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 | | |  |
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|  |
| Project Due By: **[Enter Project Due Date]** | | |  |
| Contact: **[Enter Name]** | Email: **[Enter Email]** | Phone #: **[Enter Number]** |  |