

## RFP Obtainment Methods Worksheet

*Use this worksheet to help determine the mix of methods you will use to obtain RFPs. The worksheet provides space to indicate what percent of your total effort will be dedicated to each method (the percentages need to equal 100). Notes can be added for any special technique or tactics used. The results section allows you to see how successful a particular effort has been. This is important for future determination of the right mix to use when obtaining RFPs.*

<b>% of Overall Effort</b>	<b>Method</b>	<b>Notes</b>	<b>Results</b>
<i>Example: 10%</i>	<i>Referral</i>	<i>This will be achieved by giving referral cards to satisfied clients</i>	<i>10 RFPs</i>
	Repeat Business		
	Referrals		
	Obtain Short List Status		
	RFP Development		
	Ask for RFP on Web Site		
	Web-Based RFPs		
	Sales Demonstration/Seminar		
	Networking/Trade Show Exhibition		
	Cold Calling		