# Request for Proposal (RFP)

\*\*Issued by:\*\* Contoso Operations Team

\*\*Issue Date:\*\* [Insert Date]

\*\*Proposal Due Date:\*\* [Insert Deadline]

## 1. Introduction

Contoso, a leading provider of \*\*cloud infrastructure solutions\*\*, is seeking proposals from qualified IT suppliers to provide \*\*network security services, cloud-based backup solutions, or managed IT support\*\*. The selected supplier will support Contoso’s operational needs by ensuring high-quality, cost-effective, and timely delivery of these services.

## 2. Background

Contoso operates in the \*\*IT sector\*\* and is committed to working with suppliers who align with our values of \*\*quality, efficiency, and security\*\*. This RFP aims to identify a strategic supplier partnership for \*\*IT infrastructure, cybersecurity, and cloud solutions\*\*, optimizing performance while maintaining competitive pricing.

## 3. Scope of Work

The selected supplier will be expected to provide the following:

|  |  |
| --- | --- |
| Requirement Area | Description |
| Product/Service Requirements | [Detailed description] |
| Delivery Expectations | [Lead time, shipping details] |
| Quality Assurance | [Standards, warranty] |
| Support & Maintenance | [Ongoing support details] |

## 4. Proposal Requirements

Interested suppliers should submit proposals that include the following:

1. \*\*Company Overview\*\* – Brief history, ownership, and relevant experience.

2. \*\*Technical Approach\*\* – Explanation of how the supplier will meet Contoso’s needs.

3. \*\*Pricing Structure\*\* – Detailed cost breakdown, including any volume discounts.

4. \*\*Implementation Timeline\*\* – Expected delivery schedule or phased approach.

5. \*\*References\*\* – At least three references from similar engagements.

6. \*\*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. Proposal Submission Checklist

Suppliers should ensure all required documents are included in their submission.

|  |  |
| --- | --- |
| Required Document | Included (✓/✗) |
| Company Overview |  |
| Technical Approach |  |
| Pricing Structure |  |
| Implementation Timeline |  |
| References |  |
| Compliance & Certifications |  |

## 7. Submission Instructions

Proposals should be submitted via \*\*[email address or online portal]\*\* no later than \*\*[insert deadline]\*\*. Late submissions may not be considered. Please ensure all documents are in \*\*PDF format\*\* and do not exceed \*\*10MB\*\*.

## 8. Questions & Contact Information

For any questions or clarifications, please contact:

\*\*Contoso Operations Team\*\*

[Contact Person Name]

[Email Address]

[Phone Number]

## 9. Issuing Office and Key Contact

This RFP is issued by the \*\*Contoso Operations Team\*\*. All inquiries regarding this RFP should be directed to the designated contact person below:

\*\*Issuing Office:\*\* Contoso Procurement Department

\*\*Contact Person:\*\* [Insert Name]

\*\*Email Address:\*\* [Insert Email]

\*\*Phone Number:\*\* [Insert Phone]

## 10. Proposal Submission Guidelines

To ensure consistency and completeness, all proposals must follow the format outlined below. Proposals should use the section headings provided in this RFP and address all requested information.

|  |  |
| --- | --- |
| Proposal Section | Description |
| Executive Summary | Provide a high-level summary of the proposal. |
| Company Background | Include history, experience, and qualifications relevant to this RFP. |
| Technical Approach | Describe how the supplier will meet Contoso’s IT requirements. |
| Implementation Plan | Provide a phased approach with key milestones. |
| Pricing Structure | Include detailed cost breakdowns, including any volume discounts. |
| References | List at least three references from similar projects. |
| Legal Compliance | Detail any regulatory or industry compliance certifications. |

## 11. 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. This section should outline:

- Any applicable data security or privacy laws relevant to IT services.

- Contractual obligations, including liability and indemnification.

- Intellectual property rights and confidentiality agreements.

- Any required certifications or regulatory compliance (e.g., ISO 27001, SOC 2, GDPR, HIPAA).

## 12. Appendices

This section is optional and may include supplementary documents such as:

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