

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



Contents

Document contents

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

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.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable 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.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

0.5 Commercial schedule

Request comparable setup, recurring, usage, support, third-party, travel, tax, indexation, and optional pricing with assumptions.

Line item	Quantity	Unit amount	Total
Commercial schedule	2	1,250.00	2,500.00
Service and support	1	480.00	480.00

0.6 Procurement timetable

List issue date, question deadline, response date, evaluation, presentation, negotiation, award, standstill, and target start.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

0.7 Contract and compliance

State proposed terms, data protection, security, insurance, conflicts, modern slavery, accessibility, and regulatory requirements.

Line item	Quantity	Unit amount	Total
Contract and compliance	2	1,250.00	2,500.00
Service and support	1	480.00	480.00



0.8 Submission instructions

Define authorized channel, file formats, naming, page limits, validity, signatures, late-response treatment, and reservation of rights.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

0.9 Important review notice

This template is a general starting point. Adapt it to the organization, transaction, applicable law, and jurisdiction, and obtain qualified professional review before relying on it.