PROPOSAL TEMPLATE QUESTIONAIRE
Please Answer All Questions Prior To Submitting to Marketing For Formating.
(This a PDF but it should open in WORD)

Section: **Company Name & Website URL**

- (Name)

- (URL)

Section: **Project Title**

- (Title)

Section: **Scope of Work**

(Outline)

Section: **Project Overview**

Outline what we will create, how we will assist the client, and all details about the project and clients expectations

Section: **Development Methodology**

If not Agile, please include details

Section: **Delivery Model When Dealing with Multiple Timezones**

- (Timezone Note)

- (The ways Intertech will ensure collaboration with the internal development teams that may be located out of state or in other timezones?

Section: **Additional Team Notes That May Be Required**

- (If co-development – outline how our agile team will fit in with internal team agile processes?)

- (If a temporary resource is required (specialized skill or short term team) how is this handled?)

- (What involvement will the client have in selecting the team?)

- (Will this be "right to hire/contract to hire" or not — so expectations are set)

- (What will be the transition plan when the project is completed and handing off to client?.)

Section: **Project Deliverables**

(List)

Section: **Assumptions**

- (Assumption...)

- (Assumption...)

- (Assumption...)

- (Assumption...)

- (Assumption...)

- (Assumption...)

- (Assumption...)

- (Assumption...)

Section: **Intertech Competencies**

- (Intertech's resource availability for Tech Stack — Related to what project requires)

- (Scalability Note)

- (Ability to support and maintain project based on your information and client expectations)

- (Note on how Intertech will retain the (a) talent that will be on the project and (b) document the knowledge so others can step in and support based on project requirements)

Section: **Project Resources Required To Accomplish**

List each type of resource and quantity needed for this project

Section: Project Duration & Investment

A shop rate is preferable to hourly rate if possible, and total range the other format that is acceptable, along with an estimated project duration.

NOTE: If hourly rates are required include one resource at the lowest hourly rate possible to offset any shock and align us with other firms undercutting the market

- (Duration estimate)

- (Investment outline)

- (Outline ideas that can help optimize the costs for the project & client)

- (Outline recommended in-person engagements to build team and improve delivery)

Section: Intertech Mentoring & Training

- (Outline how we keep our consultants up to date)

- (Outline how Intertech can help client pivot to new technology or get up to speed quickly)

Section: Intertech Overview

This section will include an overview that speaks too company longevity and sustainability to alleviate any concerns that the project will not be completed: *(Marketing will write the content. AEs select the companies and case studies that will be featured.)*

Include this section: Yes or No

If yes, list any (1) company names and (2) corresponding case studies that may apply to these companies

Case studies can be found here: https://www.intertech.com/case-study-links-all/

C1
Company Name:
Link to case study:

C2
Company Name:
Link to case study:

C3
Company Name:
Link to case study:

Section: Anything Else Requested On RFP

Because RFPs are often specific, make sure to add all RFP questions that require an answer below here, and then fill in any areas above that have not been answered on the RFP

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Section: AE that will be on the bottom of the proposal

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