# 

Request for Proposal

**Solution for Workplace Data**

Date of issue:

*DD/MM/YYYY*

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# About YOUR COMPANY

* *Company goals*
* *Company environment (competition, business model, strategy)*
* *How this translates into Corporate Real Estate and Workplace*

# YOUR COMPANY workplace strategy

*The larger company context should stream into the more specific workplace strategies that have triggered the project, and the objectives if this strategy, i.e.:*

* *To improve employee retention (company objective)*
* *Positive employee experience in the office (workplace objective)*
* *Higher attendance rates in the offices (workplace key result)*

# Drivers for the RFP

*The workplace strategies that are at the core of the project, formulated in clearer goals and key performance indicators, framing the expectations for the solution.*

*This defines how the success of the project will be measured:*

* *ROI*
* *Total cost of ownership*
* *Space/costs/energy optimizations and savings*
* *Return to office KPIs*
* *Employee engagement and satisfaction KPIs*
* *Etc.*

# Project use cases

*Use cases for the project: A use case is the scenario in which the solution is useful - to solve a problem, to generate desired outcomes:*

* *Clearly express how the solution is expected to be used,*
* *Define in what situations the solution will be used*
* *Define clearly the solution’s expected results.*

# Requirements

*Use our template to break down the requirements into categories:*

* *Use cases: description of what the solution must or may allow you to do*
* *Functionality (derived from the use cases): description of the scope, features and qualities required to enable the use cases*
* *Implementation: description of criteria or constraints for implementation*
* *Technology: attributes of the solution’s technology*
* *Integration: required integration of the solution to internal or external systems and technologies*
* *Reporting and dashboards: required qualities of the customer-facing interfaces*
* *Commercials: required elements of the commercial proposal*
* *Support: required elements of support from the vendor*
* *Non-functional requirements: requirement that specifies criteria that can be used to judge the operation of a system, rather than specific behaviors*
* *Vendor information*
* *Costs/pricing*

# Timeline and process

*RFP timeline:*

| *Oct 21, 2022* | *YOUR COMPANY NAME sends documentation to selected vendors* |
| --- | --- |
| *Oct 21, 2022* | *Vendors confirm participation to RFP* |
| *Oct 21, 2022* | *Deadline for submitting vendor clarification/questions requests* |
| *Oct 21, 2022* | *Deadline for YOUR COMPANY NAME providing clarification document to all vendors* |
| *Oct 21, 2022* | *Deadline for submitting RFP vendor responses* |
| *Oct 21, 2022* | *Evaluation of responses* |
| *Oct 21, 2022* | *Demonstration sessions with pre-selected vendors* |
| *Oct 21, 2022* | *Final vendor selection* |

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# Annexes

* *Confidentiality documentation*
* *Ethics and compliance documentation*
* *ESG policies*
* *Disclaimers*
* *Legal notices*