

Request for Proposal – Sample Template

1.0 INTRODUCTION

1.1 Purpose of RFP

Company Name has developed this Request for Proposal (“RFP”) for the purpose of assisting (*Your Company*) with identifying and selecting a quality security vendor to help ensure that a thorough and comprehensive Penetration Assessment and related Security Testing occurs. This document is intended to provide specific information, including background data and service requirements.

2.0 ADMINISTRATIVE

2.1 Technical Contact

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

Name:

Address:

Phone:

FAX:

Email:

2.2 Contractual Contact

Any questions regarding contractual terms and conditions or proposal format must be directed to:

See section 2.1 for format.

2.3 Due Dates

A written confirmation of the Vendor’s intent to respond to this RFP is required by (*DATE*). All proposals are due by (*Time and Date*). Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and nonresponsive. Any late proposals will not be evaluated for award.

2.4 Schedule of Events

Event Date

_____	RFP Distribution to Vendors
_____	Written Confirmation of Vendors with Bid Intention
_____	Questions from Vendors about scope or approach due
_____	Responses to Vendors about scope or approach due
_____	Proposal Due Date
_____	Target Date for Review of Proposals
_____	Final Vendor Selection Discussion(s)--Week of
_____	Anticipated decision and selection of Vendor(s)
_____	Anticipated commencement date of work

3.0 GUIDELINES FOR PROPOSAL PREPARATION

3.1 Proposal Submission Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to *(Your Company)* in terms of cost, functionality and other factors as specified elsewhere in this RFP. *(Your Company)* reserves the right to:

- . reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
- . accept other than the lowest priced offer,
- . award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and . award more than one contract.

Vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal, and to provide an adequate basis for *(Your Company's)* evaluation of the Vendor's proposal. In order to address the needs of this procurement *(Your Company)* encourages Vendors to work cooperatively in presenting integrated solutions. Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery for the Penetration Test being provided under this RFP. *(Your Company)* will recognize the integrity and validity of Vendor team arrangements provided that:

- 1) The arrangements are identified and relationships are fully disclosed, and
- 2) A prime Vendor is designated which will be fully responsible for all contract performance.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between *(Your Company)* and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Scopes, Approach, and Methodology
3. Project Management Approach
4. Deliverables
5. Technical Tools and Utilities
6. Project Timing and Fees
7. Proposed Project Team
8. Miscellaneous
9. Legal Terms & Conditions

The detailed requirements for each of the above-mentioned sections are outlined below, Section 3.2.

3.2 Detailed Response Requirements

3.2.1 Executive Summary

This section will present a high-level synopsis of the Vendor's responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed Penetration Test.

Sample Preview