



## Is your process ready for these **procurement curveballs?**

Whether it's a last-minute purchase request or a sudden absence on staff, you need to be able to adapt to unexpected situations in order to meet the procurement needs of your municipality. However, most city and county procurement teams are struggling with a paper and Excel process that is anything but adaptable.

By digitizing your procurement, you can cut down on paperwork and ensure a robust, repeatable bid and RFP process — so no matter what your stakeholders throw at you, your team never drops the ball.

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### **Last-minute purchase requests**

The administrative demands of a manual process make it difficult to react quickly to purchase requests out of left field.

### **How eSourcing helps:**

With pre-populated templates and project drafts, you can quickly create and post solicitations online — decreasing the turnaround time from request to award.

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### **Low vendor participation**

Counting down to the deadline without knowing if your RFP will receive any submissions is not just nerve-wracking—it can also be an obstacle to achieving best value for taxpayers.

### **How eSourcing helps:**

Use commodity codes to reach more vendors, and monitor vendor downloads of RFP documents in advance of the deadline to proactively ensure competitive projects.

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### Sudden staff absences

Are you prepared to pinch-hit in the event of unexpected staffing changes? It's a tall order when purchasing information is stored on paper files and locally-saved spreadsheets — or individual's memories.

### How eSourcing helps:

With all bid and RFP activities centralized on one online platform, you can easily access files and pick up where your colleague left off, with no delays or disruption.

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### Evaluator delays

It's all too common to arrive at an evaluation meeting only to find out that one individual hasn't finished scoring, setting your timeline back by days or weeks.

### How eSourcing helps:

eSourcing platforms give you full visibility into evaluator scoring progress, along with auto-reminders to ensure everyone gets their scoring done on time.

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### Bid protests

Responding to bid protests is a drain on staff time, with the ever-present risk that missing documentation might jeopardize the decision.

### How eSourcing helps:

Automatic audit trails of every step in the RFP process—including full evaluator score justifications—helps you ensure all bases are covered.

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### Sudden spikes in procurement demand

When your procurement process involves a lot of hands-on paperwork, an unexpected influx of purchase requests can throw you off your game.

### How eSourcing helps:

Time-saving automations cut your average RFP cycle time in half, so you can deliver crucial goods and services to citizens in a timely manner — even during high demand times.

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When the bases are loaded, you need a procurement process you can rely on.

Centralizing your sourcing process on one online platform empowers faster projects and clear visibility — so you can be confident that your team is batting 1000 with every bid and RFP you run.



**Bonfire** is the only sourcing software built to meet the unique needs of municipal procurement teams. [\*\*Learn more about the Bonfire solution.\*\*](#)

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1-800-354-8010 | [Hello@GoBonfire.com](mailto:Hello@GoBonfire.com)