# REQUEST FOR VENDOR PROPOSAL

## OVERVIEW of COMPANY and VENDORS NEEDED
Enter info here

## TYPE(S) OF VENDORS NEEDED

<table>
<thead>
<tr>
<th>Type of Vendor</th>
<th>Details</th>
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<tbody>
<tr>
<td>• List vendor types here</td>
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</tbody>
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## REQUIREMENTS

### SERVICE REQUIREMENTS
Include description of project or problem to be solved. Include how relationship will be managed and expectations. Who will provide X type of equipment, resources, etc.

### QUALITY / REVIEW REQUIREMENTS
Include as much information about performance expectations, etc.

### NON-DISCLOSURE
Both parties agree to basic NDA principles for the duration of the RFP process.

### SPECIAL REQUIREMENTS
For government, list governing/accrediting bodies, if applicable; special compliance needs (for HIPAA etc.) and any other legally binding entities or agreements specific to this project or company.

### TIME FRAME
Include kickoff timeframe for project as well as final deliverable date, and any milestones in between if needed.

### PRICING / PAYMENT
Spell out how the vendor should present price proposal – by hour, by fixed price, etc. Is there a not-to-exceed ceiling?

### HOW TO SUBMIT
Include specific skills and capabilities of the vendor company that relate to the project, as well as relevant experience, testimonials etc.