

## A Simple Request for Proposal (RFP) Template

**RFP Name:**  
[Project name]

**Proposal due date:**  
[date]

[Company/Org.  
name]

**Project Overview** [This is short. Outline the key ask in 1-5 sentences.]

**Project Goals** [Keep this simple and high-level.]

- [Goal 1]
- [Goal 2]
- [Goal 3]
- ...

**Scope of Work** [This expands the project overview and goal(s) with details.]

**Possible Roadblocks**

- [Roadblock 1]
- [Roadblock 2]
- [Roadblock 3]
- ...

**Evaluation Criteria**

- [Criteria 1]
- [Criteria 2]
- [Criteria 3]
- ...

**Submission Requirements**

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]
- ...

**Project due date:** [date entire project must be completed by]

**Estimated Budget:** [Amount]

**RFP Contact information:** [RFP team lead name and contact details]