

REQUEST FOR PROPOSAL

Short-Form Template — Small Scope / Short-Duration Projects

1. Project Snapshot

RFP No.	[RFP-2026-XXX]	Issue Date	[Month DD, YYYY]
Project Name	[Project Title]	Proposal Due	[Month DD, YYYY, Time]
Issuing Agency	[Agency / Dept Name]	Est. Duration	[X weeks/months]
Project Location	[Address / Site]	Est. Budget Range	[\$X – \$Y]
Point of Contact	[Name, Title, Email, Phone]	Contract Type	[Fixed Price / T&M]

2. What We Need Done

[1–3 sentence plain-language description of the work — e.g., "Replace the HVAC rooftop unit at Building C and reconnect existing ductwork." Keep it to the essentials; attach drawings/specs separately if needed.]

- [Key task or deliverable 1]
- [Key task or deliverable 2]
- [Key task or deliverable 3]

Not included: [briefly note anything a bidder might assume is in scope but isn't].

3. Timeline

Work must begin by [date] and be substantially complete by [date]. [Note any blackout dates, working-hour restrictions, or phasing requirements — e.g., "no work during school hours" or "weekends only."]

4. How to Respond

- Send your proposal to [email/portal] by [due date/time].
- Keep it short — [1–2 pages] covering: your price, your timeline, and 1–2 similar jobs you've completed.
- Include your license number and proof of current insurance.
- Questions? Contact [name] at [email/phone] by [cutoff date].

5. Minimum Requirements

- Valid [state/local] contractor license in good standing
- General liability insurance of at least \$[amount]
- Workers' compensation coverage as required by law
- No unresolved contract defaults or debarments in the past [X] years

6. How We'll Decide

Selection will be based on a simple review of price, relevant experience, and ability to meet the timeline above. We reserve the right to ask follow-up questions, request a site visit, or decline all proposals.

7. Price & Schedule Form

Item	Amount
Total price for work described in Section 2	\$()
Estimated start date if awarded	
Estimated completion date if awarded	

This is a simplified solicitation intended for smaller, lower-risk projects. For larger or more complex work, use the full RFP template.

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