

---

---

---

---

---

# REQUEST FOR PROPOSAL

---

\_\_\_\_\_, 20\_\_\_\_

## 1. Summary

- a. Introduction. \_\_\_\_\_ [Company Name] is currently accepting proposals for your services on \_\_\_\_\_ [Project Name]. \_\_\_\_\_ [Company Name] is in the business of: \_\_\_\_\_.

(Check if applicable)  The desired start date for the project is \_\_\_\_\_, 20\_\_\_\_ with a tentative duration of \_\_\_\_\_ and ending on or about \_\_\_\_\_, 20\_\_\_\_.

- b. Purpose. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair evaluation based on the prescribed criteria, and select the candidate(s) who is/are the best fit for the project. \_\_\_\_\_ [Company Name] reserves the right to award contract(s) as it sees fit and to the bidder or bidders of its choosing when and how it deems appropriate.

## 2. Nature and Scope of Work

- a. The purpose of this project is as follows:

---

---

---

- b. Project Description:

---

---

- c. The scope of this project includes:

---

---

---

---

---

---



(Check if applicable)  Location:

\_\_\_\_\_ . [Address]

### 3. Selection Criteria

All offer submissions that meet the requirements of this RFP and are submitted by the deadline will be considered based upon the materials provided. The following criteria will be used for selecting the winning bid(s):

- a. Use of correct format
- b. The proposal's ability and likelihood of achieving the desired outcome of the project
- c. Past performance of bidder's similar services
- d. The experience and expertise of the bidder's management and staff
- e. The proposed budgeted costs of the project.

\_\_\_\_\_ [Company Name] reserves the right to suspend or terminate acceptance of proposals at any time as it sees fit, for any reason, without notice or obligation to any bidder.

### 4. Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- a. Description of relevant experience
- b. List, title, and employment status of your organization's management and employees
- c. References, testimonials, or samples of your work (as applicable)
- d. Resources you will assign to this project (number, title, experience)
- e. Full plan of action
- f. Timeframe for project completion
- g. Project management methods and details

### 5. Required Format. Proposal should be in the following format and address, in detail, the needs and requirements of the proposed project.

- a. Contact Information. Provide the name, title, phone number, and email for the best contact for follow up questions and/or to notify of bid status.
- b. Summary & Qualifications. Use this section to introduce yourself, your company, and provide information on your relevant experience and qualifications.
- c. Methods and Plan. Describe your methodology and capabilities for meeting project deliverables and detail your plan of action for executing and completing this project. Include a detailed milestone timeline in this section.
- d. Expectations and Results. Explain your expectations for the project and summarize the results you anticipate achieving. Include a summary of your anticipated timeline for completion in this section.
- e. Management and Staff. List all applicable personnel that would be involved with this project, along with their titles, roles, and qualifications. Include the estimated costs associated with this personnel in this section.



- f. Communications. Provide a communication plan for how you intend to communicate internally and with project managers to ensure progress and completion of the project.
- g. Equipment and Resources. List all necessary equipment and associated costs. Include details of any outsourced or contracted work here.
- h. Budget and Costs. Provide a detailed breakdown of all anticipated expenses, as well as a summary of the total proposed costs of the project.
- i. Licensing and Bonding. If applicable, list any and all required licenses and/or bonds and include copies of your licensure and/or bond.
- j. Insurance. If applicable, provide details of your insurance coverage related to this project.
- k. References. Provide \_\_\_\_ [Number] references for previous work of a similar nature.

**6. Deliverables**

Proposals will be accepted until (Check one)  \_\_\_\_\_ AM  \_\_\_\_\_ PM \_\_\_\_\_ [Time Zone] on \_\_\_\_\_, 20\_\_\_. Any proposals received after this date and time will be returned to the submitting bidder. The proposal must be signed by an official agent or authorized representative of the bidder.

Any outsourced or contracted work is subject to the requirements of this RFP and must be clearly disclosed in the proposal. Any and all costs must be listed in the proposal, including any outsourced or contracted work. Proposals that include outsourced or contracted work must provide a name and description of the individuals and/or organizations being contracted. All costs must be itemized and include a detailed explanation of all fees and associated costs.

Terms and conditions will be negotiated upon selection of the winning bidder(s) and will be subject to review by \_\_\_\_\_ [Company Name] and/or its legal advisors, including but not limited to scope, costs, timeline, and anything else applicable to the project.

Send proposals using the following methods: (Check all applicable)

- Via mail to \_\_\_\_\_
- Via email to \_\_\_\_\_
- Via fax to \_\_\_\_\_

**7. Timeline**

RFP sent: \_\_\_\_\_, 20\_\_  
 Proposals in response due: \_\_\_\_\_, 20\_\_  
 Review of proposals: \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_  
 Winning Bidder selected: no later than \_\_\_\_\_, 20\_\_  
 Contract negotiations with the winning bidder will begin immediately following notification of selection.  
 Contract negotiations will be completed by \_\_\_\_\_, 20\_\_  
 Bidders who were not selected will be notified by \_\_\_\_\_, 20\_\_

