

Facility Management RFP / RFI Response Process

PHASE 1: Reviewing

PROCESS STARTS HERE

Receive RFP or RFI from City Leader and/or Broker

Review scope to ensure project is the right fit with Cassidy Turley's capabilities

On average, we respond to 3 RFPS a week

Enter Client information into business development tracking system

Review and track critical dates in process and submit any preliminary documents

FM RFPs are always tailored and typically 100 pages long

Finalize and approve the response, including pricing, staffing, and content

Obtain and include information requested from other subject matter experts

Submit clarification questions to Client, if necessary

Compile all information already available

Determine appropriate staffing and pricing using the spreadsheet

Assign sections to appropriate subject matter experts

PHASE 3: Quality Control

Review by team and make edits

- Review
- deliverable
- requirements

Final review & packaging

Submit

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