

**<Insert Company Logo>**

#### Request for Proposal

#### <Requested Product/Service>

#### Issue Date:

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***Complete these documents and submit as per instructions:***

**Attachment 1: *Confidentiality Agreement*** (*Sign and return by <Confidentiality Deadline>)***Attachment 2: *Intent to Respond*** *(Sign and return by <Intent Deadline>)*

**Attachment 3: *Supplier Questionnaire*** *(Complete and return by <Submission Deadline>)*

**Attachment 4: *Pricing Sheet*** *(Complete and return by <Submission Deadline>)*

* 1. Goals of the RFOverview of the Opportunit
1. **RFP SUMMARY**
	1. ***GENERAL RFP INFORMATION***
* The costs of developing and submitting a proposal are entirely the responsibility of the Supplier.
* All pricing and any other requested information must be submitted through the process detailed in this RFP.
* Please do not request information regarding this RFP process from your current <Company Name> contacts. All questions must be emailed to <Contact Name> at <Contact Email>
	1. ***COMPANY BACKGROUND***

<Basic company facts>

<Business dimensions (size, number of employees, etc.)>

<Core products services offered>

<Markets served>

<Location and facilities>

* 1. ***GOALS OF THE RFP***

<Main outcomes desired>

<Provisions for single provider or multi-supplier award>

<When work/services will commence>

<One-time event, recurring, long-term contract, or part of a larger project>

1. **OPPORTUNITY OVERVIEW**
	1. ***<COMPANY NAME’S> CURRENT STATE***

<High-level overview of current situation>

<Problem definition>

<Departments of the organization that are involved>

<Other goods/services being considered>

<Value proposition for suppliers>

<Key points to help suppliers ballpark volume/size>

* 1. ***SCOPE OF WORK***

This RFP covers all <Requested product/service>, including (but not limited to):

<Details of products and/or services required, if known>

In addition to the Wireless Telecommunications Services, the Supplier(s) must also provide Account Management and Support Services that:

<Deliverables>

* 1. ***BUSINESS REQUIREMENTS***

This section provides the service requirements and technical specifications for <Requested Product/Service>. Suppliers must address the following requirements identified in the subsequent sections:

<Service requirements and technical specifications>

<Minimum qualifications (professional certifications) required>

<Requirements for service level agreements, quality assurance standards, security measures, etc.>

<Insurance requirements>

<Reporting and audit protocols>

* 1. ***AWARD DECISION CRITERIA***

Several criteria will be used to determine the program award(s), including, but not limited to:

* **Cost**: The solution(s) must be cost effective in terms of all one-time and recurring costs over the life of the contract
* **Required Specifications:** The solution proposed must meet required technical, functional, and operational specifications outlined in the RFP
* **Appropriate Supplier Support:** The solution must ensure that MF Global receives the required level of dedicated support outlined in the RFP. The Supplier must clearly identify all personnel, by title, who will be provided to <Company Name>.
* **Terms and Conditions:** The overall compliance with the proposed terms and conditions
1. **CONDITIONS OF PARTICIPATION**
	1. CONFIDENTIALITY

Please complete Attachment 1: Confidentiality Agreement and return by <Confidentiality Date>

* 1. SUPPLIER INTENT TO RESPOND

The individual who is authorized to make pricing decisions on behalf of the supplier during the proposal process should complete Attachment 2: Intent to Respond to <Contact Name> by <Intent Deadline>.

Should you decide against responding to this RFP package, please delete/destroy this document and all accompanying materials following your return of Attachment 2: Intent to Respond.

* 1. RESPONSE FORMAT

<Company Name> is inviting qualified suppliers to participate in this RFP by completing and returning Attachment 1: Bid Response Form with proposed pricing and service terms.

* 1. KEY DATES AND TIMELINE

|  |  |
| --- | --- |
| ***Distribute RFP Package to Suppliers*** | ***<Distribution Date>*** |
| ***Submit Intent to Respond*** | ***<Intent Deadline>*** |
| ***Submit Clarification Questions (Final Day to Submit)*** | ***<Question Deadline>*** |
| ***<Company Name> – Review of Responses*** | ***<Submission Deadline>*** |
| ***Notification of Results*** | ***<Notification Date>*** |

* 1. QUESTIONS AND CLARIFICATION

<Company Name> will help clarify any issues regarding this RFP that your company does not fully understand. It is your company’s responsibility to seek this clarification. Please direct all questions to <Contact Name> via email at <Contact Email>. All clarification questions must be received no later than <Question Deadline>.

Relevant questions from all RFP recipients and the corresponding <Company Name> responses will be shared with all Suppliers as received, by no later than <Question Deadline>.

* 1. DISCLAIMER

This RFP Package does not commit <Company Name> to any specific course of action. Nor does it bind <Company Name> to provide any explanation or reason for its decision to accept or reject any proposal.

<Company Name> reserves the right to:

* Discontinue this proposal process without obligation
* Reject any or all proposals or any portion of the proposals before or after receipt
* Not award an agreement based on lowest price
* Negotiate service terms with the winning supplier(s) after the proposal process is complete
1. **BID RESPONSE**
	1. ***QUESTIONNAIRE***

 ***Please complete Attachment 3: Supplier Questionnaire******and return by <Submission Deadline>***

* 1. ***PRICING***

***Please complete Attachment 4: Pricing Sheet and return by <Submission Deadline>***