



# RFP's – OMG!

To RFP or not ...  
That's the question

# OMG....

**O...** One off ?

**M...** Multiple ?

**G...** Geography ?

**O...** One person ?

**M...** More persons ?

**G...** Group ?

**O...** Online or offline ?

**M...** Money?

**G...** Groundtransportation ?

# To RFP or not ...

- What is the definition of RFP ?
- What is desired outcome ?
- Is it internal or external ?
- Is it local, domestic or international ?
- Is it just meeting space or event sourcing ?
- When is meeting taking place ?

# Influencing factors

- Who has drawn up the RFP ?
- Are you asking the right questions ?
- Who is conducting the RFP ?
- Is technology limited to RFP ?
- Corporate travel and/or meeting policy ?
- Corporate hotel and meeting programme ?
- Which T&C's apply ?

# Influencing factors

- Do you have a budget? And if so, do you know it ?
- Desired ROI ?
- Do you know the right questions ?
- Environmental friendly ?
- Is your company using a SBT from a TMC ?
- Paper or technology based ?

# Sourcing options

- Direct with property
- Through TMC (GDS)
- Through HBA
- Through DMC
- Through hotel chain (direct or GDS)
- Through technology

# To RFP or not ...

## ***YES***

- External meetings
- Standardized format
- Comparing like with like
- Optimum negotiation power
- Combination of air / ground / hotel / venue / F&B / speakers
- Max your budget

Encourage the use of technology

## ***NO***

- Internal meeting
- Small meetings

# To RFP or not ...

## ***YES***

- Recurring (back-to-back) meetings
- Easier turnaround for hoteliers and/or venues

## ***NO***

Encourage the use of technology

# To RFP or not ...absolutely YES

SOMETIMES

- **Define**
  - Identify and engage stakeholders
- **Measure**
  - Compile historical data and analyze
  - Research (online) data available from vendors
- **Analyze**
  - Discover cost savings opportunities
  - Analyze ROI
- **Build**
  - Procure
  - Contract
- **Execute**
  - ‘always expect the unexpected, than you are ready!’
- **Evaluate**
  - Lessons to be learned