



Template Guide

What is a Request for Proposal?

A Request for Proposal (RFP) is a document which is issued by a project to a select group of suppliers to enable the suppliers to describe how they will meet the procurement requirements of the project as documented in the Statement of Work (SOW). The RFP requests that the suppliers provide detailed information regarding the:

- Company (size, industry)
- Solution (type, components)
- Training (offered for solution)
- Documentation (provided with solution)
- Support (available for solution)
- Implementation (schedule and method)
- Pricing (of each product).

The RFP also requires that suppliers agree to a confidentiality clause and any other information deemed necessary to the project team.

When to use a Request for Proposal

An RFP should be used whenever a formal Tender Management Process is undertaken (i.e. whenever product is required from outside the project and a preferred supplier has not yet been chosen). The RFP is issued immediately after the RFI process has been undertaken and a shortlist of potential suppliers has been selected.

The RFP is very similar to the RFI. The key differentiator is that the RFI requires summarized information from each supplier to select a shortlist of potential suppliers, whereas the RFP requires a detailed proposal from each supplier to enable the project team to select a preferred supplier. In some instances (especially for small projects), it may be necessary to issue only an RFI to select a preferred supplier; however, in most cases a detailed proposal is required through the RFP process to make the preferred supplier decision.

The RFP is typically written by the Procurement Manager and approved by the Project Manager. It is released to short-listed suppliers along with the SOW, which defines in detail the project's procurement requirements.

How to use this template

This document provides a guide on the topics usually included in a Request for Proposal document. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.