

Contact: _____ [Your Name]

Email: _____ [Your Email]

Phone: _____ [Your Phone]

Company Name: _____ [Company Name]

RFP: _____ [Name of Project]

Proposal Date: _____ [Current Date]

Project Budget: _____ [Budget Amount]

Project Due Date: _____ [Due Date of Completed Project]

Background and Description of Project:

[Use this space to briefly and succinctly describe the background of the company and the overview of your project]

Scope of Project:

[Use this space to specifically lay out the detailed criteria of your project]

- _____

- _____

- _____

Goals of Project:

[Use this space to list specific, major goals required to be met for the project]

- _____

- _____

-

Known Issues of Project:

[Use this space to detail any known obstacles or difficulties that would impede completion]

-

-

Standards of Project Evaluation:

[Use this space to detail the metrics and means by which potential contractors will be chosen]

-

-

-

Submission Terms of Project:

[Use this space to detail the necessary conditions needed to ensure completion of the project]

-

-

-