# REQUEST FOR PROPOSAL

# Submission Details

## Submission Deadlines

All submissions for responding to this request must be submitted on paper and delivered to our office, as stated below, no later than:

[Day][MM/DD/YYYY]

**No later than 5:00pm EDT**

## Submission Delivery Address

The delivery address to be used for all submissions is:

|  |  |
| --- | --- |
| **Your Contact Person** | [Full Name] |
| **Contact person title** | [Title] |
| **Your company name** | [Company Name] |
| **Mailing address** | [Address] |
| **City, State, zip** | [City], [State], and [Zip Code] |
| **Voice:** | [Number] |
| **Cell:** | [Number] |
| **Email:** | [Email Address] |

## Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Proposal:

|  |  |
| --- | --- |
| **Your Contact Person** | [Full Name] |
| **Contact person title** | [Title] |
| **Voice:** | [Number] |
| **Cell:** | [Number] |
| **Email:** | [Email Address] |

## Electronic Submissions

{Modify to reflect your submission policy}

Electronic submissions in response to this Request for Proposal will **not** be accepted. All submissions **must** be on paper. {or use the following}

Electronic submissions in response to this Request for Proposal will be accepted as long as they meet the following criteria:

|  |  |
| --- | --- |
| Sent to our fax machine at | 716-555-6543 |
| Sent via email to: | your.name@company.com |

# Introduction and Executive Summary

Write this section last after the entire document is finished. This is used to provide prospective vendors with a brief overview of your company and the requirements for your product or service.

# Business Overview & Background

Give a brief overview of your business, products and market sector that you cater to. This will help your prospective vendors understand what business needs you are trying to fill with the vendor selection process. Also provide important background information that will benefit the vendor when responding.

# Detailed Specifications

This should be the longest section of the document. For an RFP, it will contain the qualitative measures and requirements that will drive the vendor selection decision. For an RFQ this section should provide the quantitative measures that you will be looking for in the vendor's response. Example criterion includes:

* Product drawings
* Engineering tolerances
* Service levels
* Milestones
* Deliverables & Timelines
* Technical or Business Requirements
* Software functionality
* Hardware requirements

|  |  |
| --- | --- |
| **{EXAMPLE}** | |
| Max Operating Temperature: | 140 °F |
| Min Operating Temperature: | 32 °F |
| Shock Tolerance Operating: | 350 G @ 2 ms |
| Shock Tolerance Storage: | 1000 G @ 1ms |

|  |  |
| --- | --- |
| **{EXAMPLE}** | |
| Electronic Billing Interface | Required |
| Product configuration ability | Required |
| Ability to put inventory “On Hold” | Optional |
| Sales Expense Tracking | Optional |

# Assumptions & Constraints

Any assumptions and/or constraints that the prospective vendors need to be made aware of must be listed here. Failure to be forthright and upfront with the vendor will open the door to renegotiation of the agreement at a later date and runs the possibility of straining the relationship you have with your vendor. Possible topics include: travel expenses, upgrade/modification costs, licensing rights, etc.

# Terms and Conditions

Any terms and conditions of the contract must be listed in order for the vendor to make a fair and honest response. These may include: financing options, contract length, renewal options, warrantees, delivery penalties, service levels, etc.

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# Selection Criteria

The final section should be an overview of the selection criteria that you will be using to make your decision. Some companies prefer to keep this information totally confidential; while other companies believe this will help prospective vendors focus on what is important to your company.