

CHECKLIST FOR AN EFFECTIVE RFP

A carefully written, well-organized RFP is the key to a sound technology decision. It enables providers who cannot meet your needs to opt out of the process and gives the others clear instructions for their proposals.

Use this checklist to publish an RFP that helps you easily compare proposals so you can make an informed decision about how best to manage your contingent labor.

Your RFP Should Include:

- An overview of your organization and need
- Your full program scope
- All IT and system specifications
- Required or desired system features
- A list of all information required from vendors, such as:
 - Company overview
 - Description of solution
 - Their customer base and retention rate
 - Existing representative clients within your industry
 - Their integration capabilities
 - Details on their support model
 - Security and data protection credentials
 - Implementation approach and timeline
 - Learning and training programs and tools
 - Their cost proposal
- Instructions and deadline for submitting proposals
- Your selection criteria
- The point of contact for questions

Don't forget...

To help ensure that proposed costs are easily comparable across vendors, include a pricing template for bidders to use.

Include in your timeline a period during which bidders can ask clarifying questions to ensure their proposals are responsive to your company's needs.

Share all proposals with your full selection team and give them time to thoroughly review each one. If you can, eliminate any vendors at this stage.

This checklist is from 'A Buyer's Guide to Vendor Management Technology.' Learn more by downloading it today!