**RFP: REQUEST FOR PROPOSAL TEMPLATE**

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| **Company Name** | **Company Logo** |
| **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 |

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