

## Request for proposal

A request for proposal (RFP) is a business document that announces and provides details about a project, as well as solicits bids from contractors who will help complete the project.

Most organizations prefer using RFPs, and, in many cases, governments only use requests for proposal. A request for proposal for a specific program may require the company to review the bids to examine their feasibility, the health of the bidding company, and the bidder's ability to do what is proposed.

In our case, the request for proposal will be sent by the district collectors wrt the district specific problems that they are facing, as an invitation for (student's) solutions in the form of a report/proposal; and here are the following parts that will be included within a typical Request for Proposals:

1. Statement of the purpose:  
This part basically states the problem and the required solution with specific requirements by the concerned government authorities in a very distilled and brief manner. Please go over this part first, as it will be clear to you as to whether this particular problem statement is of your tastes and competence.
2. Background information  
Some background information about the district and the specific problem will be provided.
3. Scope of the work  
This part contains in detail the exact needs and expectations wrt the solution from the district collector and what the responsibilities are; and how they expect the solution to be set up.
4. Outcome and performance standards  
What your solutions are expected to do and how they will be tested and monitored and what is expected in case the service/product breaks down and can't function properly.
5. List of Deliverables  
It is basically a list of all the requirements that the concerned authorities have mentioned the scope of work in a very concise and point wise form; and your solution/ project will be cross checked wrt this list during the selection of your solution for a given problem. Also, this part will contain all the deadlines wrt each part of the expected solution.
6. Terms and conditions  
Although this part may not always be included; but there may be rare and complex problems which might have a legal point of view too, which you have to take into account.

7. Requirements for proposal

This part is extremely important, as this lays down the specific format of the report/ solution that is expected for a given problem; and this is done so that it will be easier for the concerned authorities to go through all the solutions that came in and select the best one as per their requirements.

8. Evaluation and award process & Process schedule

This section shall give information about the section process and the timeline associated wrt this process.

9. Contacts

Part contains the contact details such as who are the concerned authorities and how can one get in touch with them in case one needs some specific details and clarification that may not have been included in sufficient detail in this document.