

RFP template for enterprise software development

At [Robosoft](#), we aim to simplify lives with delightful digital experiences. We are full service digital experience company with over two decades of experience in software development. Our [services](#) include digital advisory, strategy, UX/UI design and engineering services covering application development & maintenance, emerging technologies like augmented reality, chatbots and more. This template for writing a Request for Proposal can be used as a guide by enterprises while seeking digital technology partners. It is not meant to be an exhaustive, definitive legal document and provides broad guidelines only.

1. Introduction

Provide a brief introduction to the company and its products or services.

- *What are the objective of the assignment – especially the business problem it will solve?*
- *A brief summary of requirements from the proposal.*

2. Details of the company, project and key stakeholders

This section can include:

- *A detailed introduction to the company*
- *The company's products or services and the problems they solve or the opportunities they wish to tap into*
- *Project description and the details of the key stakeholders (people who will be the decision makers) of the project*

3. Project Description

This section should provide a clear understanding of the project.

- *What is the business objective?*
- *What specific goal is the proposed solution meant to achieve? What is the product vision? Who is the target audience – in terms of demographics & psychographics?*
- *What are the usage occasions? What are the pain points of the user which the solution aims to overcome?*

4. Proposal Requirements

Spell out the documents, forms and the format in which the proposal is required. This section can also have details required in terms of cost proposals, format and delivery schedule.

5. Scope of Work and Deliverables

What are the services required from the digital partners? This section should provide as detailed a list as possible and the outcome expected. This section should include:

- *What are the services expected from the technology partner? Include all that is expected – from strategy, design or engineering services*
- *What specific functions are expected to be performed by the solution expected?*
- *What specific features are to be provided? Among such features, what would be the priority list?*
- *If user journeys, wireframes or mock ups are available, share them*

6. RFP process

What is the process of RFP evaluation? What is the action required by the vendor post receiving the RFP? This section should also include details of the qualification criteria for the process.

7. Specific instructions for the RFP

This should mention if this RFP requires the vendor to submit any specific documents or details, or if the vendor needs to follow a specific structure for submitting the proposal.

8. Administrative information and Proposal

Legal or administrative documents like Income Tax registration or any other statutory documents that might be required for the RFP should be mentioned here. This section can also clarify the requirements and the instructions for submissions of the documents.

9. Proposal evaluation

This section should include details of the evaluation process including technical, financial, auditing process, etc.

10. Time schedule

What are the timelines and expected 'completion stages' of the project?

11. RFP Schedule

This section should include a tentative schedule of the RFP process

12. Specific instructions for this RFP

This should mention if this RFP requires the vendor to submit any specific documents or details, or if the vendor needs to follow a specific structure for submitting the proposal.

13. Administrative information and Proposal

This should mention any legal or administrative documents like Income Tax registration etc. that might be required for the RFP. This section can also clarify the requirements and the instructions for submissions of the documents.

15. Proposal evaluation

This section should include details of the evaluation process including technical, financial, auditing process, etc.

15. Legal requirements

This should include legal terms and conditions, confidentiality terms, NDAs etc.

If you'd like to connect with any of our experts, do write in to us at services@robosoftin.com or share your vision at www.robosoftin.com/contact