



**GENERIC TABLE OF CONTENTS FOR REQUEST FOR PROPOSAL (RFP)
FOR INFORMATION TECHNOLOGY SERVICES**

Your Business Profile

*Cover sheet
Organization's name and address
Contact information and role
Rules governing contact
Purpose of RFP
Due date for responses
Legality of copyrights and confidentiality*

RFP content

*Business Opportunity
Background of buyer
Instructions for writing the proposal
Basis upon which selection will be based
Proposed duration / schedule
Scope of services
Additional information
Contract terms and legal agreements
Confidentiality / non-disclosure agreements*

Business and Stakeholder Requirements

*Rules
Functional
Business Processes (model)
Use Cases
Nr of users, low, high, average
Expected traffic volumes
Informational
Data Model (Entities or Objects)
Attributes
Accuracy
Volumes
Behavioral
Constraints (Legal, environmental, etc.)
Security
Quality*

Technology Constraints

*Hardware / software infrastructure
Compatibility / Interfaces*