Challenge

"Preparing and assembling all of the documents, specifications, and drawings related to RFQs and subcontracts into one 'package' is very time consuming. We worry that we'll forget to include something and that we won't send the latest version of everything to the vendor. Vendors who tell us that we forgot to send a specific document have us doubting ourselves; the more time that passes, the harder it is to check up on that. We want a better, streamlined way to assemble and manage a collection of vendor documents for dispatch to our current and potential contractors and proof for all time of who received what when."

Solution

Spitfire Project Management System (sfPMS) provides an easy way to assemble documents and files of any size or type into a single 'package'. This single package can then be emailed to specific contractors or placed in the Plan Room. When the package is assembled, only the most recent versions of files are included. The system offers a way to preview the exact vendor document package that will be emailed to a vendor as well as a way to review the exact contents of the package after the package was sent out. This information remains in the system, with the date and timestamp of when it was sent, and can be easily found again if needed.

How It Works

1. You upload all necessary documents, files, drawings, etc. to sfPMS and edit them within the system through version control features.
2. The system assembles all documents into PDFs or native files that can be emailed as one "package."
3. You indicate who should get the package, and when the package is to be emailed to that person.
4. You can preview the package before it gets sent, or view the package after it has been sent.
5. Revising a file after it has been sent out does not change the file in the package. You always know exactly what each vendor received at the time of each correspondence. On the other hand, the Plan Room always provides access to the most recent version of each file.
6. Vendors receive attachments directly in their email or (if the files are too big) through a download link in the email.

Benefits

- Because sfPMS is a file control system, all vendor-related documents and files are organized and accurately dated, eliminating duplicate or lost files and confusion over which are the "latest versions."
- Assembling different types of files into one package makes it easier to email, and with the download link, no file is lost for being "too large" to send.
- Permanent views of what was sent to whom and when and even when it was downloaded provides proof if needed after the fact.