3PL RFP Template

Request for proposal for warehousing and fulfillment. Send the same document to every provider on the same day.

Free template from Cura Resource Group, curagroup.com. The Excel version adds automatic pricing and scoring totals.

1. RFP sections

Section	What to provide	Your answer
Company and goals	Who you are and what you sell	
	Why you want a 3PL now	
	What success looks like in 12 months	
	RFP contact name and email	
	Reply deadline	
Products and SKUs	Number of active SKUs	
	Product types and special handling (fragile, heavy, lot or serial tracked, expiry dates)	
	Attach a product file: dimensions, weight, units per case	
Storage	Pallets / cartons / bins on hand on an average day	
	Pallets / cartons / bins at peak	
	Items that need temperature control or extra security	
Inbound receiving	How stock arrives (containers, pallets, parcels)	
	Inbound volume per month	
	Floor-loaded or palletized containers	
	Do suppliers label cartons and send ASNs?	
Order profile	ORDER VOLUME BY MONTH, last 12 months (the figure RFPs most often leave out)	
	Units and lines per order	
	Busiest days and peak weeks	
	Expected growth	
Outbound shipping and channels	Order mix: online, wholesale, retail stores, marketplaces	
	Carriers used today	
	Delivery promises to customers	

	Retailer routing guides or compliance rules	
Value-added services	Kitting and assembly (quantity per month)	
	Custom packaging and inserts	
	Labeling	
	Returns: volume per month and what happens to each return	
Technology and integrations	Store / order management system / ERP / EDI partners to connect	
	How you want inventory and order status reported, and how often	
Service levels and KPIs	Order accuracy target	
	Same-day ship cut-off	
	Receiving time target	
	How each target is measured and reported	
Pricing format	Complete tab 2 (Pricing) with no lines left blank	
	List setup fees, monthly minimums and any charge not on the rate card	
	Contract length and notice period you propose	

2. Pricing: the same lines for every bidder

Each provider fills in its rate. Multiply by your monthly volume and compare totals, not single rates.

Charge	Unit	Your monthly volume	Provider A	Provider B	Provider C
Account setup / onboarding (one-time, spread over 12 months)	per month				
Receiving: container	per container				
Receiving: pallet	per pallet				
Receiving: carton	per carton				
Storage: pallet	per pallet per month				
Storage: shelf / bin	per bin per month				
Pick and pack: first item	per order				
Pick and pack: each additional item	per item				
Packaging materials	per order				
Kitting / assembly	per kit				
Labeling	per label				
Returns processing	per return				
B2B / retail order (case or pallet pick)	per order				
Account management / reporting	per month				
Monthly minimum (if any)	per month				
Other charges (list them)	per month				
Total for your sample month					

3. Scoring

Example weights. Set your own so they add to 100%, then score each reply 1 to 5.

Criterion	Weight	Provider A	Provider B	Provider C
Operational fit (products, channels, volumes)	30%			
Total cost on the sample month (tab 2)	25%			
Technology and integrations	15%			
Service levels and reporting	15%			
Locations and delivery reach	15%			
Weighted total	100%			

4. Red flags to check in every reply

Red flag	Provider A	Provider B	Provider C
Storage priced for an average month, with no rate for peak			
Setup fees, monthly minimums or account fees missing from the rate card			
Accuracy claims with no word on how they are measured			
"Custom pricing" as the answer to every line			
Charges grouped under "other" or "miscellaneous"			
No named contact for the account after go-live			

Send your finished RFP to Cura Resource Group at curagroup.com/get-a-quote/. We reply within 24 to 48 business hours.