**SAMPLE PROPOSAL FORMAT FOR RESPONDING TO RFP'S**

Many companies are faced with how to respond when they receive a request for proposal (RFP).

Below is a proposal template format that can be used to respond to RFPs. The content will change each time based on what the RFP requires so this will help one to fill in that part after figuring out how one will solve the requirements of each client:

**BACKGROUND**

Briefly go over their general requirements. Example: ABC Company would like a local area network installed to connect all of the computers in their office to share disc space and printers and automatically do tape backups.

**SCOPE**

Discuss in detail each item in the RFP and how you intend to solve it. Use diagrams to illustrate your configuration if possible. It is likely to be the longest section of your proposal and will likely have several subsections.

**SCHEDULE**

What does the work schedule look like and when will start of business commence? How much time will each task take [HOURS, DAYS, MONTHS]. Toestablish this a work organisation structure for the scheduled project will need to be designed.

**STAFF**

This section is optional. Some companies establish who will be assigned to the project. It is more important for government projects. [ATTACH CURRICULUM VITAE].

**COST**

Calculate the cost for equipment purchased and employee morale to come up with the expected budget. Include payment terms, discounts for early payment, any other costs as well as payment information.

**SUPPORTING INFORMATION**

Supporting information required and done if one is trying to convince a client to use a specific type of networking technology. The company will then back up reasoning with third-party quotes, research, test results, etc.). The company can also add information about similar projects it has completed for other companies and what the results were of those. The company should also testimonials from clients, clippings from newspapers, etc.