Request for Proposal (RFP) Template

For: Software Application Development

RFP ID: [Insert RFP ID]

Issue Date: [Insert Date]

Questions Deadline: [Insert Date & Time]

Response Deadline: [Insert Date & Time]

Organization Logo: [Insert Here]

# Contact Information

Provide the details of the primary contact for this RFP.  
  
Example:  
Name: [Your Name]  
Designation: [Your Designation]  
Email: [Your Email]  
Phone: [Your Phone Number]

# Cover Letter / Executive Summary

Briefly introduce your organization and summarize the purpose of the RFP.  
  
Guiding Questions:  
- Why are you issuing this RFP?  
- What outcome do you expect?  
  
Example:  
Our organization seeks proposals from qualified vendors for the design and development of a scalable software application.

# Company / Project Background

Provide background on your company, current systems, and the need for the new application.  
  
Guiding Questions:  
- What industry are you in?  
- What challenges are you facing?  
- Why is this project important now?

# Purpose of the RFP

State the specific reasons for issuing the RFP.  
  
Example:  
The purpose of this RFP is to identify a development partner who can build a custom software application aligned with our strategic goals.

# Project Objectives & Outcomes

Define the high-level goals of the project.  
  
Example Objectives:  
- Improve internal efficiency  
- Enhance customer experience  
- Ensure scalability

# Functional Scope

List out the core features, user roles, and priorities.  
  
Example:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Must-Have Features** | **Nice-to-Have Features** | **Future Considerations** |
| Admin | User Management | Reporting Dashboard | AI-driven Insights |
|  |  |  |  |

# Technical Scope

Specify platforms, frameworks, APIs, backend requirements.  
  
Example:  
- Platforms: Web, iOS, Android  
- Preferred frameworks: React, Flutter  
- APIs: Payment Gateway, CRM Integration

# UI/UX Expectations

Outline design expectations.  
  
Guiding Questions:  
- Do you have branding guidelines?  
- What kind of user experience are you targeting?

# Non-Functional Requirements

Define performance, scalability, and availability expectations.  
  
Example:  
- Uptime of 99.9%  
- Response time < 2 seconds

# Security & Compliance Requirements

State expectations around data security and compliance.  
  
Example:  
- GDPR compliance  
- Data encryption (AES-256)

# Integration Requirements

List systems that the application must integrate with.  
  
Example:  
- CRM: Salesforce  
- Payment: Stripe, PayPal

# Admin Panel / Web Dashboard Scope

Define the requirements for administrative users.  
  
Example:  
- Role-based access  
- Real-time reporting

# Analytics / Metrics Requirements

Specify the analytics expected.  
  
Example:  
- User activity tracking  
- Funnel analysis

# Post-launch Support & Maintenance Expectations

Define expectations for support after go-live.  
  
Example:  
- 12 months of post-launch support  
- SLA for issue resolution

# Training Requirements

Mention training requirements for staff.  
  
Example:  
- Admin training sessions  
- User manuals

# Proposed Timeline & Key Milestones

Provide a timeline for the project.  
  
Example:

|  |  |
| --- | --- |
| **Milestone** | **Expected Completion Date** |
| RFP Submission Deadline | [Insert Date] |
| Vendor Selection | [Insert Date] |

# Proposal Validity Duration

State how long the vendor’s proposal must remain valid.  
  
Example:  
All proposals must remain valid for 90 days from submission.

# Submission Guidelines

Provide instructions for submitting the proposal.  
  
Example:  
- Submit via email: [Insert Email]  
- Subject line: RFP Submission – [Project Name]

# Pre-Proposal Queries Info

Provide instructions for submitting queries.  
  
Example:  
All RFP-related communication should be sent to [Insert Email] by [Deadline].

# Schedule of Selection Process

Provide the timeline of the evaluation process.  
  
Example:  
- Proposal Due Date  
- Vendor Presentations  
- Final Selection

# Evaluation Criteria

Define how proposals will be evaluated.  
  
Example:

|  |  |
| --- | --- |
| **Criteria** | **Weightage** |
| Technical Competence | 40% |
| Cost | 30% |
| Experience | 20% |
| Support & Maintenance | 10% |

# Budget Guidelines or Range

If appropriate, provide budget guidelines.  
  
Example:  
Expected budget range: $50,000 - $70,000

# Proposal Format Requirements for Vendors

Provide structure vendors should follow.  
  
Example:  
- Cover Letter  
- Company Overview  
- Technical Proposal  
- Financial Proposal

# Legal Clauses

State IP, NDA, confidentiality, and other legal requirements.  
  
Example:  
All intellectual property developed under this engagement will remain the property of [Organization Name].

# Appendices or Supporting Documents

Include supporting documents.  
  
Example:  
- Wireframes  
- Technical diagrams

# Disclaimer

Add a disclaimer if necessary.  
  
Example:  
The organization reserves the right to accept or reject any proposal without assigning any reason.