

Company Name

Company Logo

REQUEST FOR VENDOR PROPOSAL		
OVERVIEW of COMPANY and VENDORS NEEDED	Enter info here	
TYPE(S) OF VENDORS NEEDED	• List vendor types here	•
	•	•
	•	•
REQUIREMENTS		
SERVICE REQUIREMENTS	Include description of project or problem to be solved. Include how relationship will be managed and expectations. Who will provide X type of equipment, resources, etc.	
QUALITY / REVIEW REQUIREMENTS	Include as much information about performance expectations, etc.	
NON-DISCLOSURE	Both parties agree to basic NDA principles for the duration of the RFP process.	
SPECIAL REQUIREMENTS	For government, list governing/accrediting bodies, if applicable; special compliance needs (for HIPAA etc.) and any other legally binding entities or agreements specific to this project or company.	
TIME FRAME	Include kickoff timeframe for project as well as final deliverable date, and any milestones in between if needed.	
PRICING / PAYMENT	Spell out how the vendor should present price proposal – by hour, by fixed price, etc. Is there a not-to-exceed ceiling?	
HOW TO SUBMIT	Include specific skills and capabilities of the vendor company that relate to the project, as well as relevant experience, testimonials etc.	