

AI Prompts for Writing RFPs

Here are some sample prompts you can use to leverage AI for drafting an RFP. These prompts assume you will upload sample RFPs and project plans/descriptions. These prompts guide the AI to generate RFPs that align with your needs while learning from past examples.

Basic RFP Generation Prompt

"I have uploaded a project description and sample RFPs from our library. Please draft an RFP for this project that follows the structure and tone of the uploaded samples. Ensure that the scope of work, deliverables, timeline, evaluation criteria, and submission requirements align with standard best practices for nonprofit legal technology projects."

Customizing an RFP Based on Uploaded Samples

"Using the uploaded RFP samples as a reference, draft a new RFP for the project outlined in the attached document. Ensure the following:

1. The format and language are consistent with the samples.
2. The scope of work is clearly defined based on the project description.
3. Key requirements and evaluation criteria are tailored to ensure we attract vendors experienced with [insert relevant field, e.g., legal case management systems, access to justice tools].
4. The timeline and milestones are practical based on similar projects in the uploaded samples.

Please flag any missing or unclear details and suggest refinements where needed."

Refining an AI-Generated Draft

"I have uploaded an initial RFP draft. Please review it and refine the following:

- Ensure clarity and consistency with best practices from the uploaded RFP samples.
- Strengthen the scope of work by making it more detailed and specific to nonprofit legal technology needs.

- Improve the evaluation criteria to clearly reflect our priorities for vendor selection.
 - Suggest any missing sections or areas that need expansion.
Return a polished version, and let me know if any information is unclear or needs further input.*
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Making the RFP More Vendor-Friendly

*"I have uploaded an RFP draft and reference samples. Please revise the draft to ensure:

1. The language is clear and concise for potential vendors.
 2. The requirements are realistic and well-defined.
 3. The scope of work provides enough detail for accurate proposals.
 4. There is a balance between specificity and flexibility to allow for vendor innovation.
Make recommendations for any unclear sections and provide a final polished version.*
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Generating Vendor Questions for an RFP

"Based on the uploaded RFP draft, generate a list of potential questions that vendors might ask before submitting a proposal. These should include clarifications on scope, budget, evaluation criteria, project expectations, and contractual terms. Provide a structured list that we can use for an FAQ section or pre-bid Q&A session."

Ensuring the RFP Aligns with the Organization's Goals

*"Please review the uploaded RFP draft and compare it with our project description. Ensure that:

- The objectives of the RFP align with the goals stated in the project description.
 - The scope of work is comprehensive and does not leave out critical components.
 - The evaluation criteria effectively reflect our organization's priorities.
Suggest any necessary changes to better align the document with our mission and project goals.*
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Adapting an Existing RFP for a New Project

*"I have uploaded an RFP from a previous project and a description of a new but similar project. Please adapt the existing RFP to fit the new project while maintaining the same structure and clarity. Ensure that:

1. The scope of work reflects the new project's needs.
2. The evaluation criteria are tailored appropriately.
3. Any outdated or irrelevant information is removed or updated.
4. The timeline and deliverables are adjusted to fit the new project's schedule."*

Would you like any of these tailored further for your audience?