<Project Title>

Request for Proposal (RFP)

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| --- | --- | --- |
| Project Name: |  | |
| Organization name: |  | |
| Enquiry contact: |  |  |
| **Proposals will not be accepted after this date:** | |  |

1. ABOUT US

<This shouldn’t be a long history of your organization. Rather, it should give contractors a better idea of what your company does and who you serve as a target market.>

2. PROJECT OVERVIEW

<Before you go into the specifics of the bid requirements, you should give a brief introduction to the project and its objectives. If the proposal requested is for part of a larger project, give context for how it might fit.>

3. SCOPE OF WORK

<Include a detailed scope of work here. The description can be in paragraph form, a bulleted list, or a combination of both. Consider also listing items that are explicitly out-of-scope, as well as any post-delivery warranty or servicing expectations.>

4. DELIVERY DATE

<When are the scope deliverables due – also, list any key delivery milestones.>

5. BUDGET CONSTRAINTS

<It’s important to be upfront with your budget. The more you can eliminate surprises, the better for all parties involved.>

6. SELECTION CRITERIA

<How will you ultimately determine which contractor is the best fit for this project. List which criteria you will consider when choosing the organization you will ultimately hire, including any weighting that you might be applying in your decision-making.>

**Criteria 1**

* Title and description
* Weighting (%)
* How bidders can evidence performance

**Criteria 2**

* Title and description
* Weighting (%)
* How bidders can evidence performance

**Criteria 3**

* Title and description
* Weighting (%)
* How bidders can evidence performance

**Criteria 4**

* Title and description
* Weighting (%)
* How bidders can evidence performance

7. CONDITIONS OF PARTICIPATION

<These could include organizational conditions (such as company size, location, insurance, etc) and administrative requirements (attachments, page counts, submission dates, etc). Make it clear that bidders/proposals who do not meet these conditions will NOT be opened for evaluation.>

8. CONTACT INFORMATION

<This to detail here include: who is the contact officer for this proposal; how should enquiries be addressed to them; when the enquiry period closes; and how will RFIs will be received and responses be published.>