# Request for Proposal (RFP)

## 1. Introduction and Background

Provide a brief description of the project, its objectives, and background information about your organization.

## 2. Scope of Work

Project Description: [Detailed description of the project scope and requirements]

Deliverables: [List of expected deliverables from the vendor]

Timelines: [Key project milestones and deadlines]

## 3. Technical Requirements

Functional Requirements: [Detailed list of functionalities required]

Non-Functional Requirements: [Performance, security, scalability, and other non-functional criteria]

Integration Requirements: [Specifications for integration with existing systems]

## 4. Proposal Guidelines

Submission Instructions: [Detailed instructions on how to submit the proposal]

Format: [Required format of the proposal, e.g., PDF, Word document]

Deadline: [Final date and time for submission]

## 5. Evaluation Criteria

Selection Process: [Overview of the selection process]

Criteria: [Specific criteria for evaluating proposals]

Weighting: [If applicable, weighting of each evaluation criterion]

## 6. Vendor Information

Company Overview: [Background information about the vendor]

Experience and Qualifications: [Relevant experience and qualifications of the vendor]

References: [Request for references from previous clients]

## 7. Cost Proposal

Pricing Structure: [Detailed breakdown of costs, e.g., licensing fees, implementation costs, support fees]

Payment Terms: [Payment schedule and terms]

## 8. Terms and Conditions

Contract Terms: [Outline of the expected terms and conditions]

Legal Requirements: [Any legal or regulatory requirements that must be met]

## 9. Additional Information

Q&A Sessions: [Schedule for any Q&A sessions or vendor briefings]

Contact Information: [Point of contact for questions and clarifications]

## 10. Appendices

Supporting Documents: [Any additional documents or templates that vendors may need to complete their proposals]

Glossary: [Definitions of terms and acronyms used in the RFP]