

FREE IT BUYER'S GUIDE

# Request for Information Template

IT Discovery Questionnaire for Early-Stage Vendor Research

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This template is published free by SRS Networks for use by IT buyers exploring an unfamiliar technology category, narrowing a vendor list, or educating internal stakeholders before committing to a formal RFP.

RFIs are short — keep this document under 6 pages of substantive content. The goal is vendor education and shortlisting, not procurement.

Customize every [PLACEHOLDER] section to your project. The sample questions in Section 3 cover most IT deployment scenarios — adapt them to your specific category.

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[partners@srsnetworks.com](mailto:partners@srsnetworks.com) · (866) 224-3636 · [srsnetworks.com](https://srsnetworks.com)

## 1.0. About Us and Why We're Asking

### Our Organization

**Organization name:** *[YOUR COMPANY]*

**Industry / vertical:**

**Approximate footprint:** *[e.g., 50 sites across 12 states]*

**IT team size:**

### Why This RFI

Be transparent: tell vendors why you're issuing this RFI now and what you intend to do with their responses.

**Technology category we're exploring:** *[e.g., SD-WAN, multi-site WiFi, zero-trust networking, DAS]*

**What we're trying to learn:** *[e.g., What's possible, what typical deployments look like, who serious vendors are]*

**What happens after responses:** *[e.g., Shortlist 3-5 vendors for formal RFP within 4 weeks of RFI deadline]*

## 2.0. The Business Problem We're Solving

Describe in 2-3 paragraphs the actual business problem driving this exploration. Avoid technology jargon — focus on the business outcome you're seeking.

**Current pain point:** *[REPLACE WITH 1-2 SENTENCE PROBLEM STATEMENT]*

**Business outcome we want:** *[REPLACE WITH WHAT SUCCESS LOOKS LIKE]*

**Constraints worth knowing:** *[e.g., Budget approval expected Q3, must avoid forklift upgrades, regulated environment]*

### 3.0. Discovery Questions for Vendors

Please answer each question concisely (1-3 sentences per answer). We'll use these to evaluate fit and shortlist for a future RFP.

#### Capabilities

##### Q1.

Briefly describe your firm's experience deploying [TECHNOLOGY CATEGORY] for organizations of similar size to ours.

**Vendor response:** *[VENDOR FILLS IN]*

##### Q2.

What's a typical project timeline for a deployment of this scope (rough estimate, not commitment)?

**Vendor response:** *[VENDOR FILLS IN]*

##### Q3.

What are the most common pitfalls you see organizations encounter when deploying this technology for the first time?

**Vendor response:** *[VENDOR FILLS IN]*

##### Q4.

What's your typical project team structure for a deployment like this?

**Vendor response:** *[VENDOR FILLS IN]*

##### Q5.

What integrations or dependencies should we plan for that aren't obvious to first-time buyers?

**Vendor response:** *[VENDOR FILLS IN]*

##### Q6.

What's a typical 2026 budget range for a deployment of this scope (rough order-of-magnitude only)?

**Vendor response:** *[VENDOR FILLS IN]*

##### Q7.

How do you typically handle multi-site coordination across [GEOGRAPHIC SCOPE]?

**Vendor response:** *[VENDOR FILLS IN]*

**Q8.**

What references can you provide for similar deployments in our industry vertical?

**Vendor response:** *[VENDOR FILLS IN]*

**Q9.**

What questions should we be asking that we haven't?

**Vendor response:** *[VENDOR FILLS IN]*

**Q10.**

What's your typical change-order process when scope expands during deployment?

**Vendor response:** *[VENDOR FILLS IN]*

## 4.0. About Your Firm

### Company Information

Company legal name: *[VENDOR FILLS IN]*

Year founded:

Number of full-time field technicians:

Geographic coverage:

Headquarters location:

Sister companies / subsidiaries:

### Certifications

Manufacturer certifications: *[e.g., Cisco Gold, Meraki CMNA, Aruba ACMP]*

Industry certifications: *[e.g., BICSI RCDD, OSHA 10/30]*

Insurance coverage: *[e.g., \$2M GL, \$1M E&O, workers comp in all 48 states]*

## 5.0. Submission Instructions

**Response deadline:** []

**Submission method:** [e.g., Email PDF to [PROCUREMENT EMAIL]]

**Response format:** [e.g., PDF, max 8 pages]

**Single point of contact:** []

*Expectation: This RFI is for discovery and shortlisting only. We will not award contracts based on RFI responses. Shortlisted vendors will receive a formal RFP within 4 weeks of the RFI deadline.*

## About This Template.

Published free by SRS Networks — nationwide structured cabling and IT infrastructure deployment, all 48 contiguous US states since 1996. 500+ deployments, 5,000+ sites.

Email [partners@srsnetworks.com](mailto:partners@srsnetworks.com) or call (866) 224-3636 if you'd like our team to review your RFI draft before publishing. Returned within 3 business days at no cost.

More IT procurement resources at [srsnetworks.com/what-is-an-rfi-for-it-projects](https://srsnetworks.com/what-is-an-rfi-for-it-projects)