Quick Tips for Bid Management Excellence & Success

◆ Step 3: Information Management

Sourcing information within tight deadlines can be tough! Required content can be sitting with individuals, on local hard drives or stand-alone department applications.

Your Bid Team will need to manage vast amounts of information during the bidding process. This will include all tender documentation from the Procuring Agency plus content required to answer the Invitation to Tender. All stakeholders including your Subject Matter Experts will need access to the information to create, update and review tender responses.

Proper information management will be essential to ensure rapid and easy availability of approved content that delivers comprehensive, quality responses, optimised to secure maximum evaluation scores.

Overview

- ◆ **Risks:** Securing information for tender responses can be frustrating and may not even be forthcoming within required timescales. This can force Bid Teams to re-use previously low-scoring responses or craft new responses, which may be inaccurate or out of date.

- ◆ **Action:** Create a centralised directory of all tender information, documentation and questions/responses with defined data management practices and assigned Subject Matter Experts.

- ◆ **Result:** Greater content accessibility, sharing and tender responses development.

- ◆ **Benefit:** Reduces search frustrations and provides for easier updating, version tracking and continuous improvement.

This Guide forms part of the 10 Step Guiding Principles, a Best Practice Bid Management philosophy developed by the TenderEyes Team. Based on a wealth of first-hand operational, executive and bid governance experience and collaboration with highly knowledgeable corporate bid teams.

Best Practice Goals

- Set up a centralised directory of tender documentation, questions, scores & responses.

- Adopt data management practices for storage, use and updating of content.

- Assign access rights and adopt document versioning, expiry and refresh dates.

- Allocate topics/questions to Subject Matter Experts to craft and update content.

- Categorise content based on common search criteria e.g. product, subject, country etc.

- Provide advanced search and filtering tools to make accessing data quicker and easier.

Digital Transformation

The adoption of an enterprise bid management solution will help address the complexities of the bid process and challenging collaboration between the multiple internal and external stakeholders.

TenderEyes Knowledge Bank Module

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

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

Sophisticated Search
Easy to use tools to search on lists, file types, meta-data tags, content words and phrases. Plus new Microsoft AI tools.

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

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

Quality Qualification
Implement content allocation, ownership, version control, approvals, security and transparent audit trail.

Interested in Taking a Deeper Dive?

Let our team show you how the TenderEyes Enterprise Bid Management Solution can help transform your tender processes and success!

Book My Demo

TenderEyes

Enterprise Bid Management Software

◆ **About TenderEyes**

TenderEyes is the leading Enterprise Bid Management solution designed to empower end-to-end opportunity, tender and contract success.

The scalable, configurable platform includes powerful intuitive tools, workflow automation and in-built best practice, all to deliver smarter collaborative working.

Proven across teams, divisions and geographies within long-standing global top tier customers and across multiple sectors in 24 plus countries in 5 continents.

Empowering Bid Excellence & Success!

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