

The questions you should ask before launching your next RFP

Many public organisations spend months evaluating suppliers but **never fully explore what is actually possible** in a modern localisation setup before writing the procurement requirements.

Use this checklist to help make sure **your next localisation procurement reflects your needs** including workflows, quality requirements and the technology available today.

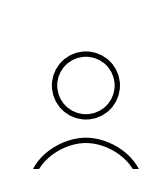


1. Understand your localisation needs

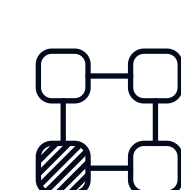


What content do we need to translate?

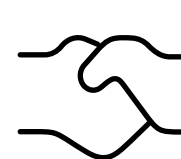
- ☐ Websites
- ☐ Legal documents
- ☐ Public information
- ☐ Multimedia
- ☐ Reports
- ☐ Other:



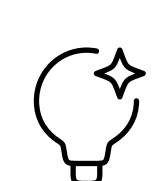
Which content requires the highest level of human review?



Which content could benefit from automation without compromising quality?



Which departments and stakeholders should be involved in the decision-making?



Would we benefit from more specialised translation services such as creative marketing translation, subtitling or graphic design localisation?



2. Map your current workflow

How is content currently sent for translation?

Which file formats are you mainly using?

How is confidential material handled?

Where do manual steps occur?

Are there existing integrations or connectors available?

Which CMS, DAM, PIM or other platforms are involved?

Are teams copying and pasting content between systems?

One question to ask every localisation provider: “**Based on our current workflow, what opportunities do you see to improve quality, reduce manual work or lower the total cost of localisation?**” The answer may reveal opportunities that never appear in the procurement documents.



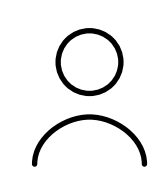
3. Explore technology options

Technology can help you achieve your localisation goals. Consider if any of the following could be useful:



Linguistic assets such as

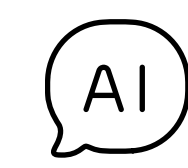
- Termbases (organisation specific glossaries) or
- Translation Memories (saving approved translations for later use)?



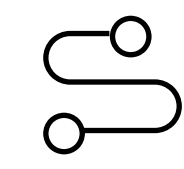
Human review and quality assurance options



CMS connectors



AI-assisted translation workflows



Workflow automation



Translation Management Systems (order portals)



4. Look beyond word rates

When evaluating total costs, it is important to consider factors beyond word rate alone, such as:

- Internal administrative time
- Manual publishing effort
- Rework and correction rounds
- Long-term maintenance costs
- Productivity gains through automation



5. Consider security & compliance

- Which content has confidentiality requirements?
- Are any translations required to remain on-premises?
- What security certifications are required?
- Are there AI restrictions within your organisation?
- What regulatory requirements must your provider support?



6. Future-proof your procurement

Before publishing your RFP, ask:

- ☐ Have we spoken with suppliers during an RFI or technical dialogue?
- ☐ Have we clearly described the services included in the RFP?
- ☐ Have we explored emerging technologies that could benefit our organisation?
- ☐ Have we explored different evaluation criteria for quality to find the best fit for our organisation?
- ☐ Have we set reasonable requirements in relation to the value of the contract?
- ☐ Are the chosen selection criteria in line with our quality requirements and expectations?
- ☐ Are we specifying outcomes rather than prescribing solutions?
- ☐ Will this contract still meet our needs in three or four years?

Need help exploring your options?

Talk to one of LanguageWire's public sector localisation specialists before launching your next procurement. [Consult an expert today.](#)