

RFP

Template



REQUEST FOR PROPOSAL



RTA **THE FLEET**
SUCCESS COMPANY



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When issuing an RFP for fleet management software and services, striking the right balance between clarity and flexibility is critical. Use the following guidelines to help you draw in strong vendors and get proposals you can truly evaluate:

The Do's

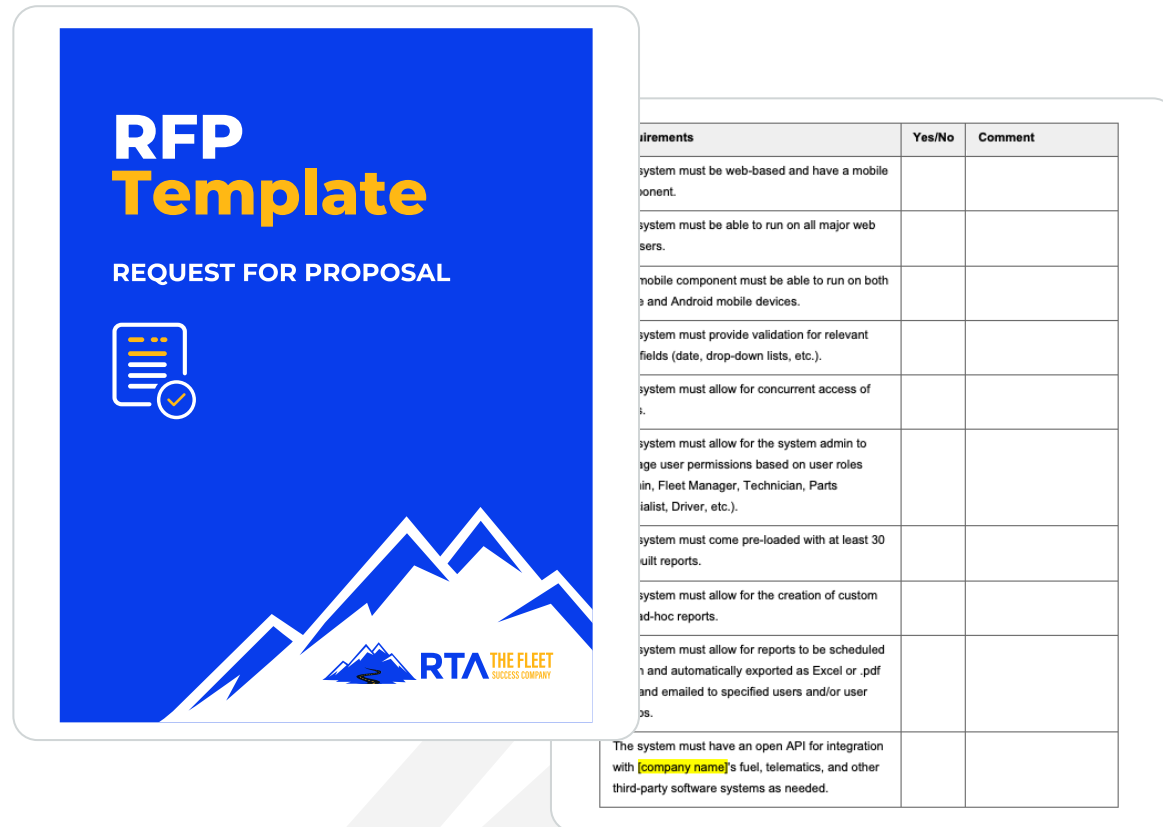
1. Know what you want and spell it out clearly.
2. Get your team involved early - IT, maintenance, finance, everyone.
3. Be upfront about timelines and how you'll score proposals.
4. Keep the process organized and transparent.
5. Look beyond software—make sure the vendor offers real support and training.

The Don'ts

1. Don't rush it—take time to do your homework.
2. Don't overload your RFP with "nice-to-haves."
3. Don't write it to fit one vendor.
4. Don't skip checking references or data security.
5. Don't ghost vendors—communicate clearly and close the loop.

Download a copy of our free RFP template to get started. If you need advice or suggestions for crafting your request for proposals, our team is happy to help.

RFP Template



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