

# Vendor Checklist for your People Analytics RFP

If your company is considering an investment in people analytics, you will want to do your homework and compare the different solutions that exist to understand which is the best fit for your unique business needs.



Use the checklist below as a guide when researching analytics vendors, to make sure you are asking the right questions and getting ahead of any potential red flags or barriers to a successful analytics partnership.



## Expertise

- How many years of experience does your company have in providing people analytics solutions?
- Can you provide examples of successful implementations in similar industries or organizations?



## Data Management

- How do you ensure the security and privacy of sensitive employee data?
- What measures do you have in place to comply with relevant data protection regulations (e.g., GDPR, CCPA)?



## Data Integration

- What types of data sources can your platform integrate with (e.g., HRIS, performance management systems, survey tools)?
- How do you handle data quality and consistency across multiple sources?
- What requirements are there for integrations?



## Implementation Timelines

- How long does the typical implementation process take from start to finish?
- How soon until we start seeing value from your solution?
- What factors might affect the timeline, and how do you mitigate potential delays?



## Analytics Capabilities

- What types of analytics and insights does your platform offer (e.g., predictive analytics, workforce planning)?



## Customization

- How customizable is your solution? Cost & availability for custom metrics or custom reports?



## Accessibility

- How intuitive is your platform for end-users? Do I need a dedicated analyst to manage it?
- Is your platform accessible across different devices (e.g., desktop, mobile)?



## Scalability

- How does your platform handle large volumes of data and growing organizations?
- Can you provide information about your system's uptime and performance metrics?



## Support

- What support do you provide during implementation and beyond?
- Do you provide training materials and ongoing education to maximize value?
- Do you offer support from a dedicated professional services team?



## References

- Can you provide references from current or past clients who have implemented your people analytics solution?
- Do you have any case studies or success stories that demonstrate the impact of your solution?



## Roadmap

- What updates or enhancements do you have planned for your platform in the near future?
- How do you incorporate customer feedback into your product development process?



## Termination

- What happens to our data if we decide to terminate our contract with your company?
- Do we retain ownership of our data, and how is it returned to us at the end of the engagement?



## Pricing

- What is your pricing model? (e.g., subscription-based, per-user licensing)?
- Are there additional costs for extra users, add-ons, support?



## Remember...

- One size does not fit all:** Find a partner that meets your company where you are at in your analytics journey.
- Immediate impact, long-term growth:** Choose a vendor that delivers instant value and can grow with your company.
- Demonstrated ROI:** Find a solution that showcases tangible time and resource savings.