

## YOUR NEW SILENT PARTNER!

### How to Submit a Request for Proposal to Get the Optimum Responses

The International Virtual Assistants Association consists of Virtual Assistants (VA) who either specializes in a particular target market and/or generalizes in many different areas. VAs are business owners, looking to grow their business by helping YOU grow yours. To get the best responses, consider following some of these guidelines:

- 1) **Be Specific**
  - 2) **Remember VAs are Business Owners too**
  - 3) **VAs are not Employees**
  - 4) **Think Long Term**
  - 5) **Most Importantly - As a courtesy, please acknowledge receipt of any responses to your RFP. This can increase the likelihood of additional responses to your RFPs in the future.**
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Please continue reading to get more information on four of the five points above.

- 1) **Be Specific** –You are more likely to get value added proposals when you specify in detail your business needs. RFPs should include some of the following details:
  - The number of hours needed per week/month/etcetera.
  - The top two or three tasks to perform. Once you find that perfect VA (or VAs) for your business, they can help you identify and strategize a plan to add more services when the timing is right.
  - Let us know if a VA should own any particular software?
  - Should the VA have access to a MAC and/or Windows Computer?
  - Should they have expertise in a specific industry?
  - Any preferences to time zone availability?
- 2) **VAs are Business Owners Too** –Like yourself, VAs are in business to make money and as business owners they create budgets to fit within their business models. While it is perfectly acceptable to indicate your budget limit; consider being open to

different fee structures as some VAs charge by the hour while others may offer different packages.

- 3) **Keep in Mind, VAs are NOT Employees** – You’re probably seeing a common theme here by now. As mentioned before, VAs are very skilled individuals, they are business owners, they ARE NOT employees. A proposal by definition is an initial dialogue between you and the VA. It is a way for you to sift through the responses you receive in order to find that VA that gets YOU and YOUR business! You may miss the opportunity to find that PERFECT person by being too stringent on your expectations. *See page 3 for a quick snapshot of some of the differences between an employee and a subcontractor.*
- 4) **Consider Being In It For The Long Haul** –The beauty of working alongside a VA is that you don’t have to have long term commitments. Many VAs work on project specific assignments, which may be short or long term in nature. But, most VAs want to get to know you and form a partnership, *silent though it may be*. When you submit your proposal – think long term. After all, you will have to spend some time getting the VA to see and buy into your vision. Why not use that to your advantage and consider the possibility that the VA may offer you more value should they stay with you on a long term basis? When you think like this, more care and thought would be put in the wording used when you submit your Request(s) for Proposal(s).

In closing, we wish you the best of luck in securing that perfect VA or VAs!

Sincerely,

The IVAA RFP Team

***Please continue to page 3 to see a quick snapshot of some of the differences between a subcontractor and employee.***

# SOME DIFFERENCES BETWEEN AN EMPLOYEE AND SUBCONTRACTOR

