

IT / Software Systems RFI Response Template

Use this template to provide a structured response to an IT or software RFI. It allows vendors to demonstrate project understanding, technical capabilities, experience, and compliance clearly and consistently.

[Vendor Company Name]

RFI Title / Reference: _____

Date Submitted: _____

Contact Person: _____

Email / Phone: _____

1. Project Understanding

Demonstrate your comprehension of the buyer's IT or software project. Highlight your understanding of scope, system requirements, and expected outcomes.

2. Proposed Solutions / Technical Capabilities

Describe your software solutions, IT infrastructure, or integration services. Include differentiators, methodology, and technical expertise relevant to the project.

3. Experience and References

Provide past IT projects, case studies, or client references. Show proven success delivering similar solutions to build buyer confidence.

4. Compliance and Certifications

List licenses, security standards, ISO certifications, or regulatory compliance. This reassures buyers that your solutions meet industry standards.

5. Pricing / Cost Framework (Optional)

Provide preliminary cost estimates if requested. Clearly separate optional pricing to avoid committing to final numbers at the RFI stage.

6. Submission Instructions

Confirm adherence to buyer instructions for format, deadlines, and delivery method.

Ensures your response is accepted and evaluated properly.

7. Additional Notes / Attachments

Include supporting documents like system architecture diagrams, security certifications, or relevant technical literature. Provides buyers with complete context.