

# How to Write an RFP



Regardless of whether you're working for a smaller organization or a huge one, you're most likely in the end going to need to round out a Request for Proposal, or RFP. Your organization can't do everything internally, and when your business needs to buy a product or service from somewhere else, you may need to look around for a solution. An RFP enables you to gather offers from different sellers and select the merchant that best meets your criteria, both concerning aptitude and spending plan. Keep in mind this isn't one-size fits-all - you'll have to tailor your RFP to best describe your organization's needs and goals.

[Example of a good RFP can be found here](#)

## **Company Mission**

What is your company mission? This can be pulled from your company mission statement if you have one.

## **Company Description**

Describe your organization. What does your organization do, what do you do? Tell us about your organizations values and what makes it unique. Why does your work matter?

## **Address**

The address of your organization.

## **Phone**

Your Organization's phone number

## **Project Description/Intent**

What is the purpose for this RFP? State now only what you hope to accomplish and why these steps are necessary.

## **Persons Involved**

Who is involved with this project and what are their roles in the project?

## **Availability During Proposal Process**

What times of the day and which days are the people involved in this project available?

## **Preferred Method of Contact**

This is where you layout how each member would like to be contacted. Layout the process for contact people regarding input.

## **Timelines/Milestones**

Layout when the total project is to be completed and set up some "milestones" to check off along the way. Making sure you have milestones will keep the project going smoothly and ensure you don't get hung up halfway through the process.

## **Budget**



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