**Request for Proposal (RFP)**

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| **RFP Number** |  |
| **RFP Name** |  |
| **Date Issued** |  |
| **Contact Person** |  |
| **Contact Info** |  |
| **Submittal Accepted Until** |  |

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| **Purpose of RFP** | Describe the products and/or services that your organization  is looking for. |

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| **Project Goals and Objectives** | List the project goals and objectives so bidders will understand why you’re initiating the project. Explain what you want to accomplish and the areas of expertise you expect, so bidders can grasp your priorities. |

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| **Project Background and Summary** | Begin with a background on the issuing organization and its project. Then, create a compelling summary that enables the reader to quickly process the key elements of the proposal. |

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| **Scope of Work** | * List project tasks * List project deliverables * List project exclusions   [Free scope of work template](https://www.projectmanager.com/templates/scope-of-work-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=rfp-word&utm_content=&utm_detail=&utm_term=none) |

**Project Timeline**

[**Free project timeline template for Excel**](https://www.projectmanager.com/templates/project-timeline-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=rfp-word&utm_content=&utm_detail=&utm_term=none)

**Project Budget**

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| Building Construction | $7,800,000 |
| Site Work | $1,300,00 |
| **Total Building Construction and Site** | $9,100,00 |
| *Other Costs* |  |
| Architect and Engineering Fees | $931,000 |
| Construction Management | $162,000 |
| Land Acquisition | $550,000 |
| Furniture and Fixtures | $460,000 |
| Telephone/Network/Security System | $150,000 |
| Quality Control Testing | $90,000 |
| Permits and Fees | $85,000 |
| Value Engineering | $50,000 |
| Misc Costs | $151,800 |
| Contingency | $1,181,000 |
| **Total Other Costs** | $3,900,000 |
| **Total Project** | $13,000,000 |

[Download our free Project Budget Template for Excel](https://www.projectmanager.com/templates/project-budget-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=rfp-word&utm_content=&utm_detail=&utm_term=none)

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| **Instructions for Submission of Proposals** | Tell the bidder how many copies should be submitted, who it should be submitted to, how it should be marked and the deadline to submit it. |

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| **Selection Criteria** | Explain the criteria used by your team to define the goals and objectives of the project. This will help the bidder understand how the RFP will be scored, which can give them an inkling ahead of time of how they might fare. Also, include bidder qualifications to avoid getting submissions from those who don’t meet your qualifications. |

**[Graphical user interface

Description automatically generated](https://www.projectmanager.com/pricing?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=rfp-word&utm_content=&utm_detail=&utm_term=none)**