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RFP Template for Hybrid Workplace Management Platforms

A strategic sourcing toolkit for evaluating
solution providers at enterprise scale.



In today's evolving workplace landscape, businesses are increasingly turning to platforms that can integrate flexible office and coworking space into their broader workplace strategy. These platforms enable access to a global supply chain of flexible office space as well as critical tools for oversight, control, and strategic planning of workplace strategy. They help organizations respond to changing workforce needs, reduce reliance on long-term leases, and better align space with how and where work actually happens. As flexibility becomes a core business priority—not a perk—choosing the right partner is more important than ever.

This Request for Proposal (RFP) Template is designed to help organizations:

- Evaluate vendors with clarity and confidence
- Compare key platform features and capabilities
- Ensure alignment with operational, financial, and cultural goals

Vendor Evaluation Template

Key questions to assess vendor readiness and strategic platform fit

Section 1: Vendor Overview & Capabilities

1.1 Company Background & Stability

- How long has your company been in commercial operation?
- How many enterprise customers currently use your platform?
- Can you provide references from Fortune 500 companies currently using your platform?
- What is your company's financial health and profitability? Provide evidence of stability.

1.2 Marketplace Size & Availability

- How many workspace locations does your marketplace offer?
- What percentage of your inventory is available for instant booking without approval delays?
- Do you provide both on-demand and dedicated space options?
- Does your marketplace include managed office solutions for enterprises?

1.3 Legal & Contracting Model

- Does your platform operate under a single enterprise legal agreement for all bookings?
- Are there any hidden service fees, markups, or membership charges?



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Section 2: Innovation & Product Evolution

- What are your company's most significant product innovations in the past 5 years?
- How does your company's product roadmap prioritize customer feedback?
- What AI or automation-driven features differentiate your platform from traditional marketplace aggregators?
- Have you introduced any industry-first technologies or patents related to workplace management?
- Can you provide examples of new features launched due to enterprise customer demand?
- What future innovations are planned for the next 12–24 months?

Section 3: Workplace Management Platform

3.1 Enterprise-Grade Management & Integrations

- Does your platform provide an AI-driven portfolio optimization tool?
- What integrations does your platform support (e.g., HRIS, IWMS, finance tools)?
- Can administrators set geofencing policies to restrict bookings near HQ locations?
- Can enterprises set and enforce individual or team budget limits?

3.2 Employee Experience & Booking Simplicity

- Does your platform offer instant team booking & collaboration tools?
- Can employees see where their teammates are working and book nearby?
- What mobile and desktop applications are available for easy booking?

Section 4: Data, Security, & Compliance

4.1 Data & AI-Driven Insights

- Does your platform provide data and insights on real-time workspace utilization?
- Can companies generate custom reports on employee engagement, workspace utilization, and cost savings?

4.2 Security & Compliance

- What security certifications does your platform maintain (e.g., SOC 2, ISO 27001)?
- How do you handle role-based access control and authentication?

Section 5: Pricing, SLAs & References

5.1 Pricing Model

- Provide a detailed breakdown of your pricing, including SaaS platform fees, on-demand space costs, and any additional service fees.
- Do you offer volume discounts or custom enterprise pricing?

5.2 Contracting & Service-Level Agreements (SLAs)

- What are your standard contract terms and service-level commitments?
- What is your average customer retention rate?

5.3 Enterprise References & Case Studies

- Provide three enterprise customer references that have successfully implemented your solution.
- Can you share case studies demonstrating cost savings and improved employee engagement?

Section 6: Onboarding & Success

6.1 Implementation & Onboarding

- What is your standard implementation timeline?
- Do you provide a dedicated onboarding team or customer success manager?
- What training and enablement resources are available for administrators and employees?
- Can you provide a structured onboarding plan customized to enterprise needs?
- How do you ensure a smooth transition from existing workplace solutions?

6.2 Employee Adoption & Engagement

- What strategies do you use to drive employee adoption and ongoing engagement?
- Do you provide engagement reporting to track employee usage?
- How do you support companies in promoting hybrid workplace programs internally?
- Can you share examples of successful employee engagement strategies from existing enterprise customers?
- What communication and change management tools do you provide to help companies maximize adoption?

6.3 Ongoing Customer Success & Support

- What level of ongoing support do you provide (e.g., 24/7 support, dedicated account management)?
- Do you offer proactive success reviews and optimization recommendations?
- How do you ensure continuous alignment between the platform's capabilities and evolving enterprise needs?
- Can you provide examples of long-term customer partnerships?
- Do you offer tailored support models for enterprises with different levels of workplace complexity?



Conclusion & Next Steps

This RFP template provides enterprise real estate, HR, procurement, and workplace strategy leaders with a comprehensive framework for selecting a modern hybrid workplace management solution. In a time when agility, efficiency, and employee experience are mission-critical, the right platform can enable a fundamental shift in how organizations think about space—transforming it from a static cost center into a dynamic strategic asset.

By systematically addressing the full spectrum of evaluation criteria—including marketplace scale, platform capabilities, legal structure, pricing transparency, and user experience—this template helps decision-makers move beyond surface-level comparisons. It enables teams to ask the right questions, spot gaps early, and align internal stakeholders around measurable business outcomes.

Whether your organization is rethinking its footprint, responding to new workforce expectations, or preparing for long-term flexibility, this RFP provides the structure to source solutions with greater confidence, clarity, and strategic intent.



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LiquidSpace is proud to support leading enterprises and government agencies in their shift to more flexible, data-driven workplace strategies. If you're ready to explore how our platform aligns with your criteria—or want a guided walkthrough of our capabilities—we're here to help.

Get expert guidance on your next steps! →