LOIS Integration in Missouri Partnership Real Estate Searches
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Missouri Partnership
Our Process
Missouri Partnership RFI Process

1. Missouri Partnership receives notification of new project.
2. VP of Business Recruitment has discussion with client regarding real estate/information needs.
3. VP & Managers develop Request for Information (RFI) to send to participating communities. Generally includes Excel RFI response template that is developed by us or an RFI template that was sent by the client.
4. Managers send to participating communities and ask for responses by deadline just ahead of client’s deadline.
5. Managers and VPs review submissions, assemble a professional-looking client package, and send to client.
6. Managers will send out updates on behalf of the VP at regular intervals.
Other Real Estate Searches

- From time to time, we are asked to turn around information for a client on a very short timeframe (less than 24-48 hours).
- We utilize LocationOne (LOIS) for most areas of the state when this request is made.
- Keeping LOIS up to date is the best way you can be prepared for this scenario.
- Keep in mind that companies and consultants may also be using LOIS to look for potential sites and buildings.
Feedback on our process

- We’ve heard that it’s frustrating to fill out the same form for each project.
- We’ve heard you need regular updates.
- We’ve heard that the deadlines are too short.
- **We’re listening.**
  - We’ve worked with Location One to develop a way to generate the RFI form to save you some keystrokes.
  - We’ve made an internal effort to send updates every couple of months for projects with real estate searches.
  - Two out of three ain’t bad.
New LOIS Features: RFIs & “My Properties”
1. Search for Properties

- Make sure your properties are in LOIS and information is as complete as possible!
- Search for the property (or properties) you want to submit.
- Here, I’ve searched for all the Certified Sites in Missouri.
2. Add to “My Properties”

- Once you’ve found the properties you want to submit, add them to the “My Properties” tool by checking the box.
- The new “Add All to My Properties” allows you to add your entire search with one click.
3. Go to “My Properties”

- Click on “My Properties” and “View All.”
4. Export to RFI

- Click on the link that says “Export All to RFI”
- Enter the Project Name
- Click “Export Now”
- An Excel form will be generated. If you don’t see it at the bottom of your screen, find your “Downloads” folder.
5. Complete and send

- There will be some fields that will not automatically be completed as the information is not tracked in LOIS. (e.g., Is property in Enhanced Enterprise Zone?).
- Please complete any blank fields, then send to Missouri Partnership with any other requested documents. We strongly suggest saving attachments such as clear photos of the property or any marketing materials in LOIS.
- Please continue to check with utility and rail providers to verify service when details are given.
RFI Best Practices
Basic Tips for Great Submissions

- Get started right away and identify any other team members that may need to help provide information (i.e., utilities, rail).
- Don’t be afraid to call Missouri Partnership to discuss a potential submission or ask for clarification.
- Provide complete information or if absolutely necessary indicate why information isn’t included. Check for spelling, grammar.
- Include all the requested documentation. Great visuals (aerial photos, building photos, etc.) are helpful to the client.
- Submit by the deadline stated so we can take the time to present your sites and buildings in the best way possible.
- More to come at a later date!
Questions? Contact Cara Weber at cara@missouripartnership.com.