

FREE IT BUYER'S GUIDE

Request for Proposal Template

For IT Deployment Projects (Multi-Site, Network, Cabling, Wireless)

This template is published free by SRS Networks for use by IT buyers, procurement leads, and project managers writing RFPs for IT deployment work. It includes all 10 required sections for an enterprise IT RFP plus 4 optional-but-high-value sections.

Customize every [PLACEHOLDER] section to your project. Delete sections that don't apply. The structure follows what SRS Networks has seen produce the highest-quality vendor responses across 200+ IT deployment RFPs per year.

Want SRS Networks to review your draft before publishing? Email partners@srsnetworks.com with the document attached and we'll return comments within 3 business days at no cost.

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1.0. Introduction and Project Overview

About Our Organization

Organization name: *[YOUR COMPANY LEGAL NAME]*

Industry / vertical: *[e.g., Multi-site retail, Healthcare system, Property management]*

Locations in scope: *[e.g., 50 retail stores across 12 states]*

Internal IT team size: *[e.g., 8 internal IT staff plus 2 MSP partners]*

Project Goals

Describe in 2-3 paragraphs what this project is trying to accomplish at the business level. Avoid technology jargon — focus on business outcomes (e.g., "unify branch network architecture so we can deploy new POS systems in under 2 weeks").

Primary business goal: *[REPLACE WITH 1-2 SENTENCE BUSINESS GOAL]*

Secondary goals: *[REPLACE WITH SECONDARY GOALS]*

Why now (timing context): *[REPLACE WITH BUSINESS DRIVER FOR THIS PROJECT NOW]*

2.0. Current-State Environment

Document what exists today. Vendors need this to size their proposal accurately. Vague current-state descriptions are the #1 cause of inflated bids.

Existing Network Architecture

Core network equipment: *[e.g., Cisco Catalyst 9300 stack, Meraki MX270 SD-WAN]*

Wireless platform: *[e.g., Cisco Meraki MR cloud-managed APs]*

Cabling standard: *[e.g., Cat6A horizontal, OS2 backbone]*

Current Vendors

Incumbent ISP(s): *[e.g., Spectrum Business + AT&T Business Fiber]*

Incumbent network vendor: *[e.g., MSP XYZ]*

Equipment under existing warranty: *[List which equipment must remain in scope]*

Required Attachments

- Floor plans for all in-scope locations (Appendix A)
- Existing equipment inventory by location (Appendix B)
- Current network diagrams (logical + physical)
- Known constraints (union labor, after-hours requirements, escort policies)

3.0. Technical Requirements and Scope of Work

This is the heart of the RFP. Be specific. Vague scope = inaccurate bids = change orders later.

In-Scope Work

Cabling work: *[e.g., Cat6A horizontal cabling, X drops per location, Y locations]*

Network hardware: *[e.g., Switch deployment per location, controller setup]*

Wireless deployment: *[e.g., Predictive design, AP install, controller config, validation survey]*

Project management: *[e.g., Single PM coordinating all sites, weekly status reports]*

Other in-scope items:

Out-of-Scope Work

Be explicit about what is NOT in scope. Common items to clarify:

- Pathway and fire-stopping (vendor-provided or building-provided?)
- Equipment procurement (vendor-furnished or buyer-furnished?)
- After-hours premium labor
- Permitting fees
- Hardware warranties (vendor maintains or buyer maintains?)
- Existing equipment removal and disposal

Performance Requirements

Required certification standard: *[e.g., TIA/EIA-568 Cat6A permanent link, Fluke DSX-8000]*

Required testing deliverable: *[e.g., Per-link Fluke pass report (PDF + .flw files)]*

Required documentation: *[e.g., As-built floor plan, port-to-panel mapping, riser diagram]*

4.0. Deliverables and Acceptance Criteria

Required Deliverables

- Project kickoff document (within 5 business days of award)
- Per-site SOWs with detailed scope, schedule, and crew assignment
- Weekly status reports (in your preferred format)
- Per-link Fluke certification reports for all cabling work
- As-built documentation: floor plans, port schedules, panel maps, riser diagrams
- Photo documentation of all completed work
- Closeout package (within 10 business days of substantial completion)

Acceptance Criteria

Substantial completion definition: *[e.g., All locations live + tested + documented]*

Punch list cure period: *[e.g., 30 days post-acceptance for vendor to address issues]*

Final acceptance trigger: *[e.g., Closeout package delivered + accepted by [TITLE]]*

5.0. Project Timeline and Milestones

Target award date:

Target mobilization date:

Target first-site completion:

Target substantial completion (all sites):

Target final acceptance:

Blackout Windows / Constraints

Windows when work cannot occur: *[e.g., Black Friday weekend, end-of-quarter freezes]*

Required after-hours work: *[e.g., Cutover work between 10 PM – 6 AM at retail locations]*

6.0. Vendor Qualifications

Required Qualifications (Pass/Fail)

- Active general liability insurance (\$2M minimum)
- Workers compensation coverage in all states where work will be performed
- BICSI-certified low-voltage technicians on staff
- OSHA 10/30 certifications for field crews
- Documented quality assurance program
- Minimum 5 years in business in IT deployment / structured cabling

Required References

Number of references: *[e.g., 3 references for similar-scope projects in past 24 months]*

Required Disclosures

- Past 5 years of major projects in our industry vertical
- Geographic coverage / crew bench by region
- Subcontractor disclosure: vendors used, % of work subcontracted
- Financial stability: years in business, ownership structure

7.0. Pricing Structure and Payment Terms

Required Pricing Format

All pricing must be submitted using the attached pricing spreadsheet (Appendix C). Free-form pricing will not be evaluated.

Required Pricing Breakdown

- Per-location material costs (cable, jacks, panels, hardware)
- Per-location labor costs (pull, terminate, test, document)
- Mobilization fees (if any)
- Project management fees (broken out separately)
- Travel and per-diem (if applicable)
- Change-order rate (T&M hourly rate for out-of-scope work)
- Total project cost, fully loaded

Payment Terms

Payment schedule: *[e.g., 10% mobilization, 60% milestone-based, 25% substantial completion, 5% final]*

Payment terms: *[e.g., Net-30 from invoice, ACH preferred]*

Retainage: *[e.g., 5% retainage held until punch-list cure period complete]*

8.0. Evaluation Criteria

Responses will be evaluated against the following weighted criteria. Vendors should know up-front what we're optimizing for so they can shape their response accordingly.

Recommended weights (adjust as needed): Technical fit 30% · Vendor experience and references 25% · Price 25% · Approach and methodology 20%. Total = 100%.

Evaluation Process

- Pass/fail qualification check first (see Section 6)
- Independent scoring by 3+ evaluators against published criteria
- Shortlist 3 vendors for vendor presentations and reference checks
- Award decision within 4 weeks of response deadline

Price Reasonability Check

Bids more than 20% below the average of all bids will be flagged for additional scope review. The lowest IT bid is often the lowest because scope was excluded.

9.0. Submission Instructions

Response deadline: *[e.g., Friday MM/DD/YYYY at 5:00 PM Pacific]*

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

Response format: *[e.g., PDF response (max 25 pages) + Excel pricing spreadsheet]*

Page limit (excluding pricing + appendices): *[e.g., 25 pages]*

Required attachments: *[e.g., Insurance certificates, BICSI certs, references, sample as-built]*

Q&A Window

Q&A submission window: *[e.g., Questions due by [DATE]; consolidated answers shared with all bidders by [DATE]]*

Single point of contact for questions: *[e.g., procurement@yourcompany.com]*

Pre-Bid Conference (Optional)

Pre-bid conference details: *[e.g., Optional virtual session [DATE/TIME] — register at [LINK]]*

10.0. Terms and Conditions

By submitting a response, vendors agree to the following terms. Any exceptions must be explicitly listed in the response.

Liability and Insurance

Required insurance coverage: []

Indemnification language: []

Intellectual Property

IP ownership of deliverables: *[e.g., All as-built docs, test reports, and project documentation are buyer property]*

Data Handling

Confidentiality requirements: *[e.g., NDA required at award; vendor may not disclose project details]*

Termination

Termination clauses: *[e.g., Termination for convenience with 30 days notice; termination for cause with 10 days cure period]*

Appendix A. Floor Plans and Site Lists

Attach floor plans and site lists here. Per-location detail enables accurate per-site bids.

Appendix B. Existing Equipment Inventory

Attach current hardware inventory by location.

Appendix C. Pricing Spreadsheet Template

Attach the SRS Networks IT RFQ Pricing Spreadsheet (free download at srsnetworks.com/what-is-an-rfq-for-it-projects).

About This Template.

This template is published free by SRS Networks — a nationwide structured cabling and IT infrastructure deployment firm headquartered in Salinas, California, serving multi-site enterprises and channel partners across all 48 contiguous US states since 1996. SRS Networks has completed 500+ deployments across 5,000+ sites.

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More IT procurement resources at srsnetworks.com/rfp-vs-rfq-vs-rfi-for-it-projects