

NAVIGATING YOUR NEXT TECHNOLOGY INVESTMENT

TAKE TIME TO PLAN

- Risks - time and cost
- Scope beyond the software
- Busy periods that slow you down
- How to attract the right vendor
- Thorough budgeting

CAREFUL WITH OPTIMISM

Time and money are the most commonly underestimated resources when selecting a new service or vendor. Be conservative with both.

INCLUDE THE RIGHT INFORMATION IN THE RFP

- Issues
- Objectives
- selection criteria
- Timeline
- Budget

INVITE A DIVERSE NETWORK

Note your DEI statement or position in the RFP. Make your selection process accessible, welcoming and inclusive to all potential vendors.

BE OPEN AND TRANSPARENT

Provide a budget or estimated price range. Manage expectations and ensure that vendors within your budget are considered.

HAVE AN ONBOARDING PLAN AND GUIDE

View onboarding as a partnership. Both sides need to be held accountable and set reasonable expectations.

WE CAN HELP YOU EVERY STEP OF THE WAY!
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