Requests for Proposals

Requests for Proposals (RfP) are documents that request interested agencies to submit proposals regarding commodities, services, assets, or suppliers for a company. These documents typically include an explanation of the project at hand, the goals the requesting company has and a request for a bid. RfPs are used by businesses and organizations looking to begin a project which needs an outside vendor to be completed. They are used to make possible bidders aware of a project the company is seeking to complete and allows the company a possible wider range of bidding companies. With the wider range of bidding companies comes higher competitiveness which could mean a better deal for the requesting company. The more bids a requesting company elicits, the more likely that company will find the right match for their project needs. Additionally, the bids received allows the requesting company to carefully consider the bidding business’ financial stability, their ability to complete the project as well as the appropriateness of their business’s involvement in the project based on their expertise.

An RfP was posted by the United Nations Development Programme. The goal of this RfP was to find a company that would produce two documentary films and that would provide, photography services. More specifically, their organization is seeking a bidding business which would produce two videos, a 5-minute video and a 15–20-minute video, that would highlight the Forest Sector Development Program’s successes and z request for future funding support to continue their work.

The strengths of this RfP are the specificity of the requests. It outlines the history of the project, the duration of the contract and the scope of work that will be required to completeit. It even goes so far as to include information regarding percentage of payments, their criteria for selecting the best offer and the reporting relationships. Additionally, the expectations are clearly laid out for both the bidding company as well as the company that completed the RfP. There are very few shortcomings of this RfP as the elements of what is expected are so clearly laid out from the submission of the bid to the working relationship between the bidding company and the organization requesting the RfP to details regarding compensation and even travel requirements.

From completing this assignment, I was able to experience an superb example of an RfP. The United Nations Development Programme was incredibly thorough when considering their RfP. From that I understand, any bidding company should have a complete understanding of what to expect from their proposal being considered to the end of production. While the RfP is 6 pages long, I appreciate the time and effort that went into making sure both sides are communicating openly about the Forest Sector Development Project.

United Nations Development Programme. (n.d.). *Documental Film Production and Photography Services for Institutional Strengthening for Forest Sector Development Programme*. United Nations Development Programme Procurement Notices. Retrieved October 17, 2022, from https://procurement-notices.undp.org/view\_file.cfm?doc\_id=114479