

# Resource Request For Proposal

## Creating an ELM RFP Solution

What are the key steps in evaluating and adopting the proper ELM platform for your organization?

- Start with a well-defined set of user needs and requirements

**Note:** Necessary to discuss these with stakeholders and end users

**Note:** Be sure to define business processes and requirements fully

- Identify all stakeholders taking part in the selection - within Legal and outside
- Understand your organization and change management needs
- Develop a thorough understanding of the solution market and options
- Build vendor checklist
- Script your product demonstrations needs
- Develop a solution provider short-list
- Establish a reasonable implementation plan and approach
- Release RFP and request feedback from provider shortlist

*Don't forget!* Document your comparative analysis - every evaluation criteria must tie back to user needs; consult our Key Solution Components for the items you should watch for.

# Typical Timeline - Request for Proposal Lifecycle

