

CIVICLINE PROCUREMENT

FAIR PROCESS. COMPARABLE ANSWERS.

Request for Proposal

A controlled RFP defining procurement context, scope, requirements, response format, evaluation method, timetable, terms, and submission rules.

CONTROLLED DOCUMENT · NS-057-2026

Mara Klein · 4 August 2026



Document contents

Document status	Review basis	Version
Draft for review	Organization-specific adaptation required	1.0

Review notice: Review and adapt this template with qualified professional advice before relying on it.

0.1 Procurement overview

Describe the issuing organization, business need, intended outcome, procurement authority, confidentiality status, and contact protocol.

Document control	Detail
Owner	Mara Klein
Reference	NS-057-2026
Effective date	4 August 2026
Status	Ready for review

0.2 Scope of requirements

Separate mandatory, desirable, and future requirements with volumes, service boundaries, locations, dependencies, and exclusions. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.3 Supplier response format

Prescribe the structure for company profile, solution, delivery, security, service, sustainability, commercial response, and exceptions.

Line item	Quantity	Unit amount	Total
Supplier response format	2	1,250.00	2,500.00
Service and support	1	480.00	480.00



0.4 Evaluation methodology

Publish eligibility gates, weighted criteria, scoring scale, evidence standard, clarification process, presentations, and due diligence. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.5 Commercial schedule

Request comparable setup, recurring, usage, support, third-party, travel, tax, indexation, and optional pricing with assumptions. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.6 Procurement timetable

List issue date, question deadline, response date, evaluation, presentation, negotiation, award, standstill, and target start. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.7 Contract and compliance

State proposed terms, data protection, security, insurance, conflicts, modern slavery, accessibility, and regulatory requirements. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.8 Submission instructions

Define authorized channel, file formats, naming, page limits, validity, signatures, late-response treatment, and reservation of rights. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.