Sample Request-for-Proposals (RFP) Template

workvivo
by zoom

Use this sample to inform your own RFP design, or download and edit it for extra convenience!

Section	Points to consider
1. Executive summary	
2. Company background	
3. Project scope + objectives	
4. Detailed requirements	
5. Implementation + support	

Section	Points to consider
6. Budget + pricing	
7. Evaluation criteria	
8. Vendor qualifications	
9. Legal + compliance requirements	
10. Timeline	
11. Principal point of contact	
12. Submission requirements	