# Request for Proposal (RFP) – IT Project

**Instructions:** Use this template to gather proposals from vendors for your IT project. Fill in all bracketed sections and adjust requirements to fit your specific needs.

## 1. Introduction & Overview

[Brief summary of your organization and the purpose of this RFP]

Example: ABC Corp is seeking proposals for a new cloud-based document management solution to support our distributed workforce and improve collaboration efficiency.

## 2. Project Scope & Objectives

* [State the project goals and what you want to achieve]
* [Describe the main deliverables or outcomes]

Example:

* Implement a secure, scalable document management system
* Enable remote access and real-time collaboration
* Integrate with existing HR and CRM platforms

## 3. Requirements

|  |  |
| --- | --- |
| **Category** | **Requirement** |
| Technical | [e.g., Must support SSO and integrate with Azure AD] |
| Functional | [e.g., Ability to share documents internally and externally with permission controls] |
| Security & Compliance | [e.g., Solution must be GDPR compliant and support data encryption at rest and in transit] |

## 4. Vendor Qualifications

* [Minimum years of relevant experience]
* [Required certifications or industry standards]
* [References or case studies from similar projects]

## 5. Evaluation Criteria

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Description** | **Weight (Optional)** |
| Technical Fit | Alignment with outlined requirements | 30% |
| Vendor Experience | Proven track record in similar projects | 20% |
| Cost | Total cost of ownership | 20% |
| Support & Training | Post-implementation support and training options | 15% |
| UI/UX | Ease of use and user interface quality | 15% |

## 6. Proposal Submission Guidelines

* **Format:** [e.g., PDF or Word, max 15 pages]
* **Submission Method:** [e.g., Email to procurement@yourcompany.com]
* **Deadline for Questions:** [Date]
* **Proposal Due Date:** [Date]
* **Contact Information:** [Name, email, phone number]

## 7. Timeline

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| RFP Issued | [Date] |
| Deadline for Vendor Questions | [Date] |
| Proposal Submission Deadline | [Date] |
| Vendor Selection/Notification | [Date] |
| Project Start | [Date] |

## 8. Terms & Conditions

* [Confidentiality notice: e.g., All information in this RFP is confidential]
* [Intellectual property: e.g., All materials produced will be owned by the client]
* [Other relevant contractual notes]

For questions regarding this RFP, please contact: [Name, Title, Email, Phone]