

## **Request for Proposal (RFP)**

**Project Title:** Small Business Website Development

**Date Issued:** May 27, 2025

**Response Deadline:** June 7, 2025

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### **Project Overview**

We are a small retail business seeking a qualified web development firm to design and build a modern, responsive website that supports e-commerce capabilities. The website should reflect our brand identity, be mobile-friendly, and allow customers to browse and purchase products online. The target launch date is August 15, 2025.

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### **Requirements**

1. **Timeline:** Provide a detailed project timeline, including key milestones such as design approval, development phases, testing, and launch. Final delivery should be no later than August 1, 2025, to allow for internal review before go-live.
  2. **Cost:** Submit a complete cost proposal including design, development, any third-party services (e.g., payment processors), and optional ongoing support packages.
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### **Questions for Vendors**

1. What similar e-commerce or retail business websites have you developed in the last two years? Please include links and client references if available.
  2. What team members and tools will you dedicate to this project, and how will you ensure communication and updates throughout the project?
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### **Submission Instructions**

Please submit your proposal as a single PDF document to: **projects@brightretailco.com**

Deadline for submission: **June 7, 2025, at 5:00 PM EST**

Subject line: **RFP Submission – Website Development – [Your Company Name]**