

Request for Proposal (RFP)

(Template)

1. RFP Overview

1.1 Purpose of This RFP

This Request for Proposal (RFP) is issued to solicit proposals from qualified vendors capable of delivering the services described in this document and the associated Statement of Work (SOW).

The purpose of this RFP is to:

- Identify qualified vendors
- Evaluate vendor capabilities in a fair and structured manner
- Select a vendor that best aligns with service delivery, quality, risk, and governance expectations

This RFP is part of a formal procurement and solicitation process and does not represent a commitment to award a contract.

1.2 Background and Context

[Provide a brief overview of the organization and the business context for this procurement.]

Include:

- High-level description of the organization
- Business drivers for the project
- Why the services are being outsourced
- Any relevant constraints (timeline, regulatory environment, scale)

Avoid proprietary or sensitive details at this stage.

1.3 Scope of This RFP

This RFP covers:

- Vendor qualifications and experience
- Proposed approach to delivering the services
- Pricing and contract assumptions
- Risk management and governance approach

This RFP does **not** require vendors to provide detailed technical designs beyond what is requested.

2. Scope of Services

2.1 Description of Services

Vendors are invited to propose services for the following scope:

- [High-level service description]
- [Key responsibilities]
- [Interfaces with internal teams]

Detailed requirements are provided in the accompanying Statement of Work (SOW).

2.2 Deliverables

Vendors must be capable of delivering the following:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

Each deliverable must meet the quality standards and acceptance criteria defined in the SOW.

3. Vendor Qualifications

3.1 Organizational Profile

Provide:

- Company name and headquarters location
 - Years in operation
 - Core service offerings
 - Number of employees
 - Primary markets served
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3.2 Relevant Experience

Describe:

- Experience delivering similar projects

- Industry or domain expertise
- Examples of comparable engagements
- Lessons learned from past work

Include at least two case examples if available.

3.3 Delivery Team

Provide:

- Proposed team structure
 - Roles and responsibilities
 - Qualifications and experience of key personnel
 - Availability and commitment levels
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4. Proposed Approach

4.1 Methodology

Describe your approach to:

- Project execution
 - Communication and coordination
 - Managing dependencies and handoffs
 - Quality assurance
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4.2 Risk Management

Identify:

- Key risks you foresee in this engagement
 - Mitigation strategies
 - Escalation procedures
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4.3 Governance and Reporting

Explain:

- Status reporting frequency
- Meeting cadence
- Issue escalation process
- Tools or platforms used for collaboration

5. Pricing and Contract Assumptions

5.1 Pricing Model

Specify:

- Proposed contract type (Fixed-Price, Time-and-Materials, etc.)
- Rate cards or milestone pricing
- Assumptions underlying pricing

5.2 Payment Terms

Describe:

- Invoice frequency
- Payment milestones
- Any dependencies on deliverable acceptance

6. Compliance and Security

6.1 Data Protection

Confirm compliance with:

- Applicable data protection regulations
- Confidentiality requirements
- Secure data handling practices

6.2 Legal and Policy Compliance

Confirm:

- Ability to comply with contract terms
- Ethical sourcing standards
- Conflict of interest disclosures

7. Proposal Submission Instructions

7.1 Submission Format

Proposals must include:

- Executive Summary
 - Responses to each RFP section
 - Pricing details
 - Appendices (if applicable)
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7.2 Submission Timeline

Milestone	Date
RFP Issued	[Date]
Vendor Questions Due	[Date]
Responses to Questions Issued	[Date]
Proposal Submission Deadline	[Date]
Vendor Shortlisting	[Date]
Final Selection	[Date]

7.3 Submission Method

Proposals must be submitted:

- Electronically in PDF format
- To the designated procurement contact
- By the submission deadline

Late submissions may not be considered.

8. Evaluation Criteria

Proposals will be evaluated using a weighted scoring approach based on:

- Technical capability and solution fit
- Experience and qualifications
- Proposed approach and methodology
- Risk management and governance
- Pricing realism and transparency

- References and past performance

Vendors may be invited for presentations or clarification discussions.

9. Communication Protocol

All communication regarding this RFP must be directed to:

Procurement Contact:

Name: _____

Email: _____

Vendors should not contact other organizational personnel regarding this RFP.

10. Reservation of Rights

The organization reserves the right to:

- Reject any or all proposals
 - Modify or cancel this RFP
 - Negotiate with one or more vendors
 - Request additional information
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11. Confidentiality

All materials submitted in response to this RFP will be treated as confidential and used solely for evaluation purposes.