

RFP Template

Note:

- Aim for 2 pages max for the brief.
- Include hyperlinks and appendix for additional resources.
- The written RFP is sent to the shortlisted vendors, following an introductory meeting whether the project is described at a high level to determine the vendor's suitability and interest.
- Both a written submission (PDF) and presentation (in person or Zoom) are generally provided.
- Some RFPs also include details on how the submission will be assessed/scored.

I hope that you find this template helpful!

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[Project Name] | Project Brief

Prepared by: [Name, Title, Company]

OVERVIEW

The Opportunity

[This is essentially an executive summary. It describes about where the company is at this moment in time, and why they are running this RFP.]

Purpose

[Explains the purpose of the project and answers questions such as: Why is project is being undertaken? Why now? What is the expected ROI?]

Key Components

[Describes the key components of the expected project deliverables in a numbered list. Example:

The Project will consists of the following components:

1. Case Studies
2. Analysis of XX Development
3. Proposed Technologies
4. Cost Benefit Analysis
5. Governance Framework
6. Pilot: Framework, RACI & Programme

ABOUT US

Company Overview

[1-2 paragraphs. Include hyperlinks to company website and relevant additional resources.]

Development/Building/Project Overview

[Share relevant details on the development/building/project. Include hyperlinks to its' website and relevant additional resources. Include reference to the appendix where more detailed information can be contained. Further project information can be provided in a briefing presentation to vendors if required.]

DELIVERABLES

[Using bullet points, include additional detail on the 'Key Components' listed in the overview, under a heading that matches the item. Example:

Case Studies:

- Detailed case studies on leading global developments of a comparable nature. Particular focus to be on building technologies.
- Detailed case studies that examine local competitors/peers to determine local benchmark.]

PROPOSAL

[This section describes the submission requirements for the RFP.]

Submission Requirements

In submitting your proposal, provide the following documents as a PDF attachment (<10MB) by email:

- Capability
- Examples of similar recent projects
- Key team member profiles
- Project proposal including your initial thoughts on how you would approach the brief
- Proposed programme
- Signed NDA (upon appointment)
- Fee in USD

Target Milestones

[Having a rough programme will assist the vendors in pricing as they can determine their resource allocation for the assignment]

RFP Proposal Due: [date]

RFP Presentation (if required): w/c [date]

Project Commencement: w/c [date]

[Major milestone/s]: w/c [date]

Project Completion: w/c [date]

Contact

Should you have any questions, they can be directed to [Name, Title, Company, email].

Confidentiality

The information contained in this document and attachments are strictly confidential and should not be distributed. Should you company be successful in being appointed to the project, an NDA will be required.

[Thereafter, include an appendix with other relevant documents]