Request for Quotation

**$prog\_5$**



$org\_2$

$org\_3$

$city\_state\_zip$

$publishdate$

$prog\_1$

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# Executive summary

## About this document

This document has been created to brief you and your organisation on our upcoming project and to gather detailed information on how your organisation and technology platform can deliver our requirements.

The document contains background information about $org\_2$, our mission and the project objectives. It also details the functionality that we wish the project and platform to support.

## Project Scope

The full project scope contains functional areas and features within each of these functional areas. Each of the features can present operational improvements, or benefits to stakeholders. A breakdown of these [features and functions is provided below](#_Scope:_Features_and).

In total there are $totalfeatures $ desired features, broken into $functionalAreaCount$ Functional areas or groups.

In this project we wish to implement the following high level functional areas:

$ functional\_text$

## Project Timeline

The project duration is expected to be **$numberofdays$** days.

* The intended start date is: **$MS\_commence\_date$**
* The target completion date is: **$MS\_complete\_date$**

# About $org\_2$

## Our mission

$org\_7$

## Our short / medium term goals

$org\_8$

# Project objectives and benefits

## Introduction

This section presents the motivations for the project. These include project our objectives, how these fit with our organisational strategy and other benefits.

## The projects contribution to our organisations mission

$prog\_2$

## The projects contribution to our organisations current goals

$prog\_3$

# Roles and Responsibilities

Successful execution of the project will require the input and participation of a number of team members, these are listed below along with their anticipated roles and responsibilities.

## Our project team

The project team leader is $T\_Lead\_Name$.

|  |  |
| --- | --- |
| Team member | Role (title) |
| $teamMember$ | $teamRole$ |

# Process and timelines

We are expecting the project to be delivered during the following period, the project is broken into key milestones shown:

## Timeline & milestones

The project duration is expected to be **$numberofdays$** days.

* The intended start date is: **$MS\_commence\_date$**
* The target completion date is: **$MS\_complete\_date$**

The project will include key milestones, these will help us monitor and keep the project on time and budget. The milestones are not finalised, but are likely to include:

|  |  |
| --- | --- |
| Milestone name | Date |
| $MS\_Number$: $MS\_name$ | $MS\_Date$ |

# Evaluation criteria

Your response will be evaluated on the following criteria in priority order:

|  |  |
| --- | --- |
| Evaluation criteria | Weight |
| $Eval\_Ps$ | $Eval\_P1\_Weights$ |

We are following a fair and transparent engagement process, supported by well structured documentation. Please follow this process and do not modify the format of the documentation.

We will not be releasing our individual assessments for each response, however we will be sticking to the assessment mechanism.

# Scope: Features and functions

## Functional areas

This project will see the delivery of $totalfeatures$ features, broken into $functionalAreaCount$ groups or functional areas. The functional areas are:

$other\_FA\_features$

# Submitting your response

Thank you for taking the time to review our Request for Quotation.

We have provided an associated Request for Quotation response document, which contains a structured format for your response.

In the RFQ response we also ask you to provide further background and supporting information about your company and services, as well as how your system matches our functional requirements.

Our cut off date for responses is: $RFQ\_reponse\_date$

Once these responses are submitted we will assess them on their merits and contact vendors with further any questions, or the outcome of our decision.