
PROCUREMENT FRAMEWORK

RFP Template Pack

Send professional Requests for Proposal
in under an hour — not under a
deadline.

What's Inside

18-page template · Scoring rubric · Q&A sheet · Decision memo

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Structured form for collecting vendor responses

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Final recommendation template for stakeholder sign-off

How to Use This Pack

This RFP Template Pack gives you a complete, professional-grade vendor selection framework — from initial outreach through final award recommendation. Every section is structured with clear instructions and placeholder copy that you replace with your specifics.

Recommended Process

1

Customize the RFP Master Template

Fill in company info, project description, timeline, and budget parameters. Adjust the requirements section to reflect your specific needs.

2

Set Up Your Scoring Rubric

Adjust category weights to match your priorities. Share the rubric with your evaluation committee before reviewing submissions.

3

Send the Q&A Sheet With the RFP

Include the Vendor Q&A Response Sheet so all vendors submit structured answers. This makes scoring apples-to-apples.

4

Score and Draft the Decision Memo

Complete the rubric for each vendor, then use the Shortlist Decision Memo to present your recommendation to leadership.



Pro Tip

Set a deadline in the RFP that gives vendors at least 2 weeks to respond, and schedule a Q&A period (typically 5–7 days after sending) to collect clarifying questions. This improves response quality significantly.

RFP Master Template

TEMPLATE — REPLACE ALL [BRACKETED TEXT]

REQUEST FOR PROPOSAL

[PROJECT NAME OR DESCRIPTION]

Issued by: [YOUR COMPANY NAME]

Issue Date: [DATE] | Response Deadline: [DATE]

PRIMARY CONTACT

[NAME, TITLE]

[EMAIL]

[PHONE — optional]

SUBMISSION REQUIREMENTS

Format: PDF or Word document

Max length: [PAGE LIMIT]

Submit to: [EMAIL OR PORTAL]

Template Sections

A.

Company Overview

Your org background and why this project matters

B.

Project Scope & Objectives

What you need delivered, why, and success criteria

C.

Technical Requirements

Must-have vs. nice-to-have specs, integrations

D.

Vendor Qualifications

Required experience, certifications, references

E.

Pricing & Commercial Terms

Budget range, billing model, contract length

F.

Timeline & Milestones

Project phases, key dates, go-live target

G.

Security & Compliance

Data handling, certifications (SOC 2, GDPR, etc.)

H.

Evaluation Process

How you'll score, timeline to decision, next steps

Vendor Scoring Rubric

Score each vendor from 1–5 in each criterion. The weighted total determines the winning recommendation. Adjust the **Weight %** column to reflect your priorities before scoring.

Category / Criterion	Weight	Vendor A	Vendor B	Vendor C	Notes
A. PRICING & VALUE (25%)					
Total cost of ownership	12%	___/5	___/5	___/5	[Notes]
Pricing transparency	8%	___/5	___/5	___/5	[Notes]
B. PRODUCT FIT (30%)					
Core requirements coverage	15%	___/5	___/5	___/5	[Notes]
Integration compatibility	10%	___/5	___/5	___/5	[Notes]
Scalability / roadmap	5%	___/5	___/5	___/5	[Notes]
C. SUPPORT & IMPLEMENTATION (20%)					
Implementation approach	10%	___/5	___/5	___/5	[Notes]
Ongoing support quality	10%	___/5	___/5	___/5	[Notes]
D. SECURITY & REFERENCES (25%)					
Security certifications	10%	___/5	___/5	___/5	[Notes]
Customer references	15%	___/5	___/5	___/5	[Notes]
WEIGHTED TOTAL	100%	___	___	___	

Score calculation: Multiply each raw score (1–5) by its weight %. Sum all weighted scores for total. Maximum possible score = 5.0

Vendor Q&A + Decision Memo

Section 04: Vendor Q&A Response Sheet

Send this form with the RFP. Require vendors to return it completed alongside their proposal.

Q1. Company Background

How many years have you been in operation, and what is your current customer count in this industry?

[Vendor Response]

Q2. Implementation Timeline

What is your standard implementation timeline for a customer of our size and complexity?

[Vendor Response]

Q3. Customer References

Please provide 2–3 customer references of similar size and use case who we may contact.

[Vendor Response]

Section 05: Shortlist Decision Memo

VENDOR SELECTION RECOMMENDATION

PREPARED BY

DATE

PROJECT

[NAME, TITLE]

[DATE]

[PROJECT NAME]

Recommended Vendor

[VENDOR NAME] — Score: [X.X/5.0]

All Vendors Ranked

#1 [Vendor A] — [X.X]



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Questions? hello@opsply.com