

Bid Builder Overview

The Bid Lab guides organizations through the Request for Proposal and procurement process - from gathering market research and issuing RFIs, to drafting your RFP and evaluating vendors.

Why Us?

1 Positivity

Anyone can do the job. Only we do the job with the right attitude, even when deadlines are tight.

2 Flexibility

Every firm has its own way of doing things. Our RFP experts will work around your people, processes, and schedules.

3 Transparency

Have any questions during the process? Call us and we'll share the status of your bid at any time.

4 Quality

Our 4-eye review process ensures that even the smallest of errors are caught before work is submitted.

5 Neutrality

Our team will choose the best vendor based on your evaluation criteria. No more internal politics keeping your inefficient incumbent employed.

What Is Always Included...

NO minimum turnaround times

NO limit to revisions

NO industry exclusions

NO hidden fees

NO office hours – 24/7 availability

(including holidays & weekends)

NO missed deadlines

NO complaints!

Steps to Our Process

While we develop custom processes and solutions for our clients, we typically use the below steps as a starting point for bid responses:

1 Kick Off Project

2 Review Existing Documentation

3 Understand Stakeholder Needs

4 Research Potential Vendors

5 Draft and Finalize RFI

6 Host Pre-proposal Conference

7 Collaborate with Stakeholders

8 Finalize Scope of Work

9 Draft and Finalize RFP

10 Invite Vendors / Review Interest

11 Manage Questions and Answers

12 Evaluate Vendor Proposals

13 Shortlist Vendors

14 Hold Presentations and Evaluate

15 Guide Contract Award

Bid Builder Pricing

First 50 hours

\$300 per hour

Second 50 hours

\$275 per hour

Time Beyond 100 hours

\$250 per hour

In alignment with a custom timeline created for each client, we will submit invoices on the first business day of each Phase. Each Phase invoice will include a "burn report" that shows TBL's hours and the activities associated with them. We have managed similar projects with minimal or no travel to our clients' physical offices.