

Request for Information Response Template

Requesting Party		Responding Party	
RFI Response Submission Deadline		Date of RFI Response	

Organization Name		Contact Name	
Address		Contact Title	
		Phone	
Website		Email	

Organization Background	
Agency History of Ownership and Affiliations	
Office Locations	
Brief Statement of Core Business Competencies	
Brief Summary of Why Your Organization is the Best Fit for the Needs Outlined	

Clients Served in Similar Industry	Potential Conflicts / Competitor Contracts
	YES / NO
	List Any Competitor Clients
Do You Subcontract Work to Third Parties?	If "YES," explain:
YES / NO	

Scope of Work	
Provide Overall Description of Proposed Solution	
Provide Description of Status Reporting and Tracking Systems Employed	
Describe Security and Quality Assurance Policies Held	
Other	
Other	

Estimated Costs / Fees		
Estimate		Additional Comments
Initial Fees		
Recurring Fees		
Assumptions		
Pricing Methodology		
Receipt of Payment Practices		

Trade Organizations / Insurance / Policies			
Trade Organization Memberships			
Confirmation of Financial Cap Per Claim of Agency's Professional Indemnity Insurance			
Are the Following Policies Held by Your Agency?			
YES / NO	Quality Management	YES / NO	Training
YES / NO	Disaster Recovery	YES / NO	Health and Safety
YES / NO	Equality and Diversity	YES / NO	Environmental
YES / NO	Social and Corporate Responsibility	YES / NO	Other
YES / NO	Other	YES / NO	Other
YES / NO	Other	YES / NO	Other

Functionality Requirements

Availability: M: Meets needs | C: Meets needs with custom functionality | F: Meets needs with future functionality | N/A: Not applicable

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