Template

**Request for Proposal**

Learning Management System

[COMPANY NAME] seeks offers to launch corporate training on a new learning management system (LMS). We would like to invite your company to participate in the selection process and to submit a proposal.

**Brief Summary of the Project**

[COMPANY NAME] is a [DESCRIPTION OF BUSINESS] with [NUMBER OF EMPLOYEES].

Our goals with the LMS are:

1. [GOAL 1]
2. [GOAL 2]
3. [GOAL 3]

The key requirements and integrations:

1. [REQUIREMENT 1]
2. [REQUIREMENT 2]
3. [REQUIREMENT 3]

The selection process schedule is as follows:

[DATA 1] — the deadline for submitting proposals.

[DATA 2] — consideration of proposals.

[DATA 3] — product presentations.

[DATA 4] — trial period, hands-on testing.

[DATA 5] — final decision making, contract negotiations.

We are to start full-scale corporate training using the LMS by [DATA].

The project lead from [NAME OF THE ORGANIZATION] party is [EMPLOYEE’s NAME]. Feel free to contact [EMPLOYEE’s NAME] if you need any additional information regarding the project.

[PHONE]

[E-MAIL]

# **About the Project**

The purpose of the project is [PURPOSE]. We expect [YOUR VIEWS ON HOW IT’LL WORK].

**Users**

The number of employees we need to train is [HOW MANY].

Our training department consists of [DEPARTMENT STRUCTURE]. To manage the project, we need the following levels of access to the system:

## [USER ROLE 1]

## [USER ROLE 2]

## [USER ROLE 3]

## **Content**

We plan to upload and use the following content: [TYPES OF EDUCATIONAL MATERIALS].

**Technical Requirements**

Here are the key system requirements:

* [REQUIREMENT 1]
* [REQUIREMENT 2]
* [REQUIREMENT 3]

Integrations with [SERVICE NAME 1], [SERVICE NAME 2], and [SERVICE NAME 3] are required.

In addition, we are interested in the functionality listed in the LMS Criteria spreadsheet. Please fill in all the fields.

# **Vendor’s Response**

Please observe the response structure suggested below:

1. Proposal summary
2. About the company
3. About the platform
4. Compliance with the requested functionality
5. Implementation plan and timeline
6. Project cost
7. References



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