

THE 10-STEP RFP CHECKLIST



Congratulations! By creating a solid Request for Proposal (RFP), you're taking an important step to advance your business in the transportation and logistics industry.

Remember, the companies you select to circulate your RFP to are just as important as the project itself. Experience and expertise do make a difference. As a leader in technology, Trimble Transportation welcomes the opportunity to bid on your hardware and software requirements. With a full portfolio of platforms and products and an experienced team to support you, we invite you to explore proven, robust and scalable options.

Together, let's take your business to the next level of success.
Use our 10-Step RFP Checklist to get started.

OVERVIEW



1 Designate Lead People to Perform an RFP

There's no replacement for starting on the right track. Dedicate staff and time to get the RFP process going and done right.



2 Research Current Marketplace

What you don't know can hurt you. Be sure to be on top of what the market is bearing, what your competition is doing and what's trending.



3 Prepare Your Company Backgrounder

A third-party vendor, like Trimble Transportation, will find background information beyond what can be found online helpful. A backgrounder helps to understand the history, status and direction of your company.



4 Outline Your Current Strategy

In a single section of your RFP, indicate what you're doing. What action plans do you already have in place to reach your overall business goals?



DRILLING DOWN



5 Provide a Detailed Description of the Project

While you've vetted vendors, this is a key step. Gather and document as much information as possible about the project so that those bidding on your RFP can identify your needs early on to see if there is a fit between what you're asking and what they do.



6 Determine Scope and Project Goals

This is where you and your team thoughtfully indicate specific tasks, resources, costs and project goals. It is a critical step in the RFP process.



7 Establish Initial KPIs

The difference between expectations and actual results is disappointment. To ensure this is not the case, work with your team to spell out Key Performance Indicators (KPIs) you'd like to have in place.



8 Indicate Time Frames and Deadlines

Take your time...(no pun intended). Spell out exactly what you believe are your needs for the project. Do this with the understanding that flexibility may be required at first--without going outside of scope--to get the job done right.



9 Communicate With Your Internal Team

No one likes surprises. When appropriate, inform key stakeholders as well as employees of upcoming changes that may affect their areas of responsibility. Doing so improves buy-in and morale.



CHOOSING WISELY

- 10 Be sure to include Trimble Transportation in the RFP process. From ELD to TMS; from MAPS to Maintenance. We're ready, willing and able to help.



Ready to see how Trimble can address your technology needs?

Connect with us today to discover how our solutions can help maximize the efficiency and performance of your business.