[](https://bit.ly/3gzNnaq)**RFP TEMPLATE FOR REMOTE**

**COLLABORATION TOOLS**

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| REQUEST  FOR  PROPOSAL | **YOUR LOGO** |

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| --- |
| REGARDING |
| **Insert Remote Collaboration Tools Project Title** |

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| --- |
| ISSUED BY |
|  |
| COMPANY NAME  123 Company Address Drive Fourth Floor, Suite 412 Company City, NY 11101  321-654-9870  web address |

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| --- |
| ABOUT OUR COMPANY |
|  |
| <Provide general overview of <insert company name>, including products or services provided, mission and vision, background, location(s), and number of employees.> |
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| REQUEST PROCESS |
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| This document is not an agreement, but rather a request to receive a proposal from vendors interested in providing collaboration software to <insert company name>. |

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| RFP SCHEDULE | |
| **ACTIVITY** | **DATE** |
| RFP distribution |  |
| Intention to Bid due to <insert company name> |  |
| Vendor Questions due to <insert company name> |  |
| Vendor Answers returned |  |
| RFP Response due to <insert company name> |  |
| Demonstrations |  |
| Selection |  |

|  |  |
| --- | --- |
| <INSERT COMPANY NAME> CONTACTS | |
|  | |
| PRIMARY | |
| **CONTACT NAME** | **TITLE** |
|  |  |
| **TELEPHONE** | **EMAIL** |
|  |  |
|  | |
| SECONDARY | |
| **CONTACT NAME** | **TITLE** |
|  |  |
| **TELEPHONE** | **EMAIL** |
|  |  |

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| INTENTION TO BID |
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| Send an email to the primary contact by the ‘Intention to Bid’ due data to confirm your intent to bid or not to bid. |
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| VENDOR QUESTIONS |
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| Send questions to the primary contact prior to the ‘Vendor Questions’ due date. |
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| RFP RESPONSE |
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| Submit your RFP to the primary contact prior to the ‘RFP Response’ due date. |
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| NOTIFICATIONS |
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| All vendors will receive notification of the final selection. |
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| GENERAL EVALUATION CRITERIA |
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| * Vendor must demonstrate financial stability * Vendor must offer hardware and software documentation * Available customer references * Service level commitments * Support and maintenance * End-to-end encryption * Clear pricing * Easy implementation |

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| VENDOR DETAILS |
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| Please share the following details about your company. |
| * Company Name * Address * Telephone * Website * Mission * History * Company Size and Locations * Executive Team * Target Buyer * Customers * Customer Success Initiatives |

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| REQUIREMENTS |
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| Please respond to the following: |

## Provide an overview of the proposed solution and the problems it solves.

1. How does the proposed solution compare to the competition?
2. Describe the solution’s data protection and security controls.
3. Describe the solution’s functionality.
4. How does your solution:
   1. Improve productivity
   2. Improve communication
   3. Simplify remote work
   4. Promote and increase employee engagement
   5. Build connections between teammates
   6. Allow for document sharing
   7. Aid in managing global remote teams
   8. Enable real-time collaboration
   9. Support anytime, anywhere access
   10. Support multiple languages
   11. Integrate with other tools
   12. Ensure data protection
   13. Simplify adoption
5. Provide an overview of the solution’s architecture.
6. Describe the solution’s configuration options.
7. List and describe third-party integrations.
8. Describe the future release schedule.
9. Describe the implementation process.
10. Provide customer success stories.
11. List at least three customer references.
12. Share a link to your customer community.
13. Provide licensing and service fees based on <insert number of users> users.

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