REQUEST FOR PROPOSAL

RFP title: _____ RFP number: _____

Issued by: _____ (the "Issuer") Address: _____

Issue date: _____ Proposals due: _____ at _____ (time zone: _____)

RFP contact: _____ Email: _____ Phone: _____

1. INTRODUCTION

The Issuer invites qualified firms and individuals (each, a "Vendor") to submit proposals for the [ ] services [ ] software or technology solution [ ] construction or renovation work [ ] marketing or creative work [ ] consulting services [ ] project described in this Request for Proposal (this "RFP").

2. BACKGROUND AND PROJECT GOALS

Background: _____

Goals: 1. _____ 2. _____ 3. _____

3. SCOPE OF WORK

Description of the work: _____

Project location (construction): _____ Site visit: [ ] none [ ] recommended [ ] required, on _____

Deliverables: 1. _____ 2. _____ 3. _____ 4. _____

4. REQUIREMENTS

Each proposal must explain how the Vendor will meet every requirement marked "Required." Requirements marked "Preferred" are not mandatory, but the Issuer will consider them.

1. _____ [ ] Required [ ] Preferred

2. _____ [ ] Required [ ] Preferred

3. _____ [ ] Required [ ] Preferred

Minimum qualifications: _____

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5. BUDGET AND PRICING

Budget: [ ] _____ to _____ [ ] not to exceed _____ [ ] not published. Stating a budget does not commit the Issuer to spend that amount.

Pricing format: [ ] fixed total price broken down by deliverable or phase [ ] hourly or daily rates with an estimate of hours [ ] the Vendor's own structure, explained

6. SCHEDULE

RFP issued: _____ Deadline for written questions: _____ Site visit: _____

Proposals due: _____ at _____ Selection decision (target): _____ Project start (target): _____

The Issuer may change any date by written addendum.

7. QUESTIONS AND ADDENDA

Vendors must send all questions in writing by email to the RFP contact by the question deadline. The Issuer will answer in a written addendum sent to every Vendor. Only this RFP and its written addenda bind the Issuer. Until the selection is announced, Vendors may contact only the RFP contact about this RFP.

8. SUBMISSION INSTRUCTIONS

Submit proposals [ ] by email [ ] through the online portal [ ] by mail, courier or hand delivery to:

_____

Proposals must be received by the deadline above. [ ] Late proposals will not be considered. [ ] The Issuer may decide whether to consider a late proposal.

Label each submission with the Vendor's legal name and the RFP title. Page limit: _____ pages. [ ] Submit the price as a separate document.

9. PROPOSAL CONTENTS

Each proposal must include: [ ] cover letter [ ] company overview [ ] relevant experience [ ] _____ client references [ ] approach and methodology [ ] project team and résumés [ ] work plan and timeline [ ] pricing [ ] proof of insurance [ ] licenses and certifications [ ] samples or portfolio [ ] data security information [ ] exceptions

10. EVALUATION

The Issuer will evaluate each proposal that meets the submission requirements against these criteria ([ ] with the weights shown [ ] in order of importance [ ] in no particular order):

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1. _____ ____% 2. _____ ____% 3. _____ ____% 4. _____ ____% 5. _____ ____%

The Issuer will select the proposal it judges to offer the best overall value, which may not be the lowest-priced proposal, and may negotiate with one or more Vendors.

11. TERMS OF THIS RFP

This RFP is a request for proposals only. It is not an offer to enter into a contract, and no contract will exist until the Issuer and a Vendor sign a written agreement.

The Issuer may reject any or all proposals, waive minor irregularities, cancel this RFP or change it by written addendum, without liability to any Vendor. Each Vendor bears its own costs of preparing a proposal.

Each proposal must remain open for acceptance for _____ days after the proposal deadline. Proposals become the property of the Issuer.

[ ] Vendors must keep this RFP and the Issuer's information confidential. [ ] The Issuer will also keep proposals confidential unless the law requires otherwise. [ ] The Issuer is subject to public records laws; mark any trade secret clearly.

Contract: [ ] negotiated written agreement [ ] the Issuer's form of agreement. Insurance required: _____

Other terms: _____

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