



## **Nonprofit Support Program**

Hartford Foundation for Public Giving

### **How to Format a Request for Proposal** *(Optional Guideline)*

A Request for Proposal (RFP) is a method of soliciting proposals from consultants interested in being hired for a project. The RFP provides basic information about your organization, and the project or problem you would like the consultant to address. The RFP should establish a general format for the proposals, which will allow you to evaluate and compare consultants equally and efficiently. The following is a proposed format for an RFP, which can be modified to fit the needs of your agency.

#### ***Agency Mission & Description***

Brief description of your agency's mission, programs, services and sources of funding.

#### ***Background/Final Product***

A brief statement of the final product you are looking for.

#### ***The Problem or Need***

The issues, factors and/or problems that are driving you to undertake this project at this time.

#### ***Anticipated Outcomes***

What you would like the project to accomplish. If the final product is a report, list the types of recommendations you'd like included.

#### ***Proposal Content***

1. Consultant or Firm – Include complete name, address, phone and fax numbers, and e-mail address.
2. Anticipated Scope of Work and Time Frame – Specify the activities, format, and time frame required to complete the required task. Provide a timeline that includes each phase of the project. Include a description of expected time commitments of our staff and volunteers.
3. Budget and Cost – Provide number of hours and hourly rates for each of the consultants assigned, and specify their respective duties. Include the cost for each phase, as well as the maximum fee for this project. Identify personnel and non-personnel items separately within the total budget.
4. Resumes of Personnel – Provide resumes of each consultant who will work on the project, and their respective responsibilities for this project. Include a summary of relevant experiences of each of the consultants in working on similar projects with similar agencies.
5. References – Provide a list of references for each of the consultants assigned to the project. Briefly describe the scope of the work for these references, the year completed, and a contact name and phone number for each one.

#### ***Proposal Selection Criteria***

Criteria by which proposals will be evaluated and compared. These criteria can include: clarity of proposal and work plan, timeline, capability for establishing an effective working relationship with the client, budget, and costs.

#### ***Timeline for Selecting Consultant***

Indicate deadlines for submission of letters of interest and proposals, and selection of consultant.

#### ***Proposal Submission***

Indicate name, address, and phone number of agency contact.