ERP Vendor Selection and RFP Best Practices Training Course

Professional Development Training Course Outline

Category	Enterprise Resource Planning (ERP)	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Selecting the right ERP solution is a strategic business decision that directly impacts operational efficiency, digital transformation, and long-term growth. Organizations today face a rapidly evolving technological landscape, where cloud adoption, AI-driven analytics, and automation define competitive advantage. ERP Vendor Selection and RFP Best Practices Training Course equips professionals with cutting-edge frameworks, best-in-class methodologies, and actionable insights to identify, evaluate, and negotiate with ERP vendors effectively. Participants will learn how to align business requirements with ERP capabilities, ensure robust vendor compliance, and mitigate implementation risks, empowering organizations to achieve measurable ROI and seamless digital transformation.

Through a combination of hands-on workshops, case studies, interactive simulations, and real-world examples, this course focuses on practical strategies for preparing and issuing RFPs, evaluating vendor proposals, and conducting vendor demonstrations. Learners will gain expertise in vendor scoring models, total cost of ownership (TCO) analysis, risk assessment frameworks, and contract negotiation strategies. By the end of the program, participants will confidently drive ERP selection initiatives that support scalable operations, enhance data-driven decision-making, and foster innovation across the enterprise ecosystem.

Programme Curriculum

ERP Vendor Selection and RFP Best Practices Training Course

Introduction

Selecting the right ERP solution is a strategic business decision that directly impacts operational efficiency, digital transformation, and long-term growth. Organizations today face a rapidly evolving technological landscape, where cloud adoption, AI-driven analytics, and automation define competitive advantage. ERP

Vendor Selection and RFP Best Practices Training Course equips professionals with cutting-edge frameworks, best-in-class methodologies, and actionable insights to identify, evaluate, and negotiate with ERP vendors effectively. Participants will learn how to align business requirements with ERP capabilities, ensure robust vendor compliance, and mitigate implementation risks, empowering organizations to achieve measurable ROI and seamless digital transformation.

Through a combination of hands-on workshops, case studies, interactive simulations, and real-world examples, this course focuses on practical strategies for preparing and issuing RFPs, evaluating vendor proposals, and conducting vendor demonstrations. Learners will gain expertise in vendor scoring models, total cost of ownership (TCO) analysis, risk assessment frameworks, and contract negotiation strategies. By the end of the program, participants will confidently drive ERP selection initiatives that support scalable operations, enhance data-driven decision-making, and foster innovation across the enterprise ecosystem.

Course Duration

5 days

Course Objectives

1. Understand the ERP landscape, including cloud ERP, AI-powered ERP, and SaaS solutions.
2. Master the RFP development process with actionable templates and industry standards.
3. Conduct comprehensive vendor evaluation and scoring using modern frameworks.
4. Apply total cost of ownership (TCO) and ROI analysis for ERP investments.
5. Identify and mitigate implementation and operational risks in ERP projects.
6. Benchmark ERP vendors using industry best practices and emerging technologies.
7. Align ERP selection with digital transformation and enterprise scalability goals.
8. Develop effective vendor communication and negotiation strategies.
9. Leverage data-driven decision-making for selecting ERP solutions.
10. Evaluate ERP modules for process optimization and automation readiness.
11. Implement compliance, security, and regulatory assessments for vendors.
12. Drive stakeholder engagement and change management during ERP adoption.
13. Utilize real-world case studies to simulate ERP selection and RFP evaluation scenarios.

Target Audience

1. CIOs and IT Directors responsible for ERP strategy
2. ERP Project Managers and Program Leads
3. Business Analysts and Process Owners
4. Procurement and Vendor Management Professionals
5. Finance and Operations Managers
6. Digital Transformation Leaders
7. ERP Implementation Consultants
8. Enterprise Architects

Course Modules

Module 1: ERP Landscape & Market Trends

- Overview of ERP solutions
- AI, ML, IoT, RPA in ERP
- Vendor ecosystems and emerging technologies

- Competitive benchmarking strategies
- Case Study: Cloud ERP adoption in a mid-sized manufacturing firm

Module 2: RFP Preparation & Best Practices

- Defining project scope and business requirements
- Structuring RFP documents for clarity and compliance
- Vendor prequalification and eligibility criteria
- Incorporating SLAs and KPIs in RFPs
- Case Study: Successful RFP preparation for a multinational company

Module 3: Vendor Evaluation & Scoring

- Vendor shortlisting strategies
- Functional and technical evaluation frameworks
- Risk and compliance scoring models
- Cost-benefit analysis and TCO evaluation
- Case Study: ERP vendor scoring and selection for a retail chain

Module 4: Financial & ROI Analysis

- Calculating TCO, ROI, and payback period
- Evaluating subscription and licensing models
- Budgeting for implementation and post-deployment support
- Scenario analysis for cost optimization
- Case Study: ROI assessment for cloud ERP deployment

Module 5: Vendor Demonstration & PoC

- Planning vendor demos and proof-of-concepts
- Key questions and evaluation checklists
- User experience and functional validation
- Performance benchmarking techniques
- Case Study: ERP PoC evaluation in a healthcare organization

Module 6: Contract Negotiation & SLA Management

- Negotiating pricing, licensing, and support agreements
- Service Level Agreements and performance metrics
- Risk sharing and exit clauses
- Legal and regulatory compliance considerations
- Case Study: Negotiating vendor contracts for a large-scale rollout

Module 7: Implementation Readiness & Risk Mitigation

- Assessing organizational readiness for ERP adoption
- Change management and stakeholder engagement
- Migration planning and data governance
- Identifying and mitigating project risks
- Case Study: Risk management in ERP implementation at a logistics firm

Module 8: Real-World ERP Selection Simulation

- Hands-on ERP vendor scoring exercise
- Interactive RFP drafting and evaluation
- Scenario-based negotiation practice
- Peer review and feedback sessions
- Case Study: End-to-end ERP selection simulation for a manufacturing enterprise

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price

23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com