

[Insert Logo]

# Request for Proposal

[Project Name]

[Company Name]

Proposal Due Date: [Date]

## Company background

[Insert details about your company in short]

## Project overview

[Insert overview of the project]

## Project goals

- [Goal 1]
- [Goal 2]
- [Goal 3]

## Scope of work

[Insert scope of work for the project in detail]

## Project schedule

[Insert details for the phases in which the project needs to be executed]

Phase #	Deliverables	Start date	End date

## Due date

[Insert deadline for project completion]

## Expected issues

- [Issue 1]
- [Issue 2]
- [Issue 3]
- [Issue 4]

## Target budget

[Insert details of the target budget for the project]

## Evaluation metrics

- [Criteria 1]
- [Criteria 2]
- [Criteria 3]

## Project-specific questions

[Insert questions that you want the vendor to answer in their bid proposal]

- [Question 1]
- [Question 2]
- [Question 3]
- [Question 4]

## Submission Requirements

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

## Confidentiality & RFP ownership

[Enter clause about who owns the contents of this RFP and who it can be shared with]

## Contact

[Enter Name], [Enter Email], [Enter Number]