

# DOS & DON'TS OF A WELL-WRITTEN RFP

## DO

### Define the Project Plan & Scope

Clarity ensures all parties are aligned from the start.

### Include Evaluation Criteria

Clearly define how proposals will be evaluated

### Implementation Assistance

Include implementation support as a possibility of the RFP.

### Invite Vendors for Demos

Allow vendors to demonstrate their products.

### Communicate with Everyone

Send letters of rejection to those who aren't selected.

## DON'T

### Forget Due Diligence

Always research potential vendors before drafting an RFP

### Rush the RFP

Developing an RFP should never be rushed.

### Complicate Things

Simplicity is key to avoid deterring potential vendors.

## DO

### Request Key References

Ask vendors for references from past projects.

### Collaborate with Stakeholders

Engage with key stakeholders and vendors early in the process.

### Proofread

Thoroughly review the RFP for errors and clarity.

### Be Clear & Concise

RFPs should be straightforward and easy to understand.

### Encourage Questions

Allow and encourage vendors to ask questions, and provide detailed responses.

## DON'T

### Get Distracted

Include only what's essential.

### Play Favorites

Aim for fairness in evaluating vendors and solutions.