

# Seeker B: Request for Proposal Template

Complete this questionnaire to help us draft a Request for Proposal (RFP) for you project. The RFP will include:

Summary  
Proposal Guidelines and Requirements  
Contract Terms  
Purpose, Description, and Objectives  
Timeline  
Budget  
Background of Organization  
Project Setting/Population  
Scope and Guidelines  
Available Resources  
Qualifications  
Evaluation Criteria  
Format of Proposals

## Summary

Draft a few sentences describing the project for which you are accepting proposals, including the background, final product and any intermediate steps (e.g. design, build, testing).

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## Proposal Guidelines and Requirements

List the requirements of the proposal. Include any selection criteria (e.g. cost, robustness, location of provider), submission deadlines, guidelines for price quotes (e.g. detail of fees, rates, or surcharges), sub-contractors, and alternate solutions.

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## Contract Terms

Describe how and when contract terms will be negotiated.

3.

Purpose, Description and Objectives

Describe the purpose and vision of the project. List characteristics of the expected outcome and specific strategies around achieving that outcome. Provide guidelines for how the final project should look (e.g. clean, easy to use, safe, reliable, etc.)

4.

Timeline

Provide a timeline that includes the proposal submission deadline, the evaluation period, date for selection of firm, negotiation period, and completion dates for the final project and any intermediate phases.

5.

Budget

Provide the estimated budget for the project. List the contents of cost proposals for the project, including any phases.

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Background of Organization

Describe your firm or organization. Include mission statement, any products or services you provide, and an overview of your target audience/market.

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## Scope & Guidelines

Describe in detail the phases of your project scope (e.g. research/discovery, design, testing, construction, monitoring). Include guidelines for the phases and list all specifications for the final product or service.

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## Resources

List resources that will be available to help with the execution of the project. This may include human resources, such as project leads or managers, as well as any available equipment or technology.

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## Qualifications

Detail the qualifications of the firm or environmental practitioner to be selected. Include educational credentials, certifications, licenses, and level of experience.

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## Evaluation Criteria

List the criteria you will use to distinguish and select the appropriate proposal. Examples include suitability of proposal, depth and breadth of staff, price levels, and candidate experience.

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## Format of Proposals

Provide guidelines for formatting proposals (e.g. font, sections, attachments).

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