

# 7 WAYS TO BOOST YOUR PUBLIC AGENCY'S PROCUREMENT EFFICIENCY



## GO DIGITAL WITH YOUR BIDS

Forget in-person submissions, paper certifications, and email attachments. Use a procurement software platform like PlanetBids to manage the bid process from submission to award in a secure online vendor portal.

01



## AUTOMATE APPROVALS

Stop chasing signatures and losing requisition requests. Set up automatic approval workflows that route requests and documents to the right people instantly.

02



## CENTRALIZE VENDOR COMMUNICATION

Ditch the endless email threads, missed addenda, and random phone calls. Keep all vendor communications in one place to ensure your vendors have the most updated information and bids are complete.

03



## USE TEMPLATES FOR CONSISTENCY

Stop reinventing the wheel with every RFP and get rid of the find-and-replace madness. Create reusable templates for your most common documents to speed up the solicitation creation process and reduce errors.

04



## TRACK DEADLINES AUTOMATICALLY

Never miss a deadline again. Automatic reminders for upcoming deadlines and expiring certifications help your team and your vendors stay on top of due dates and eliminate risks and fines.

05



## ANALYZE YOUR SPEND

Get a clear picture of your spending patterns and understand future project costs. Digital procurement systems let you view historic vendor performance, itemized costs, and purchase history to make smarter purchasing decisions.

06



## KEEP EVERYONE IN THE LOOP

Break down the silos for your team members and keep your projects up to date across departments by creating a shared platform that gives everyone access to the latest information.

07

## READY TO MAKE YOUR PROCUREMENT ***FASTER AND EASIER?***

Explore how PlanetBids can simplify your process and save time.

[Contact us to learn more](#)