

**RFI-Request for Information**

**Title:**

**SECTION A. INTRODUCTION**

**SECTION B: REQUEST FOR INFORMATION**

This RFI outlines the type of information being solicited and response structure requested from potential respondents.

1. **Background**

The State is considering issuance of a Request for Proposals (“RFP”) from qualified vendors to [Example: provide and implement a web-based software system for Electronic Procurement to increase efficiencies in the statewide procurement process.] Some of the goals of the upcoming RFP will be to:

* Provide…
* Service…
* Develop…
* Deploy…

1. **RFI Response**

The following outline is intended to standardize and structure responses for ease of analysis. *Do NOT include a cost proposal with the RFI response as cost shall not be considered with this RFI.*