

VIRTUAL 2021

ProcessUnity



CUSTOMER SUMMIT

RFx Solutions in ProcessUnity

Tom Vautour & Brendan Cavalier

May 19th, 2021

Agenda Slide

1 What is RFx Management?

2 ProcessUnity Tools for RFx

3 Configuration Methodology

4 Design Considerations

5 Best Practices

6 Q & A



What is RFX Management?

RFx Management

- “RFx” means “Request For Information / Proposals / Bids / Quotes”
- Definition: *A process of soliciting responses from various types of suppliers*
- “The RFx Cycle”
 - Define Need / Develop Documentation (“The Quote”)
 - Select Participants (“The Bidders”)
 - Track Progress of Responses
 - Evaluate Completed Quote
 - Review and Conclude
- You can leverage ProcessUnity functionality for **every aspect** of the RFx Cycle

The RFx Cycle in ProcessUnity



- Define Need / Develop Documentation = Questionnaires**

Establish a Risk Profile and **Questionnaire** for this RFx. Catalog and organize your requirements into a Questionnaire that can be sent to Prospective Vendors
- Select Participants = Vendor Library**

Leverage your existing VRM library for possible bidders, and create new ones when you want to assess RFx participants
- Track Progress = Assessment Workflow**

Send the Questionnaires to your bidders and monitor their progress and responses. Auto-calculate scores based on their answers
- Evaluate Completed Bids = Reporting**

Create reports to compare scoring of assessments, use Word Connector to build “RFx Summary Reports” cataloging key findings and details into an executive-tier PDF
- Conclusion = Workflow Management**

Chose the Winner, mark the process complete and log the end results for future reference

RFx Solutions in ProcessUnity

- Any basic ProcessUnity account can begin assessing for RFx **right now**
 - No special configurations or consulting time is required to assess a vendor
 - Create the vendors, send assessments, review results all with existing functionality
- **That being said...**configurations can enhance and standardize the process

Today we are going to propose a ProcU configuration model for RFx that takes the best functionality of the tool and leverages it to deliver a dynamic, robust, and streamlined RFx Cycle you can use for detailed evaluation of suppliers.



ProcessUnity Tools for RFx

ProcessUnity Tools for the RFx Cycle



Custom Objects

- Organize Bids
- Identify Bidders
- Monitor Activities
- Execute Bulk Actions
- Track Due Dates
- Record Completion



Questionnaires

- Catalog Questions
- Standardize Responses
- Reduce GIGO
- Capture/Catalog Documents



Assessment Workflow

- Ensure Completeness
- Follow-Up / Response Phase
- Send Notifications
- Validate Conclusions

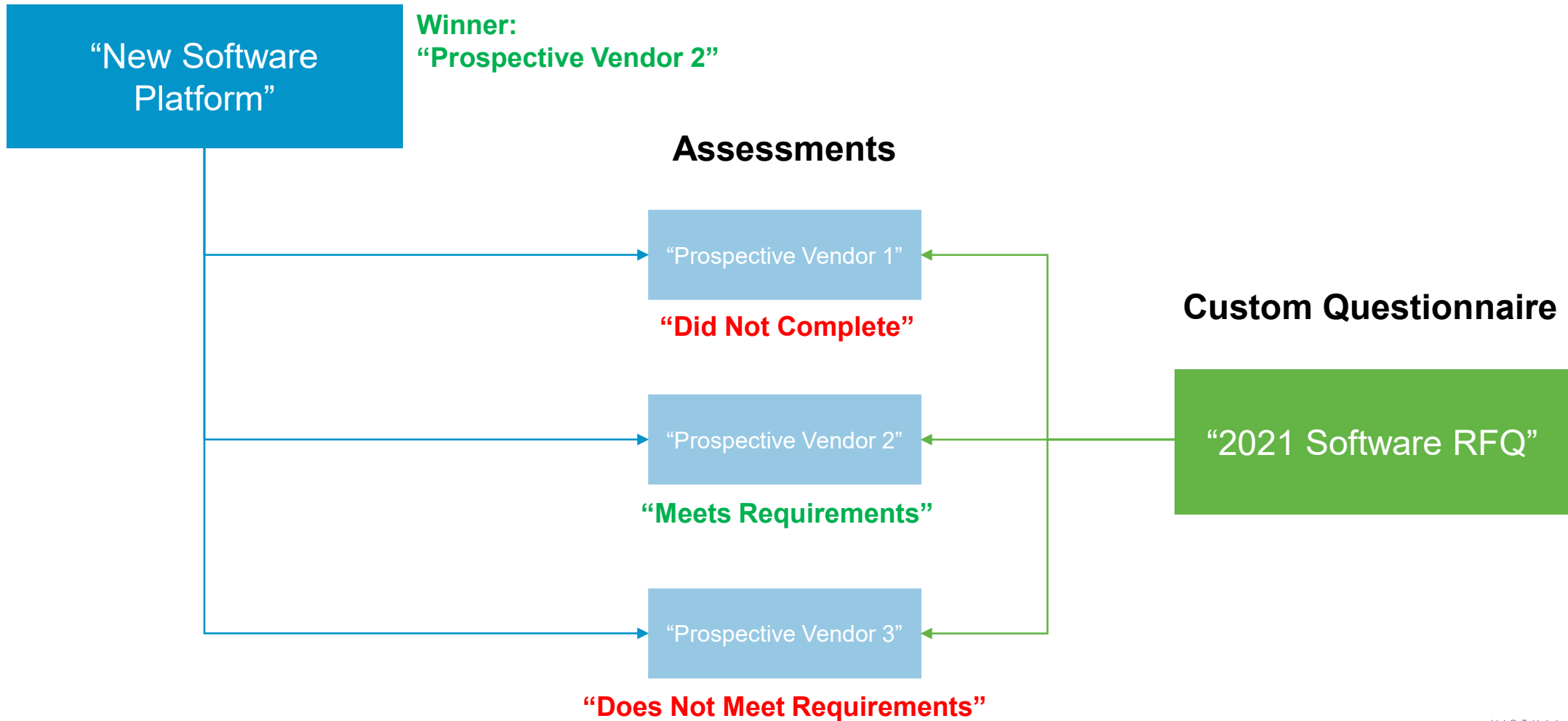


Reporting and Dashboards

- Track Progress
- Review Responses
- Compare/Contrast
- Store History

RFx Design Concept

RFx Project Object





RFx Management Objects

RFx Project Object / Management

- RFx Project Object vs. Vendor Request
 - **RFx**: specifically defined conditions
 - **Vendor Request**: can also generate an RFx
- Define Properties / Internal Data Gathering
 - Description of RFx
 - List of Requirements
 - Stakeholders
- RFx Workflow
 - Approval Process before engaging with prospect Vendors
 - Review and analysis after engagement





Questionnaires

RFx Questionnaires

- Every RFx Activity is Different
 - Scope
 - Needs
 - Requirements
- However, many RFx bids still ask the same questions
 - General Info on the Vendor
 - NDAs
 - Certifications (COI, SOC2, etc.)
 - Diversity Status
 - Pricing / Cost Proposal
 - Implementation processes
- Leverage existing Questionnaire Template functionality (dynamic scoping, property linking...)



RFx Assessment Workflow

Assessment Workflow Explained

RFx Assessment

- Can be scoped accordingly depending on criteria
- Scoring methodology can be applied



Internal Review

- Analyst review of responses
- Built in Follow-up Workflow



Analyze



Vendor Response

- Vendor provides responses and documentation



Scorecards

- Leverage scores and other captured Vendor data to provide better insight
- Other factors: WorldCheck, Rapid Ratings, BitSight, Security Scorecard



Selection

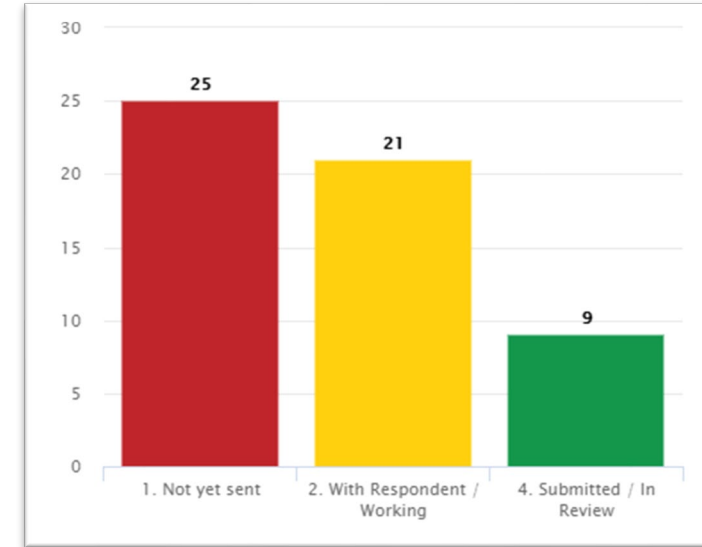




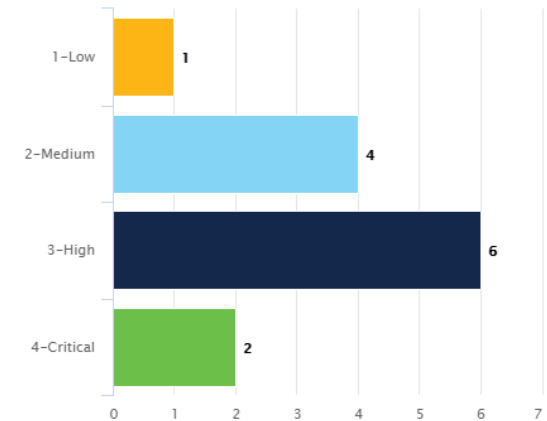
Reporting and Dashboards

Reporting and Dashboards

- Reporting flexibility to suit all needs
- Global view of all RFx
 - Track status, dates, and winners!
- RFx Reporting
 - Assessment Reports
 - Overall ranking
 - View all candidates in one place
 - Button Actions (inline buttons) to help with selection process



Vendor	QQ Score(s)	Total Cost	Inherent Risk Tier	RFP Selection	--Actions--
Vendor 1	94	30000	Tier A		<ul style="list-style-type: none"> Select Deselect Candidate Awarded
Vendor 2	50	10000	Tier C		
Vendor 3	0		Tier D		
Vendor 4	60	30000	Tier C		





RFx Design Considerations

Summary of RFx Design Concept

- RFx Project generates the Assessments
- Assessments reference a custom Questionnaire
 - Each bidder responds to the same Questionnaire
 - Leverage custom questionnaires for multiple product types
- Track responses, scores, key values on the Assessment record
- Compare results and monitor via Reports
- Record decisions and conclude process on the RFx Project record
- **Advanced Options**
 - Integrate the Vendor Request for more dynamic risk profiling
 - Automatic Send/Close/Scoring for Assessments
 - ProcessUnity Connectors

Best Practices for Configuration

- Recommended Features
 - Custom Object
 - Automated Actions
 - Word Connector
- Establish separation between “RFx” and “VRM”
 - Separate status values for Vendors - “Prospective” vs. “Active”
 - Separate Assessment Category - “RFx Assessments”
 - Create independent reports/dashboards for respective groups
- Truncate the RFx Assessment Workflow
 - RFx workflow can be simpler than the standard VRM Assessment process
 - Option to automatically “expire” RFx Assessments with no responses/activity
- “Super Cancel” button on the RFx Project



Q & A

Thank You!

