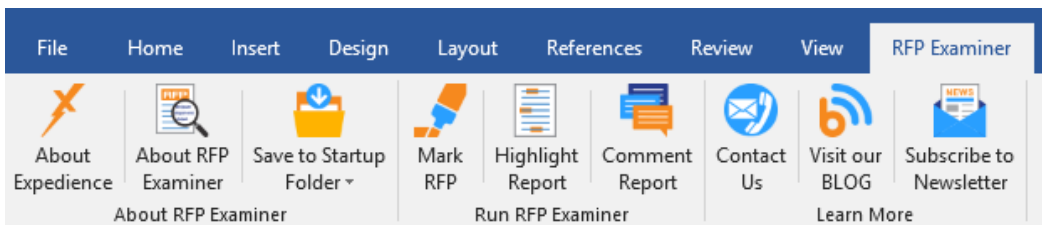


RFP Examiner

The RFP Examiner is a Microsoft Word Add-in (*‘.dotm file’*) for Windows developed by Expedience Software. This tool extends the built-in functionality of Microsoft Word by automating the process of marking of RFPs and other documents and provides reporting capabilities based on highlighted text and inline comments.



Mark RFP

‘Mark RFP’ opens a dialog box that displays a customizable list of Search Terms. You can check the terms to be highlighted or double click the list to select all. You can run multiple times with different terms and colors. You can remove highlight from terms by selecting ‘Clear’ as the Highlight color.



Highlight Report

The **‘Highlight Report’** generates a Word Table listing the highlighted text in context, page and line number, and a column for notes.



Comment Report

The **‘Comment Report’** creates a table in MS Word displaying all the comments in the document. The report captures the source text of the comment, page number, author, date, and the comment itself. Like the highlight report, this Word table can be expanded by adding columns in the Word table or exported into Excel.



How to Get the RFP Examiner

Expedience is pleased to make this tool available to APMP members free of charge.

Visit: www.expediencesoftware.com/apmp-offer

Enter: Username: APMP18 Password: EXPEDIENCEAPMP18

Done: The RFP Examiner Tool and User Guide will be emailed directly to your inbox.