**Request for Information
Response Template**

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

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| --- | --- | --- | --- |
| Organization Name |   | Contact Name |   |
| Address |   | Contact Title |   |
|   | Phone |   |
| Website |   | Email |   |

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| **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 |   |

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| **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 |

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| **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 |   |

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

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| **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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| **Functionality Requirements** |
| ***Availability:*** *M: Meets needs | C: Meets needs with custom functionality |* *F: Meets needs with future functionality | N/A: Not applicable* |
| **Requirement** | **Availability** | **Comments** |
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