

RFP Automation Process Checklist



How to spot the delays in your current freight procurement setup before they cost you time and money.

Why this checklist exists

You don't always notice how long your RFP processes are taking. But at a certain point, you notice your team spending more time entering data than booking freight. By the time your RFP is done, the market has already shifted.

This checklist helps you find ways to automate your RFP process so you can move procurement out of spreadsheets and into the flow of execution.

1

RFP Setup & Launch

- Can you launch new RFPs in minutes using templates?
- Can you structure bids by lanes, volumes, and equipment instantly?
- Can you invite carriers to bid without manual distribution lists?
- Can you set network-wide deadlines in one place?

2

Bid Collection & Standardization

- Can you gather all incoming carrier responses in standardized format?
- Can you view all active bids side-by-side without chasing inbox threads or missing attachments?
- Can you eliminate transcription and formatting errors from carrier spreadsheets?

3

Bid Evaluation & Carrier Performance

- Can you compare bids at the lane-by-lane level?
- Can you view live carrier performance data while evaluating?
- Can you filter & re-rank options based on cost, capacity, or service level?
- Can you spot pricing outliers and risks before awarding freight?

4

Awarding, Contracts & Routing Guides

- Can you auto-convert awards into live contracts?
- Can you update routing guides with zero manual rework?
- Can you push negotiated rates straight to execution?
- Can you keep procurement and planning teams perfectly synced?

5

Continuous Procurement & Control

- Can you run micro-bids on specific lanes?
- Can you pivot instantly when capacity, fuel surcharges or spot rates shift?
- Can you maintain an audit trail of every decision?
- Can you keep rates permanently aligned with the market year-round?

If your RFP process still runs on spreadsheets, emails, and manual handoffs, it's time for a better way to award freight.

[Request a Demo](#)