**REQUEST FOR PROPOSAL**

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| **Introduction** | A summary of your organization, the problem, and the product or service you want to offer as a solution |
| **Statement Of Purpose** | How this project fits with your organization's goals |
| **Background Information** | Company overview, including mission, vision, goals. Describe your leadership structure and operations. |
| **Scope Of Work** | Details about the project, including features, functionality, deliverables, and performance standards |
| **Technical Requirements** | Logistical details. For a website it might be other vendors and software. For a construction or military project, it might be the requirements for the product or architectural specifications or licensures. |
| **Target Audience** | Who you plan on reaching with this product or service, and what you know about them |
| **Budget** | An overview of the amount of funding available for the project, along with payment schedules or other fiscal considerations |
| **Project Schedule** | Deadline for project to be completed with timeline for key deliverables and approvals |
| **Contract Terms and Conditions** | Expected start and end date of the contract, renewal options, payment terms, plus incentives or penalties based on the vendor's performance |
| **RFP Timeline and Review Process** | Deadline to submit proposals, and the expected timeframe to review responses and notify bidders of their status |
| **Vendor Questionnaire** | References from previous customers, points of contact, financial health, any related business relationships, or conflicts of interest |
| **Selection Criteria** | How you will prioritize RFP responses and weigh proposals |
| **Requirements For Proposals** | The format and structure for responses and details about how the responses should be sent to you |
| **Point Of Contact** | The name and contact details for the person who will answer questions for vendors and communicate with stakeholders |