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# Request for Proposal

Project name or description

JUNE 20XX

**ISSUED BY**

YOUR COMPANY NAME

**REPRESENTATIVE**

YOUR NAME

YOUR EMAIL

YOUR PHONE

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## Introduction & Background

[DESCRIPTION OF END PRODUCT] and is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) in order to find a qualified source to provide [DESCRIPTION OF END PRODUCT]. Our goal with [DESCRIPTION OF END PRODUCT] is to:

1. [GOAL 1]
2. [GOAL 2]
3. [GOAL 3]
4. [GOAL 4]

The objective of this Request for Proposal is to locate a source that will provide the best overall value to [COMPANY NAME]. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

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## Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than [DATE].

3. Bidders must list at least [NUMBER] projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
4. A technical proposal must be provided that is not more than [NUMBER] pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
5. A price proposal must be provided that is not more than [NUMBER] pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should [COMPANY NAME] decide to award a contract on an hourly rate basis.
6. Proposals must be signed by a representative that is authorized to commit bidder's company.
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
8. Proposals must be received prior to [DATE] to be considered.
9. Proposals must remain valid for a period of [NUMBER] days.
10. [COMPANY NAME] anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these "down-selected" individuals or firms.

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## **Project Description**

**The purpose of this project is as follows:**

1. [PURPOSE 1]
2. [PURPOSE 2]
3. [PURPOSE 3]

**The description of the project is as follows:**

1. [DESCRIPTION 1]
2. [DESCRIPTION 2]
3. [DESCRIPTION 3]



## **Project Scope**

The scope of the project entails [SCOPE OF WORK]. You may provide this in list or paragraph form.

The successful bidder will be responsible for [SCOPE OF WORK].

**The criteria set forth below should be met to achieve successful completion of the project:**

1. [CRITERIA 1]
2. [CRITERIA 2]
3. [CRITERIA 3]
4. [CRITERIA 4]
5. [CRITERIA 5]

**Acceptance of the work is contingent on the following acceptance criteria:**

1. [CRITERIA 1]
2. [CRITERIA 2]
3. [CRITERIA 3]
4. [CRITERIA 4]

5. [CRITERIA 5]



## RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	06/07/20XX
Selection of Top Bidders / Notification to Unsuccessful Bidders	06/08/20XX
Start of Negotiation	06/09/20XX
Contract Award / Notification to Unsuccessful Bidders	06/10/20XX

The need-date for project completion is [DATE]. Bidders may propose a date earlier or later, and will be evaluated accordingly.



## Budget

[COMPANY NAME]'s budget for the project is [DOLLAR AMOUNT].



## Evaluation Factors

[COMPANY NAME] will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Cost, including an assessment of total cost of ownership.
5. Technical expertise/experience of bidder and bidder's staff

[COMPANY NAME] reserves the right to award to the bidder that presents the best value to [COMPANY NAME] as determined solely by [COMPANY NAME] in its absolute discretion.