**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=10770&utm_source=template-word&utm_medium=content&utm_campaign=Request+for+Information+Response-word-10770&lpa=Request+for+Information+Response+word+10770)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 | |  |

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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 |

|  |  |  |
| --- | --- | --- |
| **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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