Request for Proposal (RFP) Outline

for Project Name

**Prepared by: Date:**

1. Purpose of RFP
2. Organization’s Background
3. Basic Requirements
4. Hardware and Software Environment
5. Description of RFP Process
6. Statement of Work and Schedule Information
7. Possible Appendices

A. Current System Overview

B. System Requirements

C. Volume and Size Data

D. Required Contents of Vendor’s Response to RFP

E. Model Contract