



Request for Proposal (RFP) Template

Enterprise Software & Procurement
hashmicro.com

RFP DOCUMENT

0. DOCUMENT CONTROL

Project / Purchase Title

Issuing Organisation

Procurement Lead

Proposals Close Date

Document Version

v1.0

RFP Reference No.

RFP-

Issue Date

Executive Sponsor

Time Zone

AEDT / AEST / other

Confidentiality

Confidential — for invited vendors only

1. PROCUREMENT OVERVIEW & BUSINESS OBJECTIVE

Purchasing Need

Intended Outcome

Background / Context

Executive Sponsor

2. ORGANISATION & CURRENT-STATE CONTEXT

Entities / Business Units

Sites / Locations

User Groups Affected

Current Systems in Use	
Volumes (transactions, users, etc.)	
Known Pain Points	

3. PROJECT SCOPE, OUTCOMES & EXCLUSIONS

Included Entities / Units / Locations	
Processes & Data In Scope	
Explicit Exclusions	
Dependencies (other projects, suppliers, teams)	
Constraints (operational, regulatory, timing, technology)	
Intended Outcomes & Acceptance Conditions	

4. BUSINESS & FUNCTIONAL REQUIREMENTS

List one row per testable requirement. Vendors respond using the compliance codes defined in Section 8.

Req #	Requirement (problem, process, capability, constraint, evidence)	Priority	Vendor Response	Evidence / Comments
1		Must / Should / Could		
2		Must / Should / Could		
3		Must / Should / Could		
4		Must / Should / Could		
5		Must / Should / Could		
6		Must / Should / Could		

5. TECHNICAL, INTEGRATION, DATA, SECURITY & NON-FUNCTIONAL REQUIREMENTS

Req #	Requirement (architecture, interfaces, controls, performance)	Priority	Vendor Response	Evidence / Comments
1		Must / Should / Could		

2	Must / Should / Could
3	Must / Should / Could
4	Must / Should / Could
5	Must / Should / Could
6	Must / Should / Could

6. IMPLEMENTATION, MIGRATION, TESTING, TRAINING & CHANGE RESPONSIBILITIES

Phase / Deliverable	Responsibility	Resourcing	Acceptance Criteria	Target Date
Discovery & solution design	Vendor / Customer / Shared			
Configuration & customisation	Vendor / Customer / Shared			
Data migration & reconciliation	Vendor / Customer / Shared			
Integration build & testing	Vendor / Customer / Shared			
Training & change management	Vendor / Customer / Shared			
Cutover & stabilisation	Vendor / Customer / Shared			

7. VENDOR CAPABILITY, DELIVERY TEAM & SUPPORT MODEL

Relevant Experience Required

Proposed Delivery Team (roles)

Escalation Path

Support Coverage (hours, SLA, channel)

8. REQUIRED RESPONSE FORMAT, ASSUMPTIONS & COMMERCIAL STRUCTURE

Compliance codes: Compliant / Partially Compliant / Not Compliant / Alternative Proposed.

Required Field	Permitted Response	Evidence Expected
Executive response	Concise narrative	Proposed outcome, differentiators, key dependencies
Compliance matrix	Compliance code per requirement	Explanation, product or demonstration reference
Solution & integration response	Narrative or diagram	Architecture, interfaces, monitoring approach

Implementation & migration plan	Schedule + responsibility matrix	Phases, deliverables, resourcing, testing
Resource & support model	Named roles or profiles	Location, allocation, escalation, coverage
Risk register	Structured schedule	Risk, cause, impact, owner, treatment
Commercial response	Pricing schedule	Fees, units, timing, indexation, optional items
Exceptions & declarations	Consolidated schedule	All deviations, conflicts, exclusions

9. PROCUREMENT TIMELINE, GOVERNANCE & SUBMISSION RULES

Event	Date / Rule
RFP issued	
Vendor briefing	
Questions close	
Clarification addendum issued	
Proposals close	
Compliance screening & evaluation	
Demonstrations / scenario workshops	
Clarification & negotiation	
Recommendation & approval	

Single Authorised Vendor Contact

Submission Channel & Format

Validity Period Required From Vendors

10. EVALUATION CRITERIA, DECLARATIONS & NEXT STEPS

Evaluation Category	Weighting
Business and functional fit	
Technical, integration and security fit	
Implementation and migration approach	
Service and support model	
Commercial value and total cost	

Risk and contractual exceptions

Total

100%

Mandatory Gates (non-negotiable conditions)

Required Declarations (conflicts, exceptions)

Next Steps After Evaluation

APPROVAL & SIGN-OFF

Procurement Lead **Executive Sponsor** **Legal / Compliance (if required)**

Name: _____

Name: _____

Name: _____

Signature: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Date: _____