

SAMPLE: RFP Table of Contents for a 3D Project



I. Company Background

II. 3D Project Overview: Business Objectives, 3D Use Case(s), Intended End Users/Audiences, Measures of Success

III. Proposal Submission Requirements & Evaluation Criteria

IV. Project Scope: Functional & Non-functional Requirements

V. Vendor's Company Overview (Key Points, Figures, Financial Results)

VI. Vendor's Solution Overview:

A. How the Vendor's Solution(s) Meets Company's Functional & Non-functional Requirements

B. Vendor's Solution Architecture (High Level Diagram)

C. Live Demonstration of Use Cases

VII. Philosophy on 3D Content Creation &/or Management

VIII. Vendor's 3D Project Implementation & Delivery

A. Project Approach, Sample Implementation Timeline, Roles & Responsibilities

B. Training & Roll-out

C. Production Support/SLAs

IX. Reporting & Analytics Capabilities

X. Future-proofing Your Solution

XI. Commercial Terms (Pricing, Total Cost of Ownership)

XII. Client References/Testimonials

XIII. Other Questions