

## REQUEST for INFORMATION (RFI)

A Request for Information (RFI) is a formal document for requesting information needed to perform (1) an assessment and understanding of the product or service needed and (2) an equitable and simultaneous comparison of vendors/sources. Following is a template you can use as a starting point.

The University evaluates the following to determine the proper procurement process.

### **PROJECT TITLE:**

### **STATEMENT OF NEED:**

[Insert a concise paragraph outlining Winthrop's needs for this project goals and objectives. Four or five sentences is a typical length for a small or medium-sized project.]

### **BACKGROUND:**

[Insert a concise paragraph outlining Winthrop's background. Again, four or five sentences is a sufficient length for a small or medium-sized project.]

### **QUALIFICATIONS:**

[Insert an outline of any qualifications the prospective vendors should meet. Length varies widely based on the type of project. It is acceptable to seek vendor help with this as long as this information does not have any restrictive elements to one provider.]

### **INFORMATION REQUESTED:**

[Insert an outline of all information you would like to use for evaluations. Length varies depending on the project. It is acceptable to seek vendor help with this as long as this information does not have any restrictive elements to one provider.]

### **SELECTION OF EXPERT:**

[Insert a list of the criteria you will be using for evaluation. Length varies based on the type of project. It is acceptable to seek vendor help with this as long as this information does not have any restrictive elements to one provider.]

### **TIME FOR RESPONSE:**

[Insert the estimated duration of the project or the required completion date.]

### **LIST OF PROSPECTIVE VENDORS:**

[Provide a list of prospective vendors with complete contact information including all past correspondence and quotes to this request.]

### **PURCHASE REQUISITION:**

[Submit a Purchase Requisition for Year One and All Additional reoccurring cost for the following years.]