Request for Proposal

[Project Name]  [Company Name]

Proposal Due Date: [Date]

Company background
[Insert details about your company in short]

Project overview
[Insert overview of the project]
Project goals

⦁ [Goal 1]
⦁ [Goal 2]
⦁ [Goal 3]

Scope of work

[Insert scope of work for the project in detail]

Project schedule

[Insert details for the phases in which the project needs to be executed]

<table>
<thead>
<tr>
<th>Phase #</th>
<th>Deliverables</th>
<th>Start date</th>
<th>End date</th>
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Due date

[Insert deadline for project completion]

Expected issues

⦁ [Issue 1]
⦁ [Issue 2]
⦁ [Issue 3]
⦁ [Issue 4]
Target budget
[Insert details of the target budget for the project]

Evaluation metrics

⦁ [Criteria 1]
⦁ [Criteria 2]
⦁ [Criteria 3]

Project-specific questions
[Insert questions that you want the vendor to answer in their bid proposal]

⦁ [Question 1]
⦁ [Question 2]
⦁ [Question 3]
⦁ [Question 4]

Submission Requirements

⦁ [Requirement 1]
⦁ [Requirement 2]
⦁ [Requirement 3]

Confidentiality & RFP ownership
[Enter clause about who owns the contents of this RFP and who it can be shared with]

Contact
[Enter Name], [Enter Email], [Enter Number]