

REQUEST FOR PROPOSAL (RFP) TEMPLATE

RFP Number: _____

Organization: _____

1. Introduction and Background

This Request for Proposal (RFP) is issued to solicit proposals from qualified vendors to provide goods and/or services as described herein. The purpose of this RFP is to select a vendor who can meet the requirements outlined in this document in a timely and cost-efficient manner. The issuing organization reserves the right to accept or reject any or all proposals, waive informalities, and negotiate with any proposers.

2. Scope of Work

The vendor shall provide the following goods and/or services in accordance with the specifications and requirements detailed in this section. All deliverables must meet the quality standards and timelines specified herein. Any deviations or exceptions must be clearly identified in the proposal.

3. Proposal Requirements

Proposals must include the following information:

- Detailed description of the goods/services offered
- Project timeline and milestones
- Pricing and cost breakdown
- Vendor qualifications and experience
- References from previous clients
- Any additional information relevant to the proposal evaluation

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Compliance with RFP requirements
- Cost-effectiveness
- Vendor experience and qualifications
- Quality and completeness of proposal
- Ability to meet schedule and performance standards
- References and past performance

5. Terms and Conditions

All proposers agree to the following terms and conditions:

- Proposals shall be valid for a minimum period of 90 days from submission.
- The issuer reserves the right to reject any or all proposals.
- All costs incurred in the preparation of the proposal shall be borne by the proposer.
- The selected vendor will be required to enter into a formal contract incorporating this RFP and the vendor's proposal.
- The vendor shall comply with all applicable federal, state, and local laws and regulations.
- Confidential information provided by the issuer shall be protected and used only for the purpose of preparing the proposal.

6. Submission Instructions

Proposals must be submitted in sealed envelopes or via electronic submission to the address or email specified below. All proposals must be received no later than the deadline indicated in the RFP cover page. Late submissions will not be considered.

Submission Address/Email:

[Insert submission address or email here]

7. Questions and Clarifications

All questions regarding this RFP must be submitted in writing to the contact person identified below. Responses to all questions will be provided to all prospective proposers.

Contact Person:

[Insert contact name, title, phone number, and email address here]

8. Vendor Certifications and Representations

By submitting a proposal, the vendor certifies and represents that:

- The proposal is genuine and not collusive or made in the interest of or on behalf of any undisclosed person.
- The vendor has not engaged in any illegal or unethical conduct in connection with the proposal.
- The vendor will comply with all applicable laws, regulations, and ordinances.
- The vendor is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in contracts by any federal or state agency.

9. Contract Award

The issuer intends to award a contract to the most responsive and responsible proposer whose proposal is determined to be the most advantageous, considering price and other evaluation factors. The issuer reserves the right to award a contract in whole or in part, to negotiate with any proposer, to waive informalities, and to reject any or all proposals.

10. Confidentiality and Public Records

All proposals become the property of the issuer and are subject to public disclosure under applicable laws. Information marked confidential or proprietary may be protected to the extent permitted by law. Proposers should clearly identify any information considered confidential or proprietary.

11. Limitation of Liability

The issuer shall not be liable for any costs incurred by proposers in preparing or submitting proposals, including but not limited to lost profits or consequential damages. The vendor agrees to indemnify and hold harmless the issuer from any claims arising out of the vendor's performance under the contract.

12. Insurance Requirements

The successful vendor shall maintain at its own expense insurance coverage appropriate to the nature of the goods or services provided, including general liability, workers' compensation, and automobile liability insurance, with limits satisfactory to the issuer.

13. Dispute Resolution

Any dispute arising under this RFP or the resulting contract shall be resolved through negotiation between the parties. If

the dispute cannot be resolved informally, the parties agree to submit to mediation before pursuing any other legal remedies.

14. Signature and Acceptance

By signing below, the vendor acknowledges and agrees to comply with all terms and conditions of this RFP and any resulting contract.

VENDOR AUTHORIZED SIGNATURE

ISSUER AUTHORIZED SIGNATURE

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

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