Best Practice for Bid Management Success
◆ Building a Winning Bid Library

Comprehensive, accurate up to date information is required to compile quality, high scoring tender responses.

But many business struggle to provide a centralised content resource. This causes delays in compiling bids and pressure to reuse previous low scoring or inaccurate tender responses.

Tender Content Sourcing Challenges

01 Finding the right person for the right information

02 Securing that information in a timely manner

03 Being confident in its accuracy and quality

30% of workday

Time spent by knowledge worker searching for information

9 Steps to Building Your Winning Bid Library

A comprehensive, well-managed Bid Library, easily accessible by all stakeholders, is a critical element of Bid Management best practices.

This can be achieved by the following actions:

1. Set Objectives
Identify your content & tender creation challenges & define goals for resolving with your Bid Library.

2. What to Store
Identify all tender questions & compile information & documents required to respond.

3. Library Structure
Define categories, hierarchy, naming conventions, version control & meta-data. Test before implementation.

4. Content Owners
Assign owner for each piece of content, responsible for creating, updating & approving use within tenders.

5. Updating Content
Regularly review & use status, create & update dates to ensure current, accurate content is used in tenders.

6. Manage Library
Document structure, management processes & responsibilities & share with all stakeholders.

7. Search Functions
Assess efficiency & return quality of search functions, including simple, advanced & cognitive (AI) search options.

8. Tender Population
Consider using document integration & auto-population to complete tender responses.

9. Choose Platform
Consider an integrated solution that supports the whole bid journey & delivers improved content quality, collaboration & productivity.

Choosing the Right Solution

TenderEyes Knowledge Bank Module

Provide your Bid Team and Subject Matter Experts with the tools to easily update and continually improve content and tender submission quality.

Easy Access
Store and find all tender information and documentation in one centralised, easily accessible location

Dedicated Directories
Quick automated directory set up for documents, images, slides and templates (e.g. Word, Excel, PPT, PDF, JPEG).

Auto Populate Content
Automatically populate questions and responses or save required documents with quick, easy one-click action.

Q & A Library
Access to vital evaluation criteria, questions, responses & scores for Subject Matter Experts to craft quality responses.

Sophisticated Search
Easy to use tools for simple, advanced and cognitive (AI) searches on lists, file types, meta-data tags, content words and phrases.

Content Ownership
Implement content allocation, ownership, version control, approvals, security and transparent audit trail.

The Knowledge Bank is fully integrated with other TenderEyes Modules to provide a seamless dedicated Bid Management Solution from start to finish.

Designed to optimise your bid investments and deliver more compelling, competitive, quality tenders!

Interested in finding out more? Then book a demo and one of our team will be touch to book a time and date to show you!

Yes Please to a Demo!

TenderEyes
Enterprise Bid Management Software