

# REQUEST FOR PROPOSAL

**Project Name:** [PROJECT NAME] **Issued By:** [ISSUER NAME] **Date Issued:** **Procurement Type:**  
General Services

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## Notice — This RFP Is Not a Contract

This Request for Proposal (this "RFP") is issued by [ISSUER NAME] (the "Issuer") solely for the purpose of soliciting competitive proposals from qualified vendors ("Bidders"). **This RFP is not an offer to contract, and neither the issuance of this RFP nor any response to it, nor any communication between the Issuer and any Bidder during the RFP process, shall create any binding contractual obligation on the Issuer or any Bidder.** A binding agreement shall arise, if at all, only upon the Issuer's execution of a definitive written contract with a selected Bidder.

The Issuer reserves the right to: (a) award more than one contract; (b) accept or reject any or all proposals in whole or in part; (c) award a contract before the proposal deadline or before all proposals are received; (d) waive minor informalities in any proposal; (e) cancel, modify, or re-issue this RFP at any time without liability or obligation to any Bidder; and (f) negotiate with one or more Bidders before or after award. All costs incurred by Bidders in connection with preparing and submitting proposals are the sole responsibility of the Bidders.

## 1. Issuer Background

[ISSUER NAME] [ISSUER ADDRESS] Phone: [ISSUER S PHONE NUMBER]

[BRIEF BACKGROUND OF THE ISSUING ORGANIZATION]

## 2. Points of Contact

All vendor questions relating to this RFP shall be directed to the contact(s) below. Bidders shall **not** contact other Issuer personnel concerning this RFP; doing so may result in disqualification.

### Primary Contact:

- Name: [PRIMARY CONTACT NAME]
- Email: [PRIMARY CONTACT EMAIL]

## 3. Project Overview

**Project Name:** [PROJECT NAME] **Project Location:** [PROJECT LOCATION ADDRESS OR REMOTE]

### 3.1 Project Objectives

By the end of this project, the Issuer expects to achieve the following:

[PROJECT OBJECTIVES]

### 3.2 Scope of Work

Bidders shall address the following scope of work in their proposals:

[SCOPE OF WORK]

### 3.4 Contractor Requirements and Qualifications

Bidders shall demonstrate the experience, capabilities, personnel, equipment, and financial capacity sufficient to perform the scope of work described above.

## 4. Timeline and Key Dates

The following timeline governs this RFP process. **All dates and times are subject to change at the Issuer's sole discretion, with notice to Bidders who have submitted letters of intent.**

Milestone	Date	--- ---	RFP Issued		Bidder Q&A Period Opens		Bidder Q&A Period Closes	
Letter of Intent / No-Bid Letter Due		<b>Proposal Submission Deadline</b>	**	at [PROPOSAL SUBMISSION DEADLINE TIME]**		Evaluation Period Begins		Evaluation Period Ends
Vendor Award Notification		Project Start		Project Completion				

**Deadline is strict.** Proposals received after the Proposal Submission Deadline will not be considered, regardless of the cause of delay. It is the Bidder's sole responsibility to ensure timely delivery.

#### 4.1 Letter of Intent / No-Bid Letter

Each Bidder is requested to submit, by , either: (a) a **letter of intent** confirming that the Bidder intends to submit a proposal; or (b) a **no-bid letter** indicating that the Bidder will not submit and, if possible, the reason. This request assists the Issuer in planning evaluation resources and does not create any obligation on the Bidder to submit a proposal.

#### 4.2 Bidder Q&A Process

During the Bidder Q&A period, Bidders may submit written questions to the primary contact identified in Section 2. The Issuer will compile and distribute its responses in writing to all Bidders that have submitted letters of intent (or, if letters of intent are not required, to all known recipients of this RFP) no later than three (3) business days before the Proposal Submission Deadline. Responses issued by the Issuer in this process become part of this RFP. Oral statements are not binding.

## 5. Evaluation Criteria

Proposals will be evaluated on the following weighted criteria:

| Criterion | Weight | |---|---| | Methodology / Proposed Approach | 30% | | Experience / Qualifications | 25% | | Cost / Price | 30% | | References / Past Performance | 15% |

Each proposal will be scored on a 0–100 scale on each criterion, with the final composite score calculated as a weighted average.

## 6. Submission Requirements

All proposals must be organized in the following sections:

1. **Cover Letter and Contractor Summary** — company history, past experience on similar projects, authorized signatories.
2. **Capabilities and Methodology** — proposed approach, including a detailed milestone timeline.
3. **Expected Results** — summary of outcomes the methodology is expected to produce.
4. **Staffing and Management Plan** — key personnel and their backgrounds, projected staffing plan and estimated cost, how staff will be obtained.
5. **Communication Plan** — how Bidder will communicate internally and with the Issuer's project manager.
6. **Equipment and Additional Resource Requirements** — equipment needed with estimated cost; any space or services requested from the Issuer.
7. **Expense Breakdown** — detailed line-item cost estimate. **All cost figures are proposed amounts only and not binding until memorialized in a definitive contract.**
8. **Expense Summary** — total proposed cost and brief explanation of contributing factors.
9. **Licensing and Bonding** — applicable licenses and bonds, with documentation where possible.
10. **Insurance** — details of insurance coverage Bidder will maintain.
11. **References** — 3 references from similar past projects, including contact information and project descriptions. Bidders are encouraged to include brief case studies.

### 6.1 Submission Method and Format

Proposals shall be submitted by **email** to [PRIMARY CONTACT EMAIL].

**File format:** PDF. Electronic signatures compliant with the federal ESIGN Act (15 U.S.C. §7001 et seq.) are acceptable.

## 6.2 Budget Structure

**Open budget.** The Issuer has not pre-established a budget. Bidders shall propose a budget they believe is appropriate for the scope of work and justify the figure with a detailed breakdown. The Issuer will evaluate cost proposals for reasonableness and value.

## 7. Compliance and Legal Matters

### 7.5 Confidentiality

By responding to this RFP, each Bidder agrees that all non-public information disclosed by the Issuer in connection with this RFP — including scope details, business plans, financial information, technical specifications, customer data, and trade secrets — shall be treated as strictly confidential and used solely for the purpose of preparing and submitting a proposal. Bidder shall not disclose such information to any third party and shall return or destroy all such information upon the Issuer's written request or upon non-selection. This obligation survives the RFP process. Trade secrets disclosed hereunder are protected by the federal Defend Trade Secrets Act (18 U.S.C. §1836 et seq.) and applicable state trade secrets laws; misappropriation may result in civil damages, injunctive relief, and, in intentional cases, exemplary damages and attorneys' fees.

### 7.8 Independent Contractor Classification

Bidders responding to this RFP, and the selected Bidder under any resulting contract, shall be independent contractors and not employees, agents, partners, or joint venturers of the Issuer. Bidder is responsible for all taxes, benefits, insurance, and compliance obligations related to its own personnel. Nothing in this RFP or any resulting contract creates an employment relationship.

### 7.9 State-Specific Licensing and Compliance

## 8. Award and Notification

After evaluation, the Issuer will notify the selected Bidder in writing on or about . The Issuer will also notify unsuccessful Bidders, in writing, within ten (10) business days after award of the contract. Upon written request, the Issuer may provide a brief debriefing to unsuccessful Bidders.

The selected Bidder will be asked to enter into a definitive written contract with the Issuer. All material terms are subject to negotiation in the definitive contract. No binding commitment exists between the Issuer and any Bidder until a definitive contract is fully executed.

## 9. General Provisions

**Governing Law.** This RFP, and all dealings between the Issuer and Bidders in connection with it, are governed by the laws of the State of [STATE], without regard to conflict-of-laws rules. Any resulting contract will specify governing law at contract execution.

**No Obligation; No Publicity.** Bidders may not publicize, advertise, or represent any relationship with the Issuer arising out of this RFP without the Issuer's prior written consent.

**Ownership of Submissions.** All proposals become the property of the Issuer upon submission and will not be returned. The Issuer may retain proposals for its records subject to the confidentiality obligations above.

**Public Records.** If the Issuer is subject to public-records or freedom-of-information laws, submitted proposals may become subject to disclosure. Bidders shall mark any portion they consider trade secret or proprietary, but the Issuer makes no guarantee of confidentiality beyond what applicable law permits.

**Conflicts of Interest.** Bidders shall disclose any actual or potential conflict of interest, including any existing relationship with Issuer personnel, affiliates, or competitors.

**Equal Opportunity.** The Issuer does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status in the evaluation of proposals.

**Severability.** If any provision of this RFP is held invalid, the remainder shall continue in full force.

## 10. Authorization

This RFP is issued under the authority of the undersigned on behalf of [ISSUER NAME].

### Authorized Signatory

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

[AUTHORIZED SIGNATORY NAME], [AUTHORIZED SIGNATORY TITLE] [ISSUER NAME]

Date issued:

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*End of Request for Proposal.*