# Request for Proposal (RFP)

\*\*Issued by:\*\* Contoso, Ltd. Procurement Team

\*\*Issue Date:\*\* January 30, 2025

\*\*Proposal Due Date:\*\* February 15, 2025

## 1. Introduction

Contoso, Ltd., a leading provider of Cloud Security Solutions solutions, is seeking proposals from qualified suppliers to provide Comprehensive Managed Security Services. The selected supplier will support Contoso, Ltd.’s operational needs by ensuring high-quality, cost-effective, and timely delivery of these services.

## 2. Background

Contoso, Ltd. operates in the Cloud Security Solutions sector and is committed to working with suppliers who align with our values of innovation, efficiency, and security. This RFP aims to identify a strategic supplier partnership for Comprehensive Managed Security Services, optimizing performance while maintaining competitive pricing.

## 3. Scope of Work

The selected supplier will be expected to provide the following for Comprehensive Managed Security Services:

|  |  |
| --- | --- |
| Requirement Area | Description |
| Product/Service Description | Ensuring data protection, threat monitoring, and cybersecurity compliance. |
| Delivery Expectations | Implementation within 90 days, 24/7 support post-deployment. |
| Quality Assurance | Regular security audits, adherence to industry best practices. |
| Support & Maintenance | Ongoing system monitoring, quarterly performance reviews. |

## 4. Proposal Requirements

Interested suppliers should submit proposals that include the following:

- Company Overview – Brief history, ownership, and relevant experience.

- Technical Approach – Explanation of how the supplier will meet our needs.

- Pricing Structure – Detailed cost breakdown, including any volume discounts.

- Implementation Timeline – Expected delivery schedule or phased approach.

- References – At least three references from similar engagements.

- Compliance & Certifications – Any required regulatory or industry compliance.

## 5. Evaluation Criteria

Proposals will be evaluated based on the following factors:

|  |  |  |
| --- | --- | --- |
| Criteria | Weight (%) | Description |
| Technical Capability & Experience | 30% | Demonstrated expertise and similar past projects |
| Pricing & Cost-effectiveness | 25% | Competitive pricing, volume discounts |
| Quality & Compliance | 20% | Adherence to industry standards |
| Supplier Reputation & References | 15% | Client testimonials and track record |
| Sustainability & Corporate Responsibility | 10% | Environmental and social responsibility efforts |

## 6. Legal and Compliance Requirements

All proposals must comply with applicable laws and regulations. Suppliers must include any relevant legal disclaimers, terms and conditions, and proof of compliance with industry standards such as ISO 27001, SOC 2, and NIST Compliance.

Contractual obligations may include: Data Encryption, Incident Response SLAs, Penetration Testing.

## 7. Appendices

This section may include supplementary documents such as:

**- Budget proposal template  
- Detailed project timeline  
- Technical specifications  
- Additional supporting documents as necessary**