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Reviewing and Processing RFPs

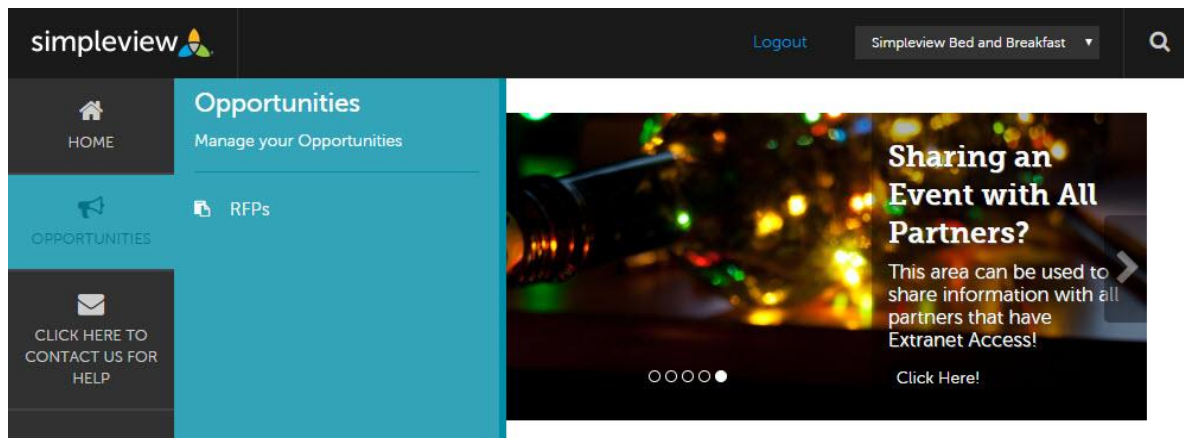
Sonoma County Tourism

Hospitality Hub


**Sonoma County Tourism
400 Aviation Blvd, Suite 500
Santa Rosa, CA 95403
707-522-5800**

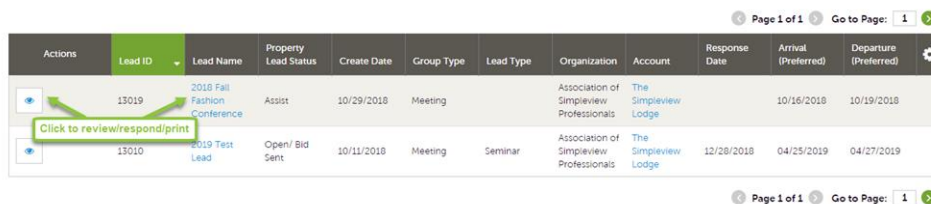
How To Access RFPs?



The Opportunities menu on the left navigation panel of the Hospitality Hub holds the RFPs submenu. This submenu displays the Leads / Requests for Proposal (RFPs) to which properties can respond.



Actions Accessible from the Grid

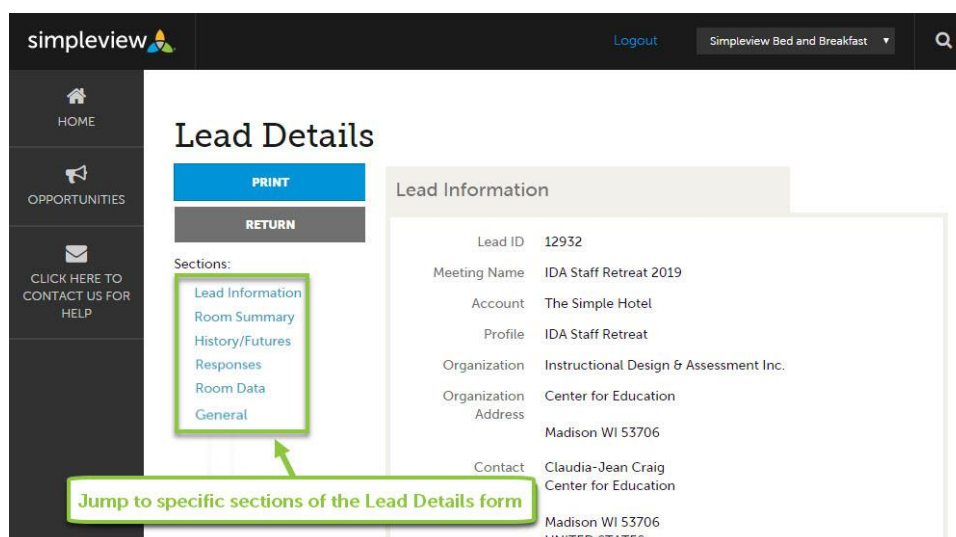
Clicking on the eye icon  or the Lead Name opens the Lead Detail page. If the user clicks the account name, the screen displays the Account Detail page for the Extranet property indicated.

The screenshot shows a table of leads. A green box highlights the 'Click to review/respond/print' link in the 'Actions' column for the first lead. Another green box highlights the 'Lead ID' column header. A third green box highlights the 'Lead Name' column header. The table has columns for Actions, Lead ID, Lead Name, Property Lead Status, Create Date, Group Type, Lead Type, Organization, Account, Response Date, Arrival (Preferred), and Departure (Preferred).

Actions	Lead ID	Lead Name	Property Lead Status	Create Date	Group Type	Lead Type	Organization	Account	Response Date	Arrival (Preferred)	Departure (Preferred)
 Click to review/respond/print	13019	2018 Fall Fashion Conference	Assist	10/29/2018	Meeting		Association of Simpleview Professionals	The Simpleview Lodge		10/16/2018	10/19/2018
	13010	2019 Test Lead	Open/ Bid Sent	10/11/2018	Meeting	Seminar	Association of Simpleview Professionals	The Simpleview Lodge	12/28/2018	04/25/2019	04/27/2019

Lead Details Page

A user can review the details of a Lead and submit a bid response to the DMO from the Lead Details page. The side navigation pane provides quick links to specific sections of the Lead.



Responding to a Lead

Responses can be entered and updated on the Responses section of a Lead form.

The Responses section displays options to review/add responses for each requested set of dates. The Extranet user may have the opportunity to respond for the different properties that have been granted access to this opportunity.

Responses

Chris Martin Hotel and Suites

Parent Account








Status Open/ Bid Sent

Currently Assigned Chris Martin (Reassign)

Contracts

PRINT RESPONSE LOG

ADD NEW CONTRACT

Actions	Meeting Dates	Room Request Dates	Pursuing?	Comments
  	10/05/2017 - 10/10/2017 **Preferred Date**	10/05/2017 - 10/09/2017	Yes	Unfortunately The Chris Martin Hotel and Suites will not be offer a room block for this date range.
  	08/01/2017 - 08/05/2017	08/01/2017 - 08/04/2017	 Yes	The Chris Martin Hotel and Suites has the pleasure of offering our services during the time frame of 08/01/2017 - 08/05/2017. You will find that our in-room dining services are worth the competitive nightly room rates in our bid.
+	12/03/2017 - 12/08/2017	12/03/2017 - 12/07/2017		

The Chris's Hotel

Child Account

Status Open

Currently Assigned Chris Martin (Reassign)





Contracts

PRINT RESPONSE LOG

ADD NEW CONTRACT

Actions	Meeting Dates	Room Request Dates	Pursuing?	Comments
+	10/05/2017 - 10/10/2017 **Preferred Date**	10/05/2017 - 10/09/2017		
+	08/01/2017 - 08/05/2017	08/01/2017 - 08/04/2017		
+	12/03/2017 - 12/08/2017	12/03/2017 - 12/07/2017		

Response Section Icons:

- Click  to add a new response.
- Click  to edit an existing response.
- Click  to view a previously entered response.
- Click  to copy a response to another date range.

Each field for this portion of the Response is explained in detail below:

- **Pursuing This Lead (Yes/No):** Answer 'Yes' if the property would like to pursue the piece of business and provide a bid response.
- **Account:** Will list parent/child accounts. Choose the account that matches the response.
- **Comments:** Comments in the partner's response that should be relayed to the client.
- **Bureau Only Comments:** Comments from the partner that are intended for the DMO only. Bureau Only Comments should not be relayed to the client.
- **Rate Range:** Indicates the range of room rates included in the property's response. A single rate should be entered in both the low and high rate boxes on the form.
- **Requested Rooms:** The total number of rooms the partner is offering as part of their bid. This number auto-populates from the room block data.
- **Peak Night Rooms:** The maximum number of rooms for any single night that the partner is offering as part of their bid. This number is auto-populated as the room block data is filled in.

Response Information

Pursuing this lead:

☐ NO

☐ YES

Account: Required

Simpleview, Inc

Comments: Required

Bureau-Only Comments:

Rate Range:

From

To

Requested Rooms:

Peak Night Rooms:

Room Information


Enter the number of available rooms by type for each night of the block.

Room Information

	Mon 07/27/2015	Tue 07/28/2015	Wed 07/29/2015	Thu 07/30/2015	Fri 07/31/2015	Sat 08/01/2015	Sun 08/02/2015
Singles	0	0	0	0	0		
Doubles	0	0	0	0	0		
Multiple	0	0	0	0	0		
Kings	0	0	0	0	0		
Suites	0	0	0	0	0		
Total	0	0	0	0	0		
Requested	10	10	10	10	10		

File Attachments

Hospitality Hub users have the ability to add files to the Lead/RFP.

- Click the 'Attach File' button to browse your computer for a file. (PDF, Word, Excel suggested)
- Click  to remove a file.

File Attachments

ATTACH FILE

or drag files to the page

 187CF813-ABD-44AF37444FRD_9158D123-CBB3-440B-99175760C3C48DBC.pdf



Click red 'x' to remove file