**[Organization Name]**

**Request for Proposal (RFP) for ERP Software**

RFP Number:

RFP Name:

Date Issued:

Proposal Deadline:

Point of Contact:

Contact Information for questions:

Send proposals to:

**1. Executive Summary**  
Provide an overview of your organization and the purpose of this RFP. Highlight your current challenges and what you hope to achieve with the new ERP system.

* **Organization Overview**
  + Name, type, and mission of the organization (city, county, park, library, etc.).
  + Key services offered and size of the organization.
* **Reason for Seeking a New ERP**
  + What is wrong with the current system (outdated, inefficient, etc.)?
  + What challenges are being faced?
* **Project Goal**
  + Define clear objectives for the ERP implementation (improve efficiency, reduce costs, enhance reporting, etc.).

**2. Scope of Work**  
Outline the expected deliverables and the key features and functionality you require.

* **Key Features & Functionalities**
  + Accounting, HR, payroll, procurement, utility billing, etc.
* **Integrations Required**
  + List of systems that the ERP must integrate with (CRM, document management, etc.).
* **Customization Needs**
  + Mention any specific workflows, reporting needs, or special functionalities required.
* **Implementation Timeline**
  + Provide a clear timeline, including start and end dates, and any milestones for phased rollouts.

**3. Technical Requirements**  
Detail the technical aspects needed for the ERP solution.

* **Cloud vs. On-Premises**
  + Specify whether the ERP should be cloud-based or on-premises.
* **System Compatibility**
  + Should the system work with common operating systems, browsers, and mobile devices?
* **Security & Compliance**
  + Specify any relevant data protection laws the system must comply with (GDPR, HIPAA, etc.).
* **Data Migration**
  + Mention what data will need to be migrated and if there are any specific requirements for the process.
* **API/Integration Capabilities**
  + Is API integration required for third-party systems?

**4. Vendor Qualifications & Experience**  
Request vendor details to understand their expertise and suitability.

* **Relevant Experience**
  + Ask for examples of experience with public sector clients and ERP implementations.
* **Case Studies & References**
  + Request case studies or references from similar public sector projects.
* **Certifications & Awards**
  + Ask for certifications that prove the vendor’s credibility and expertise.
* **Company Longevity**
  + How long has the vendor been in business?

**5. Budget & Pricing Structure**  
Be clear about your budget and the required pricing breakdown.

* **Budget Range**
  + Define your expected budget range for the ERP solution.
* **Pricing Breakdown**
  + Request a detailed breakdown of costs (licensing, training, maintenance, etc.).

**6. Evaluation Criteria**  
Explain how the proposals will be evaluated and scored.

* **Criteria Weighting**
  + Example: Functionality (40%), Vendor Experience (30%), Price (30%).
* **Scoring System**
  + Outline how each criterion will be scored.

**7. Timeline & Submission Requirements**  
Detail the RFP process, including deadlines and submission instructions.

* **Proposal Deadline**
  + State the date by which proposals must be submitted.
* **Evaluation Timeline**
  + Specify when evaluations will begin and when decisions will be made.
* **Submission Instructions**
  + Clarify the format (PDF, Word, etc.), how proposals should be submitted (email, portal, etc.), and any documents required.

**8. Additional Information**  
Provide any additional requirements or information that will help the vendor.

* **Legal Compliance**
  + Include any legal considerations, such as procurement laws, public records rules, and contract negotiation guidelines.

**Conclusion**  
Reaffirm your commitment to finding the best ERP solution and invite vendors to submit proposals that meet your organization’s needs.