

Company Logo Here

RFP/DOCUMENT TITLE

RFP DUE DATE: MONTHDD, YYYY

Company Logo Here

Company Response President
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Contact Email
Contact Phone
Website

Logo Here



Client Name:
Client Title:
Client Email:
Client Phone:

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Company Name
Contact Name
Street Address
City, State Zip

[Today's Date]

Dear ,

We at [Company] accept the proposed scope of work outlined in your recent proposal. Our team is eager to collaborate with [Proposal Name] to deliver exceptional results on the [Project Name] project.

We confirm our acceptance of the April 1, 2024 start date and agree to complete the project within the agreed-upon six-week timeframe. We are committed to meeting your expectations and delivering a high-quality solution that aligns with your requirements.

[Insert project scope confirmation here]

The enclosed proposal is submitted by [Company]. under the authority of our [Company Rep with Title]. For any inquiries related to this proposal, please do not hesitate to contact us using the information provided below:

Respondent Name	[Company].
Authorized Representative	[Company Rep]
Address	Street Address 1 [City] [State, zip]
Email	[Company Rep Email]

By signing below, the above-identified Authorized Representative affirms that they are authorized to commit [Company]. to the representations made in the proposal submission.

Thank you for entrusting us with this important project. We look forward to a successful collaboration and to delivering exceptional outcomes. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Company Rep]

1 Title Section – Subsections and tables

1.1 About this document

This sample document is provided for RFP/RFI or similar purposes. To utilize it, enable comments first (Review tab -> Show Comments). Then, customize the content as necessary. This serves primarily to demonstrate standard formatting conventions.

As you proceed, ensure periodic saves with revisions appended to the document title, starting with "UW1". Subsequent updates should be saved as "UW2" and so forth, serving as a form of version control and safeguarding against potential document loss.

When collaborating on the document, ensure that any reviewer's changes are saved under a new revision ID. Additionally, enable track changes to facilitate collaboration and provide transparency regarding modifications made by all parties involved.

1.2 Tables and content separators

Font Used:

If there are specialty fonts used, please make sure that is specified here.

Content Topic Separation

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Sample table:

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2. Title Section: Lists

Creating a Word document that is compliant with Section 508 accessibility standards involves ensuring that the document is accessible to individuals with disabilities, including those who use assistive technologies. Here are steps you can take to make your Word document 508 compliant:

1. **Use Proper Heading Structure:** Utilize built-in heading styles (Heading 1, Heading 2, etc.) to structure your document hierarchy. This allows users of screen readers to navigate the document easily.
2. **Add Alternative Text to Images:** Provide descriptive alternative text for all images, charts, and other non-text elements in the document. This helps users with visual impairments understand the content.
3. **Use Descriptive Hyperlinks:** Ensure that hyperlinks have descriptive text that clearly indicates the link's destination. Avoid using generic phrases like "click here."
4. **Create Meaningful Tables:** Structure tables properly with column headers and row headers. Use the Table Properties dialog to add table headers and avoid using tables for layout purposes.
5. **Check Color Contrast:** Maintain sufficient color contrast between text and background to ensure readability for users with low vision or color blindness. Use the built-in Accessibility Checker in Word to identify and fix color contrast issues.
6. **Provide Descriptive Titles and Captions:** Use descriptive titles for sections and provide captions for tables, charts, and other visual elements. This helps users understand the context and purpose of each element.
7. **Ensure Readable Text:** Use a clear, legible font and avoid using font styles like italics or all caps excessively. Aim for a minimum font size of 12 points for body text.
8. **Enable Accessibility Checker:** Use Word's Accessibility Checker feature to identify and fix accessibility issues in the document. This tool can help you address issues related to headings, alternative text, color contrast, and more.
9. **Test with Assistive Technologies:** Test the document using screen reader software and other assistive technologies to ensure that it is navigable and understandable for users with disabilities.
10. **Provide Accessibility Information:** Include a statement in the document providing contact information or instructions for users who encounter accessibility issues or require accommodations.

3. Title Section: Images

To ensure images in a document are compliant with Section 508, ADA, and WCAG (Web Content Accessibility Guidelines) standards, several key steps must be taken. First, provide descriptive alternative text (alt text) for each image, conveying its content and purpose concisely. Alt text should be brief yet informative, aiding users with visual impairments in understanding the image's significance. Second, use meaningful and descriptive filenames for image files, avoiding generic terms or codes. Third, consider the use of decorative images sparingly and utilize the appropriate HTML or Word formatting to indicate them as decorative to assistive technologies. Fourth, ensure that images have sufficient color contrast and avoid relying solely on color to convey information, providing textual descriptions where necessary.



FIGURE 1 SAMPLE PICTURE. THIS SHOULD BE A DESCRIPTION OF THE IMAGE. DON'T FORGET TO UPDATE THE ALT TEXT.

4. Sample Layout of an RFP

4.1. Overview of the RFP

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5. Technical Requirements

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5.2 References

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Name of Reference	Contact Information

Appendix 1 Required Forms

Generally, there are required signed forms, this is where you would include them.

Appendix 2: Additional information

This is where you would put any marketing materials that would help support your RFP.