**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=9158&utm_source=template-word&utm_medium=content&utm_campaign=Request+for+Proposal-word-9158&lpa=Request+for+Proposal+word+9158)Request for Proposal Template**

Company Logo

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| Company Name | |  |
| 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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