

# Request for Proposal Template

**Re:**

**Date:**

**Issued by:**

## Project Overview

This is a brief overview of your company and the RFP's purpose. It should provide enough information so that vendors can quickly determine if it's something they would like to respond to.

## Company Background

Provide more detailed company background info including website, address, and the type of business you are (non-profit, government agency, corporation). You also want to describe how you help the clients you serve. Explain your differentiators and how you fit into the industry.



## Define the Scope of Work

This section reflects the more detailed requirements of the project. These are the services you think it will take to complete the project and can be listed or in paragraph form. Keep in mind that each vendor will have a different approach on what it will take to complete the project. But first, describe the challenges you are having to provide context.



Finally, communicate specific goals or outcomes for the project. Quantifying those goals is helpful as is describing what success looks like if your goals are more qualitative.

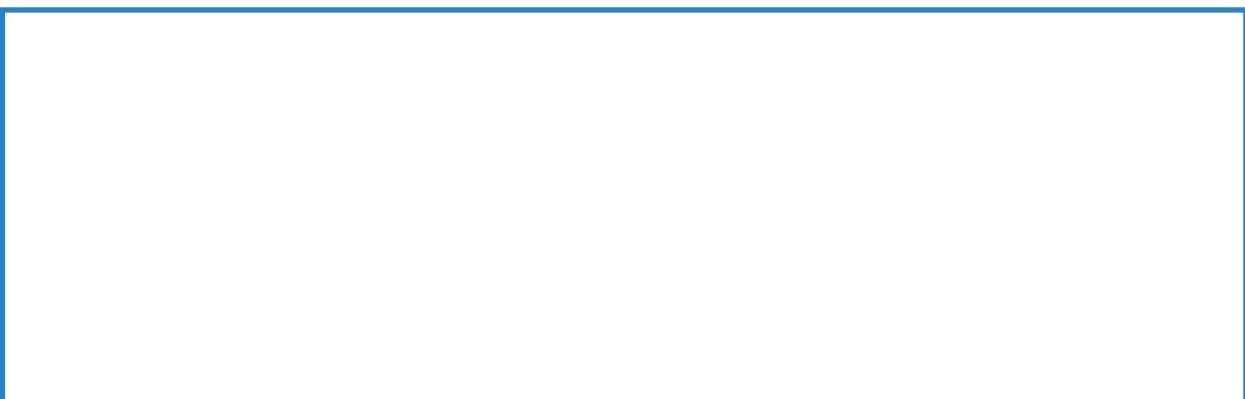
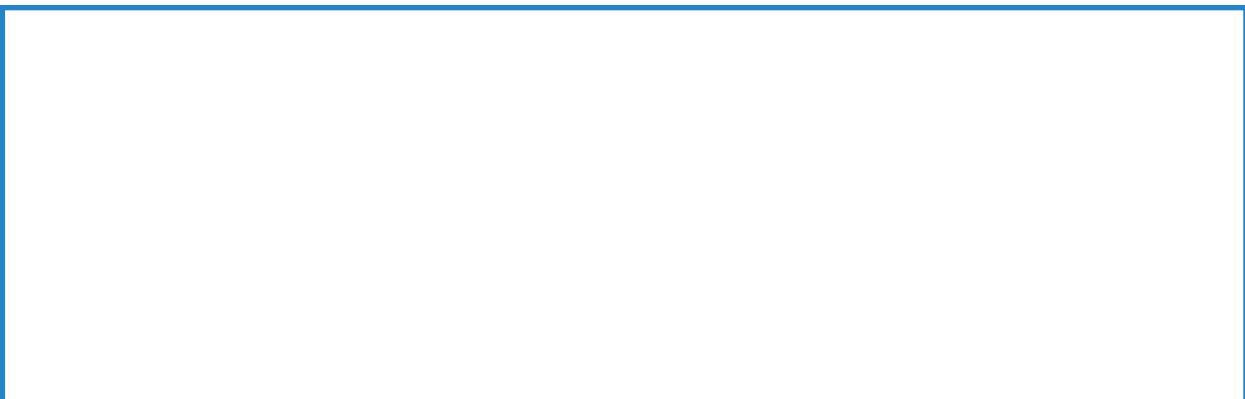
## Budget and Timeline

You must include a budget. If your project has distinct phases and/or associated timelines, you can break out those sections monetarily. If you're unsure of an exact budget, include a range that you are comfortable with.

## Vendor Submission Requirements

Here you will ask for vendor information including company background, relevant experience, scope recommendations, specific questions, project management, and pricing. It's a good idea to include a checklist of the items needed. Also if you have any non-negotiable requirements or "nice-to-haves", list them. You'll also want to state how you would like to receive the RFP and when, including your timeline for selection.





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