



# Rethinking Proposal Submission Requirements

## What Should Be Required? How Much Is Too Much?



### Overview

As the frequency of poor performing projects or services increases, the natural reaction is to add more and more proposal requirements on the next solicitation. Owners are now asking themselves:

**What should we ask vendors to submit? Are we asking for the right information? How do we evaluate all of this material?**

“ Am I asking for the 'right' information? What criteria should we ask for in our solicitation? ”

### Case Study

#### Proposal Requirements



A Fortune 100 Company was soliciting proposals from General Contractors to construct a high-tech facility. The Owner requested 15 separate submissions, all of which demanded significant resources and time to evaluate.



Everyone will agree that safety and having a safety plan are important on all construction projects. **However, the importance of having a safety plan should not be confused with the value that the document will provide during the evaluation process. Those are two completely different needs.**



Submission requirements that fail to provide clear differences muddy-the-waters of good decision making. Traditional requirements often end up favoring lower-performers, overemphasizing marketing, and highlighting minor pricing differences.

### ⚠ Simplar's Recommendation

**Use proposal submission requirements that facilitate the high-performing team's ability to differentiate themselves.**

Submission requirements that fail to provide clear differences, actually favor lower-performers, marketing, and minor pricing differences.

- ✔ Limiting the page lengths of submissions
- ✔ Not evaluating items of limited differential and instead use Pass/Fail (for example Safety Plan)
- ✔ Team and project specific evaluation requirements
- ✔ Templates for submissions to ensure consistency in responses

Simplar has the science, training, and templates to help you find and hire the best team for your next project.