

RFP TEMPLATE

OBJECTIVE / INTENT:

This opening paragraph is a brief, concise snapshot on what your goal(s) is as an end result of the RFP.

e.g.: It the intent of this Municipality to secure an information signage system that conforms to the town's by-laws and offers a consistent ...

BACKGROUND:

Provide a brief history on how this became an issue and give information which led up to the reason(s) why the RFP is being released.

SUBMISSIONS:

These are instructions to bidders on where the proposal submission is to be sent in addition to closing time/date. If the award is based on procurement policy and in accordance with Trade Agreements, it will be duly noted in this section along with the name and contact information of the technical contact person who is responsible for the RFP.

SCOPE:

This is the range of information requested as it relates to the end result or objective of the RFP. Budgetary restrictions can be released if necessary along with time lines, etc.

EVALUATION CRITERIA:

This is a valuable part of the RFP. Determine what the most important elements you require in determining the award. Four to five elements should be listed according to their scoring weight and, of course, total 100%.

RFP's are awarded on total value not the bid price. In most cases, total cost will amount to approximately 25% to 35%. Other elements that can be considered are: understanding of the project, management of the project, qualifications & experience.

This gives bidder valuable information on how the bids will be evaluated and the RFP awarded.

TERMS OF REFERENCE:

These are the detailed technical guidelines given to the bidder to give them direction in submitting their proposal. These terms will relate directly to the Evaluation Criteria.

SERVICE CONTRACT:

This is optional and not required to be included in the RFP, but if one is to be signed or negotiated, it should be duly noted within the Terms of Reference. Only terms not requested in the RFP can be negotiated.

NOTE:

It's the responsibility of the Party issuing the RFP to ensure all bidders are privy to any new information that may come to light after the RFP is released.