

---

REQUEST FOR PROPOSAL (RFP)

---

---

Phone: \_\_\_\_\_ | Fax: \_\_\_\_\_

---

**Prepared By:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

REQUEST FOR PROPOSAL

\_\_\_\_\_ - \_\_\_\_\_

**SUBMISSION DEADLINE:** \_\_\_\_\_

**QUESTION SUBMISSION DEADLINE:** \_\_\_\_\_

Questions may be submitted in written form no later than \_\_\_\_\_ to:

**RFP Contact Name:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_,

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**INTRODUCTION**

\_\_\_\_\_ invites and welcomes proposals for their \_\_\_\_\_ project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The bid proposal is being requested for \_\_\_\_\_ which is or shall be located at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

**PROJECT OBJECTIVE**

The objective and ultimate goal for this project is \_\_\_\_\_.

**PROJECT SCOPE AND SPECIFICATIONS**

**SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

**MILESTONE**

**DATE**

\_\_\_\_\_:

\_\_\_\_\_

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

\_\_\_\_\_ shall award the contract to the proposal that best accommodates the various project requirements. \_\_\_\_\_ reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either \_\_\_\_\_ or to any Bidder offering or submitting a proposal.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by \_\_\_\_\_ no later than \_\_\_\_\_ for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of \_\_\_\_\_.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

\_\_\_\_\_ shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)

- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in \_\_\_\_\_ (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

### **Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.