ERP RFP Checklist Template: Requirement Categories

This section lists the key categories of requirements you must include in your RFP. Vendors should respond to each point with a description and a fit rating (e.g., 'Out-of-the-box,' 'Configuration Required,' 'Customization Required,' or 'Not Available').

1. Financial Management (Core Fit)

Requirement	Description
Chart of Accounts Structure	Does the system support our proposed COA structure (e.g., segments, length) and allow multi-entity reporting?
Multi-Currency and Intercompany	Can the system handle transactions, consolidation, and reporting across multiple currencies and legally distinct entities?
Accounts Payable Automation	Does the system support automated 3-way matching (PO, Receipt, Invoice) and automated workflow approvals?
Fixed Assets Management	Does the system manage multiple depreciation schedules concurrently and calculate asset disposal gains/losses automatically?
Financial Reporting Tools	What native reporting tools are available for real-time PandL, Balance Sheet, and cash flow analysis?

2. Supply Chain and Inventory (Operational Fit)

Requirement	Description
Inventory Valuation	Can the system support our required inventory valuation methods (e.g., FIFO, Weighted Average, Standard Cost)?
Warehouse Management System	What native WMS capabilities exist for cycle counting, physical inventory, and barcode scanning integration?
Material Requirements Planning	Does the system generate time-phased purchasing and production recommendations based on demand (forecasts/orders)?
Procurement Workflow	Can the system enforce centralized purchasing policies and manage complex vendor contracts and rebates?

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3. Sales and Customer Management (Revenue Fit)

Requirement	Description
Order-to-Cash Process	Does the system handle end-to-end processing from sales quote through order fulfillment, invoicing, and cash receipt?
Pricing and Discounting Rules	Can the system manage complex, multi-tiered, customer-specific pricing and volume-based discount rules?
Credit Management	Does the system automate credit checks and provide warnings/blocks on sales orders when a customer exceeds their defined credit limit?

4. Technical Architecture and Integration

Requirement	Description
Cloud/Hosting Strategy	Detail the hosting infrastructure (public, private, hybrid cloud) and guaranteed uptime Service Level Agreements (SLAs)
API and Integration Tools	What standard APIs or integration tools are provided to connect with our existing CRM, Payroll, or WMS systems?
Data Migration Tools	What specific tools/templates does the vendor provide to assist with the ETL (Extract, Transform, Load) process?
Security and Compliance	Detail compliance certifications (e.g., ISO 27001, SOC 1/2) and security features (e.g., role-based access control, encryption)

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5. Vendor and Implementation Strategy (Risk Assessment)

Requirement	Description
Implementation Methodology	Provide a detailed project plan outline, including phases, key milestones, and the proposed allocation of consultant hours
Post Go-Live Support	Detail the support model, including response times, severity definitions, and available resources (e.g., 24/7, Tier 1/2/3)
References and Experience	Provide three client references of similar size and industry who have implemented the same version of the software within the last three years
Total Cost of Ownership	Provide a 5-year TCO breakdown, including one-time licensing, annual maintenance, and estimated implementation costs

ERP RFP Scoring Matrix Template

To move beyond simple feature lists, use a weighted scoring model. This ensures that the requirements most critical to your business success (e.g., financial reporting) carry more weight than less critical ones (e.g., a minor customization).

Step 1: Define Requirement Fit Scoring

Use the following point scale for how well the software meets the requirement:

Vendor Fit Response	Points	Definition
Cloud/Hosting Strategy	5	Functionality is native, requires only minor configuration (Ideal)
Configuration Required	4	Functionality is present but requires significant configuration effort
Customization Required	2	Functionality requires coding or modification (High risk, high cost)
Workaround Necessary	1	Functionality requires external steps or integration with another system
Not Available	0	Functionality is not supported

Step 2: Define Weighting by Category

Assign a weight percentage to each major section based on its strategic importance to your company.

Category	Weight (%)	Justification
Financial Management	**30%**	Must handle core financial regulatory needs perfectly
Supply Chain and Inventory	**25%**	Key to operational efficiency and cost management
Sales and Customer Management	**15%**	Supports revenue generation processes
Technical Architecture and Integration	**15%**	Ensures system longevity, stability, and connectivity
Vendor and Implementation Strategy	**15%**	Measures risk, supports quality, and total cost of ownership.
TOTAL	**100%**	

ERP Change Management Communication Calendar

Step 3: Calculation Example

This matrix calculates the **Weighted Score** for a single requirement:

Requirement (Example)	Category Weight	Importance Weight (Internal)	Total Weight (%)	Vendor A Score (1-5)	Vendor A Weighted Score
AP 3-Way Matching	Financial (30%)	High (5/5)	**6%**	**5** (Out-of-the-Box)	6% x 5 = 0.30
Multi-Entity Reporting	Financial (30%)	Critical (5/5)	**6%**	**4** (Config Required)	6% x 4 = 0.24
Product Lifecycle Mgt.	Supply Chain (25%)	Medium (3/5)	**3%**	**2** (Customization)	3% x 2 = 0.06
... Total all requirements			**100%**		**[Final Score out of 5.0]**

By summing the final weighted scores for all requirements, you will arrive at a clear, objective numerical score for each vendor, making the decision much easier to justify to stakeholders.