

RFP Process Checklist



■ Preparation

Outline who needs to be involved and prepare them (HR, finance, legal, procurement, etc.)

Determine your company's payroll requirements and objectives

Decide timelines (spanning supplier selection, negotiation, implementation, and onboarding periods)

Decide how many providers to invite to your bid (at least two but no more than four is advisable)

■ On the RFP

Outline your company's current payroll operations and background (industry, growth plans, specialties)

Include your required in-scope headcount

List all the countries that are going to be in scope for the bid

Draft your questions (or use the link below to download our free Payroll RFP template)

Include detailed sections on pricing models, compliance, security, integrations

Specify your deadlines for receiving responses and establish the criteria that are going to be used for evaluating the responses

■ After receiving responses

Score each proposal against the pre-defined criteria

Schedule presentations/demos with shortlisted vendors

Negotiate terms and finalize selection of winning vendor

Develop a detailed implementation plan and timeline with the successful vendor

Allocate internal resources for testing, data migration and training

Plan communication and change management activities

[Download our global payroll RFP template for free](#)