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| Request for Proposal |
| YOUR CUSTOMER COMPANY NAME |
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| **[Pick the date]** |

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|  |

Your company name

**Statement of Confidentiality**

EXPLAINATION: Your confidentiality statement is nothing more than a paragraph stating that the contents of your business is confidential and should not be released to third parties without your prior written consent.

**Company Contact Details**

EXPLAINATION: Provide information regarding key staff from your company that will be involved in this project. Suggested information that can be included in this section are:

1. Name
2. Title of the person
3. Email
4. Contact number

You can also include the company’s address, phone and fax number.

**Document Control**

EXPLAINATION: This will present the information of changes that may happen during the document lifespan. The purpose of this section is to keep track of any changes that are done on the document. Information can be shown in a tabular format. Some of the information that can be included are:

* 1. Version number of the current document
  2. Date of release
  3. Approval signature
  4. List of pages that have been changed in the current version
  5. List of version numbers
  6. Dates of release for all previous versions

Table of Contents

1. **Executive Summary**
   1. Proposal Background

State the business need to be satisfied by the project. Describe the relationship of this project to other existing projects and how it will be integrated with other projects or ongoing work processes if necessary. May also include the following information:

* 1. Scope of activities
  2. Purpose of document
  3. Intended audience

1. **Company Profile**
   1. Company Reputation

This section will give information regarding your company overall history in a nutshell. Some of the information that may be included are:

1. Company establishment
2. Company operation
3. Company advancement

* 1. Company Key Strengths

This section shall include information regarding the company key strength in their business. Key business strength are the company’s competitive strategy to make it different from their competitor.

* 1. Company Information

This section shall describe the structure of your company. This section can be presented in a form of a diagram such as organization chart of the company.

* 1. Company Services Offerings

This section shall describe the list of services that is offered by your company to the customer. The list of services that the company provides can be shown in the form of list or brochure.

1. **Customer Requirements**
   1. Overall Project Objectives

This section should describe the objective of the project that will be implemented in the customer side. The objective can be list down or presented in a tabular form.

* 1. Scope of Project

Define the scope of both the project and the product to be delivered. Identify the activities that shall be performed in order to deliver a product. The identified products shall be described in a way that clarifies what the product will and will not do

* 1. Time Line

Summary of project schedule.The level of details should be restrict to major activities and supporting processes

* 1. Deliverables

List the work products that will be delivered to the customer. Delivery dates of when the project will start and end of project. Delivery locations of the item, if necessary. Quantities of the deliverables required to satisfy the terms of the project agreement

* 1. Scope of Work

This section describes roughly the work that must be done in detail and specifies the hardware and software involved and the exact nature of the work to be done.

1. **Financial Summary**
   1. Assumption

Describe the assumptions on which the project is based and imposed the constraints on the project factor such as:

1. Schedule
2. Budget
3. Resources
4. Software to be used
5. Acquirer software to be incorporated
6. Technology to be employed
7. Product interfaces to the other products.
   1. Project Fee

Describing how the team generate the total project fee. Some information that may be include in this section are:

1. Total project fee
2. Total project timeline
3. Total assigned consultant
4. Total man hour
5. Total expenses will be covered
6. Any taxes to be implement
   1. Payment Terms

This section shall describe the payment process of the project fee. If necessary, project team may want to decide payment process in term of before, during and after the project has been delivered

* 1. Other Chargers

This section shall describe situation that may change the value of the total project fee.

1. **System Development Customer Reference**

This section shall describe past successful project that your company has undergone. This information is valuable during buy in, whereby customer will assess the project success rate from your company’s previous project. Usually, information regarding the owner of those projects will remain anonymous.

1. **Company Software Development Consultant Profile**

This section will show the profile of project team member that will be assigned to implement the current project. The information that may be include in this section are:

1. Picture
2. Bibliography
3. Career synopsis
4. Etc
5. **Appendix**