[](https://www.ispringsolutions.com/?ref=ispring_guides_lms-rfp-template&utm_source=ispring_guides&utm_medium=referral&utm_campaign=lms-rfp-template)

**REQUEST FOR PROPOSAL**

Learning management system [Company name] seeks offers to launch corporate training with a new learning management system. We would like to invite your company to participate in the selection process and submit a proposal.

COMPANY INFORMATION

|  |  |
| --- | --- |
| Company name | *The full legal name of your company* |
| Address | *The physical address of the company’s headquarters* |
| Website | *The URL of your company’s website* |
| Industry | *The sector or industry in which your company operates* |
| Contact person | *Name, email, and phone number* |

TRAINING PROJECT DETAILS

|  |  |
| --- | --- |
| Project overview | *Provide a brief description of your training use case.* |
| Training objectives | *Describe your goals or outcomes that you aim to achieve with an LMS.* |
| Primary audience | *What audience are you going to train, e.g., employees, customers, or partners? Specify departments, if needed.* |
| Projected number  of learners | *How many learners are you going to train with an LMS?* |
| Timeline | *Specify the expected training launch date and its duration.* |

LMS REQUIREMENTS

|  |  |
| --- | --- |
| Core functionality | *List the priority features you expect from an LMS, e.g., custom reports, training automation, content creation, SSO, etc. Check out our feature requirements checklist.* |
| Must-have integrations | *Identify existing systems and tools currently in use that an LMS must integrate with (e.g., HRIS and CRM).* |
| Additional comments | *Mention any other details that are important for you to know, such as if you need on-premise installation, brand customization, or additional features beyond the LMS’s standard functionality.* |

VENDOR’S RESPONSE

Please observe the response structure below:

|  |  |
| --- | --- |
| 1. Proposal summary 2. About the company 3. About the LMS | 1. Compliance with the requirements 2. Implementation plan and timeline 3. Project cost |

|  |  |
| --- | --- |
| See iSpring LMS in action | **Book a demo** |

|  |  |
| --- | --- |
| * Get a personalized walkthrough. * See exactly how it fits your business. * Course creation and management * Onboarding and compliance * On-the-job training checklists * Development plans | * Administration and automation * Reporting and analytics * 360-degree reviews * Knowledge base and integrations * Native mobile app * Support and scalability |

|  |  |  |  |
| --- | --- | --- | --- |
| [LinkedIn Knowledge Hub](https://www.linkedin.com/groups/12786108/) →  Connect with others in your field, ask questions, share  your own expertise, and take part in discussions. | | |  |
| [Blog →](https://www.ispringsolutions.com/blog/?ref=ispring_guides_the_complete_lms_buyers_guide&utm_source=ispring_guides&utm_medium=referral&utm_campaign=the_complete_lms_buyers_guide)  Explore the exciting world  of eLearning together with our helpful articles and how-tos. |  | [Guides →](https://www.ispringsolutions.com/guides?ref=ispring_guides_the_complete_lms_buyers_guide&utm_source=ispring_guides&utm_medium=referral&utm_campaign=the_complete_lms_buyers_guide)  Get step-by-step directions on how to create and launch eLearning. |  |
| [Webinars →](https://www.ispringsolutions.com/webinars?ref=ispring_guides_the_complete_lms_buyers_guide&utm_source=ispring_guides&utm_medium=referral&utm_campaign=the_complete_lms_buyers_guide)  Get eLearning tips and tricks from top-notch industry experts |  | [YouTube](https://www.youtube.com/user/iSpringPro) →  Enjoy weekly eLearning videos and don’t forget to subscribe. |  |