a Wider Network of Vendor Options

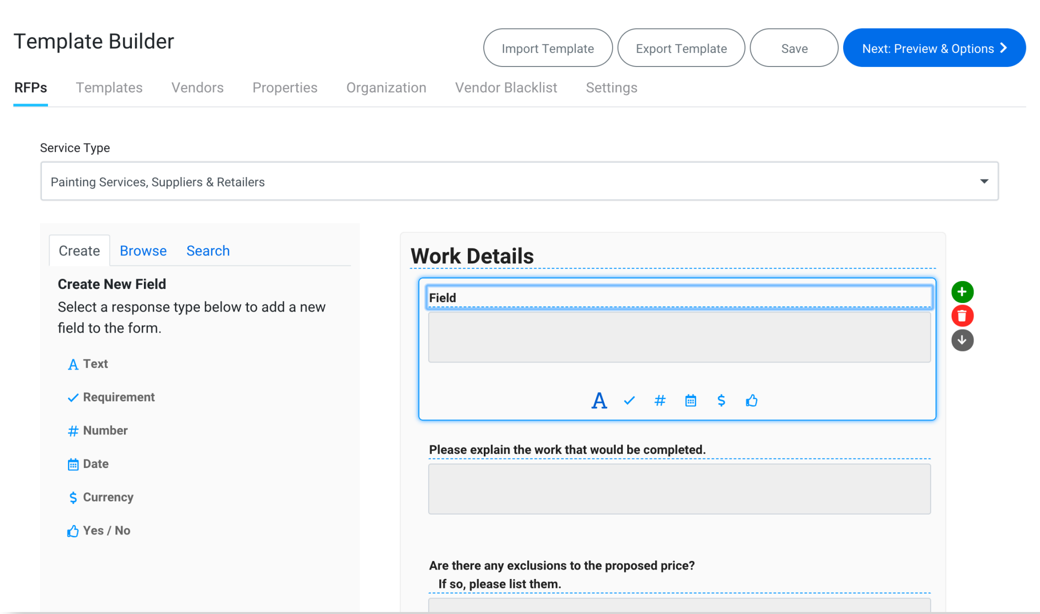
Selecting vendors case-by-case ensures the flexibility to handle unexpected work that requires quick responses.

Say some small but unexpected damage occurs onsite - someone moving furniture scuffs a wall in the lobby. Not life-or-death, but not a great first impression to make on tenants and prospects entering your building. Unfortunately, your go-to contractor's skillset doesn't include quick fixes.

A modern bid management platform gives you access to a wide network of vetted CRE vendors, service providers, and other professionals who can quickly meet any need you have.

Using a library of templates for building out requests, you can start the repair process the moment damage occurs. You get fast results instead of wasting time asking for recommendations or searching for qualified options online.

A good platform will allow you to compare multiple contractors side-by-side, so you can confidently select the best candidate for your project and budget. And with the flexibility to pick one-time specialists, you can avoid being locked into a contract.



Take Control of the Bid Management Process

Some people are stuck in a mindset that RFPs are only for large-scale capital projects. But in an environment of Covid-induced financial pressure, bidding out every contract helps property owners and operators keep expenses lean.

If you use manual processes that suck up your time and leave you with underwhelming, overpriced options, it's time to rethink your bid management process.

Transform your RFP process with Prism Bid Management:

- Create and send RFPs in minutes with customizable templates
- Automate follow-ups and see where your preferred vendors are in the process
- Make quick decisions using apples-to apples comparison tables
- Achieve competitive pricing, with transparency to negotiate with new vendors or use as leverage with your go-to choices
- Track relationships using digital historical records of your partnership

With Prism Bid Management you can find the best candidate for any project, no matter the scale or duration.

Ready to take back hours of valuable time and thousands of dollars in operating expenses?

Schedule a demo of Prism Bid Management

About Building Engines

For over 20 years, Building Engines has delivered on its mission to help customers improve NOI, increase revenue, reduce operating expenses and deliver greater tenant satisfaction. Building Engines is trusted by hundreds of commercial real estate organizations who manage billions of square feet. With our latest building operations platform, Prism, Building Engines is reaching a new level of building operations innovation. Prism comes equipped to help you exceed today's goals while preparing you and your team to meet the challenges of tomorrow.

Exceptional Building Operations. Extraordinary Business Outcomes.

BuildingEngines

ADDRESS

Building Engines HQ
33 Arch Street, 32nd Floor
Boston, MA 02110