**RFP VENDOR TEMPLATE **

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| **Company Name** |  | **Company Logo** |
| **REQUEST FOR VENDOR PROPOSAL** |  |
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| **OVERVIEW OF COMPANY AND VENDORS NEEDED** | Enter info here |
| **TYPE(S) OF VENDORS NEEDED** | • List vendor types here | •  |
| •  | •  |
| •  | •  |
| **REQUIREMENTS** |
| **SERVICE REQUIREMENTS** | Include description of project or problem to be solved. Include expectations and how relationship will be managed. 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 time for project, final deliverable date, and (if needed) any milestones in between. |
| **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.  |

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