Organization Name

*Event Name*

VENDOR TYPE Request for Proposals

START WITH BRIEF INTRO: The Organization Name (ORG) is currently exploring VENDOR TYPE vendors to provide services for *Event Name.* [Insert Company] has been contracted by the ORG to coordinate contracting and logistics for this event. Please submit proposals by DUE DATE.

Contact Information

|  |  |
| --- | --- |
| Event Name: | Event Name |
| Key Contact: | Your name, company, address, email  |
| Host Organization: | Host Company, address, website |
| Comments: | Please direct all inquiries to YOUR NAME (email preferred) |

Event Profile

**Start Date:**

**End Date:**

**Location:**

**Event Overview / Description:** USE INFORMATION FROM MISSION STATEMENT

**Attendee Demographic Profile:** BRIEF STATEMENT ABOUT TYPE OF ORGANIZATION ATTTENDEES ARE FROM, LOCATION THEY ARE COMING FROM, AGE RANGE, GENDER, ANY OTHER RELEVANT INFO

TYPE OF VENDOR Requirements

| **Day** | **Date** | **Capacity** | **Room/Session** | **Service Needed** |
| --- | --- | --- | --- | --- |
| **Sat** |  |  |  |  |
| **Sun** |  |  |  |  |
|  |  |  |  |
| **Mon** |  |  |  |  |
|  |  |  |  |
| **Tue** |  |  |  |  |
|  |  |  |  |
| **Wed** |  |  |  |  |
|  |  |  |  |

**OTHER SPECIFIC REQUIREMENTS**

Describe any requirements for this event that have not previously been addressed (e.g., simultaneous interpretation/translation, audience response system, video conferencing, speaker ready room, webcasting, Content Management System, RFID two-way radios, cell phones, office equipment needs, etc.)

Proposal Specifications

Questions:

Direct all questions and requests for additional information regarding this RFP to YOUR NAME at EMAIL AND/OR PHONE.

Timeline:

Below is a proposed timeline for the ORG to review and process RFPs.

 Proposals Due: DATE

 ORG to follow up with any proposal questions: DATE

 Review Proposals: DATE

 Final Decision: DATE

 Contract finalized: DATE

Decision Notification Method:

🞎 Telephone Call

🞎 Email

Key Decision Factors:

Primary Factors: LIST DECISION FACTORS (SAMPLES BELOW)

* Overall cost of services
* Professional, responsive teams with exceptional customer service
* Creative and competitive concessions
* Information provided in the response to the RFP
* Recommendations from previous and existing clients

Instructions for Responding – LIST YOUR INSTRUCTIONS

* Expenses related to the preparation and completion of a response to this RFP are the sole responsibility of the vendor
* The proposal with the lowest dollar amount will not necessarily be considered as the best proposal
* Incomplete and/or late responses will not be considered
* Preferred Format for Response: Email
* Other Acceptable Response Formats: Mail, Courier
* Return proposals by DUE DATE to:

YOUR NAME Email:

Title Phone:

Company Name

8720 Georgia Avenue, Suite 801

Silver Spring, MD 20910