## Request for Proposal

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# Channel Rewards Program

*Title of your RFP  
One Sentence Description of your Program*

## General Company Info­­

*Put general information regarding your company, such as:*

* *Company background*
* *Industry, product, or services-related information*
* *Number of employees, locations, etc.*

## Confidentiality

*Reiterate confidentiality of regarding this RFP document and process. For example:*

*“This RFP contains privileged and confidential information intended only for the direct recipient. The information may not be disclosed to any third party without the sender’s prior written consent.”*

## Project Overview

*Place a detailed project overview here. Include the following:*

* *What are our business objectives?*
  + *What issues are we looking to solve?*
* *What do we want?*
  + *Type of product*
  + *Scope of work (countries/languages/number of participants)*
  + *Ideal vendor partner*

*Include a timeline as well. Below is an example:*

|  |  |
| --- | --- |
| ***Activity*** | ***Date*** |
| *RFP Launch to Vendors* | *1/1/17* |
| *Deadline to Submit Questions* | *2/1/17* |
| *[COMPANY] Response to Questions* | *3/1/17* |
| *RFP Response Due* | *4/1/17* |
| *Initial Online Presentations* | *5/1/17* |
| *Finalist Presentations* | *6/1/17* |
| *Vendor Choice Date* | *7/1/17* |

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## Required Documentation

*List all required documentation along with a brief description. The following documentation should be listed:*

* *Proposal*
* *RFP Question Document*
* *Pricing*
* *Demo/Sandbox Credentials*
* *Additional Attachments*

*Specify the time that all submissions are due, as well as the method of delivery. It helps to give multiple options incase responses are too large to be delivered via email.*

## Contact Information

*For any questions or clarifications, please contact:*

*Name  
Email  
Phone Number [optional]*