



Hotel RFP Tool

The electronic Hotel Management System, eHMS, is a web-based tool provided at eBuyerSolutions.com to effectively manage hotel RFP processing for a preferred hotel program.

The tool manages the entire bid process including; initial hotel solicitations, supplier negotiations, acceptance, rejections and notifications in an efficient, user-friendly, online environment.

eHMS eliminates the manual, labor intensive process associated with hotel RFP processing and enables program managers to focus on the strategic aspects of their hotel program development.

eHMS Features

- Lodging industry standard RFP format
- Global hotel database with over 25,000 properties
- User friendly point and click functionality
- Property specific data fields
- Password protected
- Available 24 x 7
- Customized RFP solicitation prospectus
- Sophisticated bid process features
- User friendly report generator
- Site email communication features

Contact **eBuyerSolutions.com**

for a demonstration

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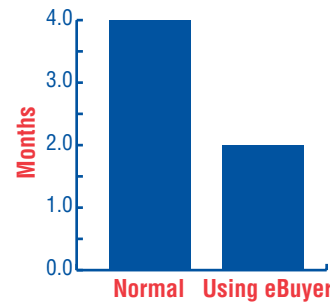
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Expedited Bid Process

eBuyerSolutions.com has the tools and information needed to complete effective supplier bid projects in a shorter time-frame, which reduces management cost.

Travel Agency Bid Process



Bid Process Steps & Timing

	Completion Time	Using eBuyer
• Research & RFP Development	2 weeks	1 week
• Supplier Proposal Response	4 weeks	1 week
• Proposal Evaluation	4 weeks	1 week
• Finalist Interviews	3 weeks	3 weeks
• Follow-up & Selection	2 weeks	2 weeks
Total	15 weeks	8 weeks

"Although many of our business decisions are still based on relationships, eBuyer provides the forum to compare the nuts and bolts of the bids in an easier, more efficient way"

**Lynn Brunner, Travel Manager
HCA Healthcare**



eBuyerSolutions was created and developed by R. D. Brown who has been in the travel industry for over 35 years. As President of the company, he is regarded as an expert in competitive bidding and supplier selection, travel system analysis, benchmarking, and process improvement. This experience has helped eBuyer in development of effective RFPs and building support of suppliers for the site.

The eBuyer RFPs and RFI criteria used for each supplier component were developed by a select group of suppliers and corporate travel managers.

Supplier Components

- Travel Agency
- Hotel
- Payment
 - Corporate Card
 - Procurement Card
- Technology
 - Online Booking System
 - T&E Expense System
- Airline
- Auto Rental
- Limousine / Car
- Meetings Management
- Air Charter
- Fleet Car
- Other Suppliers

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**An interactive
procurement site
for the travel industry**



About eBuyerSolutions

eBuyerSolutions is an independent procurement site or "utility" for the corporate travel industry. Using the site, buyers are able to expedite supplier selection projects for travel services.

Service Objective

- Provide a faster, more efficient method to establish preferred travel supplier contracts.
 - The site contains customizable electronic RFP formats in key supplier categories, which can be used to solicit proposals from suppliers.
 - The site describes specific service information for each participating supplier that can be used as research by the buyer to pre-select bidders.
- Provide travel management tools to assist with proposal analysis with decision support.
 - The site has customizable tools with structured methodology for supplier proposal evaluation.
 - The site contains interactive spreadsheet formats for financial offers that ensure "apples to apples" comparison of fees, expenses and rates.

"I think the RFPs and other tools will prove to be a valuable resource for travel managers. I'm looking forward to using the hotel program for my RFP process later this year."

**Colleen Guhin, Global Travel Manager
ON Semiconductor**

eBuyer
Solutions.com

Corporate Travel Buyers

Managers involved in the selection of preferred suppliers for corporate travel requirements use the tools on the site to expedite the bid process or to simply conduct research on alternative supplier services available in the marketplace.

Bid Process Tools

RFI Criteria

- primary selection criteria
- extensive service detail
- warehouse of supplier data
- capability research

Requests for Proposal

- formatted electronic RFPs
- user friendly
- pull-down menus
- supplier response format

Financial Spreadsheet

- structured supplier formats
- multiple currencies
- calculates bottom line cost
- compares "apples to apples"

Supplier Profiles

- overview of suppliers
- contact information
- organizational view

Evaluation Tools

- interactive spreadsheets
- criteria weighting method
- supplier grading system

Corporate Travel Suppliers

Suppliers participating in the eBuyer site desiring to provide corporate travel requirements use the tools on the site to provide information and respond to the buyer's preferred supplier selection process.

Supplier Information

RFI Response

- presents service capability
- index of selection criteria
- updated regularly by supplier
- information for research

Proposal Response

- structured proposal response
- provides useful buyer data
- shortens response time
- allows service options

Financial Offer

- structured response formats
- defines specific fees
- clarifies service inclusions
- creates consistent offers

Supplier Profile

- defines supplier organization
- provides contact information
- introduces supplier service

Finalist Suppliers

- speeds finalist selection
- methodology for choices
- more consistent evaluation

User Benefits

The eBuyerSolutions site was developed to provide benefits to both buyers and travel industry suppliers.

Buyers

organizations seeking preferred suppliers

- a source for supplier research
- established selection criteria
- access to customizable RFPs
- shorter bid process time
- structured proposal response
- reduced management expense
- proposal evaluation tools

Suppliers

agency, hotel, airline, auto rental, payment, etc.

- increased exposure to corporate buyers
- more information for buyer research
- improved response time for RFPs
- reduced proposal development cost
- shortens sales cycle
- encourages interaction with buyers
- provides an account management tool

"It looks like you've been able to pull together what we all need... a simplified method of soliciting proposals and analyzing them."

**Bill Davidson, Travel Manager
Sematech**