

# Miles

## Sofico

### Request for Proposal Template

*Introduction to the RFP Template*



### Document History

Date	Version	Description
01/01/2011	1.0	Initial version

### Proprietary Data Notice

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# 1. Sofico Contact Information

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## 2. Introduction

### 2.1. Sofico

**Sofico** N.V. specializes in software solutions for automotive finance, leasing and fleet management companies. With over 20 years' experience, Sofico has developed unparalleled business expertise in the leasing and fleet management industry and provides several leasing companies with the appropriate software applications. Sofico is currently offering its **Miles** product.

Sofico's head office is located in Belgium. From here, Product Development and Product Management are handled. In order to attune our Product Management processes with the different markets we operate in and to maintain a closer relationship with our customers, we have established local **Sofico Services** companies.

Sofico currently comprises:

- Sofico Services Belgium for the Benelux
- Sofico Services UK for the United Kingdom
- Sofico Services Australia for Australia, New Zealand and Southeast Asia

Our services include:

- Implementation Management
- Consultancy
- Support activities
- Documentation and training
- Hardware hosting and management
- Miles application management

For more information on our company, please visit [www.sofico.be](http://www.sofico.be).

### 2.2. RFP Template

Sofico has gained the necessary expertise in the completion of RFIs and RFPs.

As the filling in process can require a lot of resources and can be very time consuming, we assume that the compilation/drafting of such an elaborate document can be too. Moreover, in case the expertise to compose an RFP document is not available in-house, companies will even have to call in external consultants, making the process more expensive.

In order to help our potential future clients, we now would like to share the experience we acquired over the last 20 years. Accordingly, we have developed a sample RFP questionnaire. We are convinced that the document can have a substantial added value and can assist you considerably in setting up your own RFI or RFP.



### 3. Sofico RFP Template Overview

The template has been set up with the objective to provide you with a maximum of relevant questions that are needed to evaluate your future partner and its solution(s).

Sofico's RFP Template consists of 3 parts:

- **Part I Introduction** describing your company, your current situation, the RFP process ...
- **Part II General Questionnaire:** requesting more information on the profile of the supplier and his potential implementation partners, the project approach, maintenance and support, training and documentation, the pricing structure and the technical specifications of the solution.
- **Part III Functional Questionnaire** giving an overview of the functional requirements.

We are aware that this template might not be complete in accordance with your specific requirements however; we are convinced that the filled out RFP will provide you with enough information to come to a short list of potential suppliers.

We wish you good luck and hope to be invited to complete your Request for Information.

