

REQUEST FOR PROPOSAL TEMPLATE
Texas Tech University

1. Please provide a brief narrative for the purpose of the Request for Proposal (RFP).

2. Please provide information on department and/or data about the departmental need for the relationship with a proposed vendor.

3. Please provide product or service specifications AND departmental expectations.

4. Please provide a list of criteria for selecting a vendor. Criteria of award may include, but is not limited to company qualifications and experience, financial stability and resources, and references.

5. Please detail the desired pricing structure of the goods or services (monthly, weekly, per PO). Should the contract allow for reasonable pricing increases based upon economic indicators?

6. Provide background about vendors in the industry for the goods and services requested. What are the inherent issues/hot -button topics involving vendors in this industry?

7. Outline what goods and services are preferred and what are mandatory.

8. Provide specific information of standards of quality and quantity for the expected goods and services.

9. Detail any preferred and/or required deliverables for the project.