A blue text on a black background

Description automatically generated with low confidence

RFP (Request for Proposal) Template

# How to use this template:

The templates contain prompts and sections commonly found in requests for proposals.

You will see numerous sections, each included with the following:

* Italicized Information: To illustrate the importance of each of the sections included, there’s a quick description of the section and suggestions of what you should think about when writing yours. You can erase these introductions after you’ve read them.
* [UPPER CASE PROMPTS IN BRACKETS]: These are intended for you to erase and fill in with information for your specific project.
* Normal Placeholder Text: This is suggested wording to include in your RFP, but it should be altered, deleted, or added to as you see fit.

Once you’re ready to begin, delete this page and start filling out your info below. Remember, you can add/edit/delete any wording or sections you see fit for your projects!

# Request for Proposal (RFP) Template

## Section 1: Company Background

This shouldn’t be a long history of your company. Rather, it should give vendors a better idea of what your company does and who you serve as a target market.

For example, [School District Name] is a public K-12 school district committed to providing safe, efficient, and equitable education to its students. The district serves approximately [X] students across [Y] schools and maintains a fleet of [Z] buses to support daily transportation needs. Our transportation department plays a vital role in ensuring timely and secure travel for all eligible students.

## Section 2: Project Background and Objectives

Before you discuss your company's specifics, you should give a brief introduction to the project itself, so vendors know right away if it’s worth bidding on. Clearly identify what you hope to accomplish with this project and what you see as a “win”, so everyone is on the same page.

2.1 Introduction

[School District Name] invites qualified vendors to submit proposals for a comprehensive K-12 student transportation software solution. The objective is to enhance the efficiency, safety, and reliability of student transportation services through a robust and user-friendly system.

2.2 Background

Provide an overview of the school district’s transportation operations, including the number of students transported, the number of schools, fleet size, and any existing software solutions currently in use.

2.3 Project Goals and Objectives

* Improve route optimization and scheduling efficiency
* Enhance real-time tracking and communication
* Ensure compliance with student safety and transportation regulations
* Integrate with existing school district systems (e.g., SIS, GPS, payroll systems)
* Provide robust reporting and analytics tools

## Section 3: Scope of Work and Functional Requirements

The details of the project are essential in an RFP. In the same way, you don’t want to use vague questions, a vague project scope won’t help you find the right vendor either. Spend time really detailing your project scope so there are no surprises later on.

Include a description of the project and a detailed scope of work here. The description can be in paragraph form, a bulleted list, or a combination of both.

3.1 General Scope

The selected vendor will provide a cloud-based transportation software solution that meets the needs of the district’s transportation department. The solution should support planning, routing, fleet management, and communication with stakeholders.

3.2 Functional Requirements

The proposed solution must include, but is not limited to, the following capabilities:

* **Routing & Scheduling**: [Mention Routing and Scheduling Requirements]
* **GPS Tracking & Fleet Management**: [Mention GPS Tracking and Fleet Management Requirements]
* **Parent & Student Communication**: [Mention Parent and Student Communication Requirements]
* **Compliance & Reporting**: [Mention Compliance and Reporting Requirements]
* **Integration Capabilities**: [Mention Integration Requirements]

## Section 4: Technical Requirements

Provide in-depth technical requirements. Potential vendors will know exactly what they’re getting into. You’ll weed out vendors who can’t handle the task due to those constraints, but you’ll also connect with companies that know how to work around these common issues with skill and finesse.

4.1 System Architecture

* Cloud-based solution preferred
* Scalable and secure infrastructure
* User role-based access control

4.2 Integration Requirements

* API support for third-party system integration
* Compatibility with existing district hardware and software (e.g. SIS, GPS providers, financial systems)

4.3 Data Security & Privacy

* Compliance with FERPA and other relevant student data privacy regulations
* Encryption protocols for data at rest and in transit
* Disaster recovery and backup policies

## Section 5: Vendor Qualifications and References

How will you ultimately determine which vendor is the best fit for this project? List which criteria you will consider when choosing the company, you will ultimately hire.

5.1 Company Overview

* Brief company history, experience, and expertise in student transportation software
* List of similar projects completed for K-12 school districts

5.2 Key Personnel

* Roles and responsibilities of key personnel assigned to this project
* Resumes and qualifications of project managers and support staff

5.3 References

* Provide at least three references from school districts using the proposed solution
* Include contact details, implementation dates, and project scope

## Section 6: Pricing and Contract Terms

It’s important to be upfront with your terms and conditions, as well as your budget. The more you can eliminate surprises, the better for all parties involved.

6.1 Pricing Structure

Vendors must provide detailed pricing, including:

* One-time implementation/setup costs
* Licensing or subscription fees (annual/monthly)
* Support and maintenance fees
* Training costs
* Any additional costs (e.g., customizations, integrations)

6.2 Contract Terms

* Proposed contract length and renewal options
* Service Level Agreement (SLA) details, including uptime guarantees and support response times
* Data ownership and exit strategy

## Section 7: Proposal Submission and Evaluation Criteria

7.1 Submission Requirements

* Deadline for submission
* Proposal format and required documents
* Contact information for submission

7.2 Evaluation Criteria

Proposals will be evaluated based on the following criteria:

* Compliance with RFP requirements (10%)
* Functionality and usability of the proposed solution (30%)
* Technical capability and integration capabilities (20%)
* Vendor experience and references (15%)
* Pricing and overall cost-effectiveness (15%)
* Customer support and training services (10%)

**Note:** This template serves as a guide for school districts to draft an RFP for student transportation software solutions. Districts should modify it as needed to fit their specific requirements.