Request for Proposal (RFP) Outline

| RFP: **[Project Name]** | Proposal Due By: **[Date]** | **[Company Name]** |   |
| --- | --- | --- | --- |
| **Project Overview:**[A brief introduction that includes the current state of the product and a brief explanation of the main pain points and issues that need to be addressed in the project.] |  |
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| **Company Description**[Briefly Describe Your Company and Products/Services You Offer] |  |
| **Project Goals and Objectives:**[ Present a clear picture of the project goals and include project deliverables and expectations.] ● Goal 1● Goal 2● Goal 3 |  |
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| **Technical Requirements:**[Describe Technical Requirements in Greater Detail]   |  |
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| **Project Timeframe:** |  |
| **Budget Details:** |  |
| **Evaluation Criteria and Review** ● Criteria #1● Criteria #2● Criteria #3 |  |
|  |
|  |
| Project Due By: **[Enter Project Due Date]** |  |
| Contact: **[Enter Name]** | Email: **[Enter Email]** | Phone #: **[Enter Number]** |   |