

PROPOSAL STEP-BY-STEP

Potential Client



← Mail 2 original copies (if only 2 parties involved) and fax one copy to the potential client

RFI

YOUR COMPANY

Response to RFI

Potential Client



Required Documents
Scope of work
Contract Period
Deliverables
Method of Payment
Technical Team
Maintenance...

Write a response to RFP
(your proposal)

Gather information from the required departments (engineering, purchasing, product management...)

Choose (rarely) or comply (mostly) with a contract period

Prepare quotes and create an estimate

Attend to any special events related to the RFP (such as pre-bidders' conferences)

List all the requirements and establish milestones.

Evaluate the scope of work. You might need to bid with subcontractors.

Determine important dates such a submission date or special events.

First reading of the RFP.

RFP

YOUR COMPANY

A Request for information is a way for companies to get information, quotes, and corporate profiles from potential bidders. Many companies skip the RFI and jump directly to the RFP (Request for proposal). When writing an RFP, companies have already a clear idea of what they need and that, on a pre-established budget, most of the time.