
Template: RFP Requirements Matrix

Building Businesses. Empowering Growth. An enterprise consulting group across technology, workspaces and governance.

HOW TO USE

Copy each section into your RFP document. Score every requirement as Mandatory, Important or Desirable before issuing to vendors.

SECTIONS INCLUDED

- Business outcomes and success measures.
- Functional and non-functional requirements.
- Data, integration and security requirements.
- Delivery model, governance and escalation.
- Commercial model and change control.
- Exit, transition and IP ownership.

SCORING GUIDANCE

Weight outcomes above features. Require evidence for every claimed capability. Score delivery governance separately from price.