

Request for Vendor Proposal

Company Name	
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Contact Person	
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Contact's Title	
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Contact's Address	
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Contact's Email	
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Contact's Telephone Number	
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Company Web Site	
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Company's Address (if Different)	
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Overview of Company & Vendor Needed	
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Types of Vendors Needed	*	*
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REQUIREMENTS

Service Requirements

Include description of project/problem to be solved. Include how expectations and relationship will be managed.

Quality / Review Requirements

Include as much information about performance expectations, etc.

Non-Disclosure

Both parties agree to basic NDA principles for the duration of the RFP process.

Special Requirements

If there are special requirement needs , i.e. HIPAA, etc. Other legally binding entities or agreements specific to this project or company.

Time Frame

Include kick-off time for project, final deliverables date and (if needed) any milestones in between.

Pricing / Payment

Spell out how the vendor should present price proposal - by hour, by fixed price, etc. Is there a not-to-exceed ceiling?

How To Submit

Include specific skills and capabilities of the vendor company that relate to the project as well as relevant experience, testimonials, etc.

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