

Request for Information Response Template

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Requesting Party		Responding Party	
RFI Response Submission Deadline		Date of RFI Response	

Organization Name		Contact Name	
Address		Contact Title	
		Phone	
Website		Email	

Organization Background

Agency History of Ownership and Affiliations	
Office Locations	
Brief Statement of Core Business Competencies	
Brief Summary of Why Your Organization is the Best Fit for the Needs Outlined	

Clients Served in Similar Industry		Potential Conflicts / Competitor Contracts	
		YES	NO
		List Any Competitor Clients	
Do You Subcontract Work to Third Parties?		If "YES," explain:	
YES	NO		

Scope of Work	
Provide Overall Description of Proposed Solution	
Provide Description of Status Reporting and Tracking Systems Employed	
Describe Security and Quality Assurance Policies Held	
Other	
Other	

Estimated Costs / Fees		
Estimate		Additional Comments
Initial Fees		
Recurring Fees		
Assumptions		
Pricing Methodology		
Receipt of Payment Practices		

Trade Organizations / Insurance / Policies	
Trade Organization Memberships	
Confirmation of Financial Cap Per Claim of Agency's Professional Indemnity Insurance	

Are the Following Policies Held by Your Agency?					
YES	NO	Quality Management	YES	NO	Training
YES	NO	Disaster Recovery	YES	NO	Health and Safety
YES	NO	Equality and Diversity	YES	NO	Environmental
YES	NO	Social and Corporate Responsibility	YES	NO	Other
YES	NO	Other	YES	NO	Other
YES	NO	Other	YES	NO	Other

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