Template

## Request for Proposal

### Learning Management System

[COMPANY NAME] seeks offers to launch corporate training on a new learning management system. 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:

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

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

The project lead from [NAME OF THE ORGANIZATION] is [EMPLOYEE’s NAME]. Please 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:

1. [USER ROLE 1]
2. [USER ROLE 2]
3. [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:

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

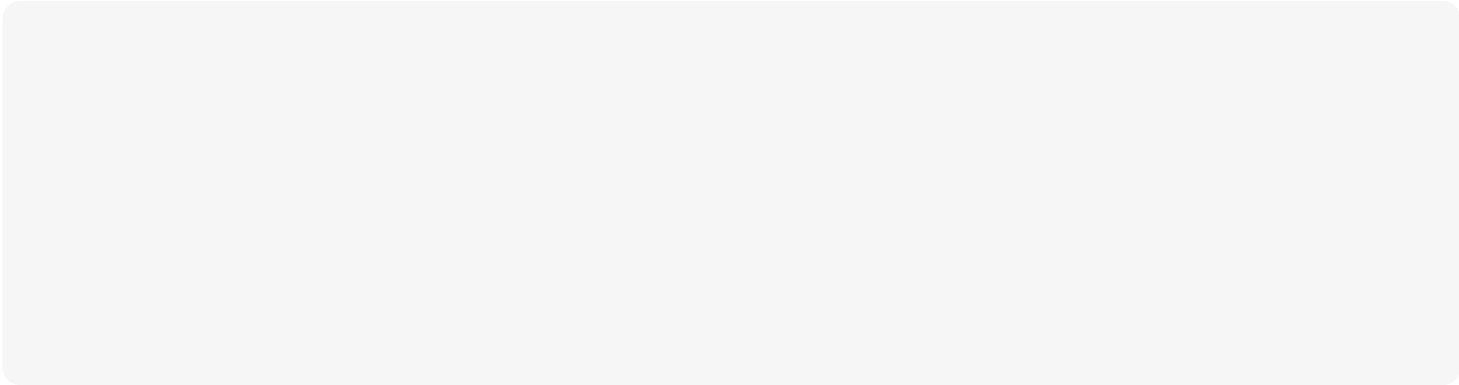
Integrations with [SERVICE NAME 1], [SERVICE NAME 2], and [SERVICE NAME 3] are required.

In addition, we are interested in the functionality listed in the LMS Requirements spreadsheet. Please mark if you have these features.

## Vendor’s Response

Please observe the response structure suggested below:

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



## 

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