

# Real Estate Procurement Best Practices

## TOOL COMPARISON WORKSHEET

*Ready to take your organization's procurement process from unsystematic and cumbersome to scalable and replicable? Use this worksheet to compare tools that support practices proven to lead to success.*

	Option #1	Option #2	Option #3	Option #4	Notes
<b>Automate your bid leveling workflow</b>					
Can you create and reuse custom leveling templates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Does the system automatically level bids and provide instant line-by-line breakouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Is the bid submission process easy for your vendors to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Can you download the data in a CSV or Excel file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
<b>Consistently triple-bid your projects</b>					
Is there a centralized vendor management system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Can the team post notes on past experiences working with each vendor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Does the system provide visibility into number of bids and vendors selected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Can you access a directory of qualified vendors to supplement your bid pool?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Does the system automate administrative tasks to mitigate additional workload?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
<b>Ensure easy visibility into the whole process.</b>					
Can upper management get a snapshot of all projects at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Can regional managers identify pricing trends and vendor gaps for their teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Can property managers access vendor details and communications from past projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Can the accounting team track and report on capital spending?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
<b>Centralize your documents and messaging</b>					
Is the document repository cloud based?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Can your team post messages or participate in team chats using the same tool?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Can you reply to notifications by email?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Is there a clean audit trail within the tool for future reference?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Does the tool deliver full functionality on mobile devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
<b>Harness historical data to inform current decisions</b>					
Are bids from past projects easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Can you automate reports that draw historical data from multiple projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
Can you extract data from multiple bid leveling sheets to make comparisons over time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....