

TRINITY CHURCH WALL STREET

Mission Real Estate Development Suggested Request for Proposals (RFP) Outline

A Request for Proposals (RFP) is a procurement document that allows your organization to solicit business proposals from various vendors through a competitive bidding process. The RFP should clearly outline the objectives and requirements of your specific project in a manner that will encourage multiple solicitations and allow you as the client to compare and select a vendor that best meets your needs.

Key components of an RFP include:

- Project + Organizational Background
- Objectives
- Scope of Work
- Deliverables
- Budget
- Responses / Selection Criteria
- Project Schedule / Workplan

The RFP should include language requiring interested consultants to respond with a written proposal by a specified date that includes the following:

- Approach and work plan with deadlines for deliverables
- Qualifications and references of relevant prior work
- Budget and proposed fees
- That the RFP may be withdrawn by the client at any time
- That the consultant is to prepare its proposal at its own cost
- That the consultant should not contact any tenants, members or other representative of client without client's approval and right to accompany such inquiry
- The importance of having a diverse and inclusive project team