**REQUEST FOR PROPOSAL**

Project Overview/Introduction

In this section, you’ll offer a fairly generic outline of the project’s:

* Goals and objectives
* Expectations
* Financial limitations or details
* KPIs
* Stakeholder information
* Anything else they should know

Proposal Guidelines

In this section, you’ll outline everything you want to know in response to your RFP. Sample questions to ask include:

* Who would work on this project?
* What are your financial expectations?
* What experience do you have for similar projects?

Project Description and Requirements

In this section, you’ll communicate your full project expectations. Take the overview and flesh it out even further. I.e. if you are contracting a website builder/graphic designer, do they need to create a company logo as well?

Project Deliverables and Scope

This is where you outline the results you’d like to see from the project. You’ll also go into scope, which means you’ll clarify how big of an undertaking this project is. Scope includes describing the various phases of the project.

Timeline

In this section, you’ll give those who submit an idea of what the timeline will look like. Timelines can include but are not limited to:

* Evaluation Window
* Selection Deadline
* Negotiation Deadline
* Deadline to Notify Bidders Not Selected
* Timeline for Project Completion

Other Requirements

If there is any vital information you have failed to mention in the previous sections, mention it here.