

# RFP VENDOR TEMPLATE

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Company Name

Company Logo

<b>REQUEST FOR VENDOR PROPOSAL</b>		
<b>OVERVIEW of COMPANY and VENDORS NEEDED</b>	Enter info here	
<b>TYPE(S) OF VENDORS NEEDED</b>	• List vendor types here	•
	•	•
	•	•
<b>REQUIREMENTS</b>		
<b>SERVICE REQUIREMENTS</b>	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.	
<b>QUALITY / REVIEW REQUIREMENTS</b>	Include as much information about performance expectations, etc.	
<b>NON-DISCLOSURE</b>	Both parties agree to basic NDA principles for the duration of the RFP process.	
<b>SPECIAL REQUIREMENTS</b>	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.	
<b>TIME FRAME</b>	Include kickoff timeframe for project as well as final deliverable date, and any milestones in between if needed.	
<b>PRICING / PAYMENT</b>	Spell out how the vendor should present price proposal – by hour, by fixed price, etc. Is there a not-to-exceed ceiling?	
<b>HOW TO SUBMIT</b>	Include specific skills and capabilities of the vendor company that relate to the project, as well as relevant experience, testimonials etc.	