



TIMELINE FOR SUCCESS: MAPPING THE TEM RFP PROCESS

Whether your organization has a current Technology Expense Management (TEM) solution, or you are looking to transition from an in-house solution, knowing the steps to the buying process is critical to a successful and on time implementation.

In this quick guide, we outline a timeline that will help you start the buying process earlier in the contract cycle when issuing a Request for Proposal (RFP) for a TEM vendor.

TIMELINE FOR SUCCESS:

THE TEM RFP PROCESS MONTH BY MONTH





MONTHS 0-2

EDUCATION

Gather information and start preparing the TEM RFP.

BEGIN BY COMPLETING THE FOLLOWING:

- Clearly define your internal goals, challenges and objectives before starting to write your RFP
- List the business drivers and outcomes you expect from your TEM provider
- Understand your budget cycle
- Understand the timeframe that most RFP processes can take anywhere from six to 12 months
 - What software contracts are in place and when they expire?
 - How much time the team will need to determine which TEM provider is best?
- Highlight what is not working

WHAT YOU CAN EXPECT FROM YOUR TEM VENDOR:

- Access to the Knowledge Portal
- Education on common challenges
- An understanding of your goals



MONTHS 2-4

SOLUTION

Submit your RFP to the vendor.

YOU AND YOUR ENTERPRISE WILL:

- Outline environment — understand what will be considered “in scope”
- Identify and align decision makers
- Define procurement process
- Define any non-standard requirements and what services will be needed

WHAT YOU CAN EXPECT FROM YOUR TEM VENDOR:

- A detailed proposal with a solution and pricing
- A solution presented to your team



MONTHS 4-6

SELECTION

Once TEM vendors have delivered their proposals, it is time for the selection process.

YOU AND YOUR ENTERPRISE WILL:

- Validate requirements
- Confirm budgets
- Validate procurement process
- Provide final budgetary approvals

WHAT YOU CAN EXPECT FROM YOUR TEM VENDOR:

- Delivery of final proof of concept
- Begin the legal contracting process
- Complete InfoSec security review
- Case studies of TEM solutions
- Prepared statement of work



MONTHS 6-10

IMPLEMENTATION

The TEM solution has been agreed upon and contracts have been completed.

THE NEXT STEPS FOR YOUR ENTERPRISE WILL BE:

- Perform requirements gathering activities
- Complete user acceptance testing

WHAT YOU CAN EXPECT FROM YOUR TEM VENDOR:

- Delivery of the service and technology requirements
- Alignment of internal teams to your go-live objectives
- Successful implementation of the technology

Have an upcoming RFP that you would like Calero-MDSL to respond to? Visit www.calero.com.