

## RFP CHECKLIST

Use this checklist to score vendors. On the slanted columns to the right, enter the vendor name. In the rows below, score the vendor in each category using a 5-point scale, where 1 is the lowest score and 5 is the highest. Add up the scores in the final row to score each vendor objectively.

Enter Company Name Here

1	RFP Scoring – Functionality – General WMS Capabilities						
2	RFP Scoring – Functionality – Inbound: Receiving						
3	RFP Scoring – Functionality – Inbound: Putaway						
4	RFP Scoring – Functionality – Outbound: Picking						
5	RFP Scoring – Functionality – Outbound: Packing/Shipping						
6	RFP Scoring – Functionality – Returns						
7	Cost – Total 10-year cost (license/maintenance or cloud)						
8	Cost – Professional Services (for initial two facilities)						
9	Technology – Integration: capabilities to integrate with ERP and other systems						
10	Technology – Integration: capabilities to integrate with Warehouse Control Systems						
11	Technology – Database						
12	Technology – Development Tools for flexibility and customization						
13	Service Level – RFP response and follow-up						
14	Service Level – RFP accuracy and honesty						
15	Service Level – U.S.-based support						
16	Viability – Specific industry background						
17	Viability – Financial strength						
18	Viability – Installations						
	<b>TOTAL POINTS:</b>						