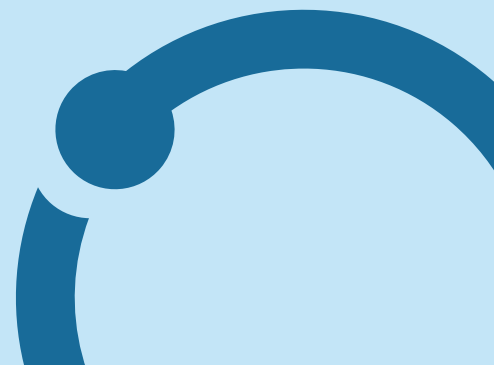




3PL RFP TEMPLATE

Leaders like you often find yourselves having to create an RFP to select the right 3PL partner.

Below you will find a detailed RFP template to assist you in creating your own RFP to send out to 3PL's.



1. COMPANY OVERVIEW

Provide an overview of your company and your challenges you are looking to overcome by hiring a 3PL. Here are some examples of information to provide:

- ① Company Name
- ② Headquarters Location
- ③ Annual Shipping Volume (units, pallets, containers)
- ④ Key Product Categories
- ⑤ Distribution Channels
- ⑥ Contact Person Name & Title
- ⑦ Current Logistics Challenges

2. PROJECT SCOPE

Provide a project scope of what is going to be required by the 3PL partner. Examples:

- ① Services required:
 - Warehousing
 - Fulfillment
 - Transportation (Inbound/Outbound)
 - Cross-Docking
 - Inventory Management
 - Value-Added Services (kitting, labeling, etc.)
- ② Expected Start Date
- ③ Duration of Engagement
- ④ Geographic Coverage Needed
- ⑤ Seasonal Volume Fluctuations

3. OPERATIONAL REQUIREMENTS

Specify the below operational requirements and expectations of the 3PL Partner:

- ① Avg. Monthly Order Volume
- ② SKU Count
- ③ Average Inventory Turnover Rate
- ④ Packaging & Labeling Requirements
- ⑤ Special Handling Needs (e.g., Hazmat, temperature control)
- ⑥ Technology Integration Needs
- ⑦ ERP System
- ⑧ WMS/TMS Requirements
- ⑨ EDI/API Capabilities
- ⑩ Reporting Requirements
 - Frequency (daily, weekly, monthly)
 - Format (dashboard, spreadsheet, PDF)

4. PERFORMANCE METRICS & KPIS

Have the 3PL partner submit their performance metrics and confirm your expected SLAs.

KPI	Current Performance	Expected SLA
On-Time Delivery Rate		≥ 98%
Order Accuracy Rate		≥ 99.5%
Inventory Accuracy		≥ 99.9%
Dock-to-Stock Time		≤ 24 hours
Order Cycle Time		≤ 48 hours
Returns Processing Time		≤ 72 hours
Damage Rate		≤ 0.5%
Fill Rate		≥ 98%
System Uptime (WMS/TMS)		≥ 99.9%
Customer Service Response Time		≤ 2 hours

Strategic Fit & Innovation

- ① How does your 3PL support scalability and growth?
- ② What innovations or automation technologies do you offer?
- ③ Describe your approach to continuous improvement.

5. PROPOSAL SUBMISSION REQUIREMENTS

Provide requirements on how and when to submit the proposal.

- ① Submission Deadline
- ② Proposal Format
 - Executive Summary
 - Company Profile
 - Years in business, locations, certifications, key clients, and industry expertise.
- ③ Solution Overview
- ④ Implementation Timeline
- ⑤ Pricing Breakdown
- ⑥ Technology Capabilities
- ⑦ Performance Guarantees
 - SLAs for KPIs (on-time delivery, order accuracy, inventory accuracy, etc.).
- ⑧ Three References & Case Studies

6. ADDITIONAL NOTES

Use this section to outline any compliance standards, insurance requirements, and confidentiality expectations the 3PL must meet. Provide details or attach supporting documents as needed.

- ① Compliance Requirements (FDA, ISO, etc.)
- ② Insurance & Liability Clauses
- ③ NDA or Confidentiality Clauses



CLOSING SUMMARY

We hope this template supports you in choosing the best 3PL partner for your business. As a bonus, please [click here](#) to download a 3PL Scorecard to help you evaluate multiple 3PL's during your selection process.

