**Request for Information**

**Project Name:**

**Project Manager:**

**Date:**

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# 1.0 Introduction

# 2.0 Overview

# 3.0 High Level Requirements

|  | *Functional Requirements* | *Meets Functional Requirements A = Available N = Not Available C = Available with Customization* |
| --- | --- | --- |
|  | **1.0** |  |
| 1.1 |  | A  N  C |
| 1.2 |  | A  N  C |
| 1.3 |  | A  N  C |

# 4.0 Response Instructions

### 4.1 Vendor Profile

### 4.2 Qualifications

### 4.3 References

### 4.4 Summary of Financial Position

### 4.5 Product Profile

# 5.0 Confidentiality

It is understood that receipt of this RFI is covered under an executed Non-Disclosure Agreement between <Company> and your organization. Your organization is not allowed to discuss any part of this RFI or the proposal itself with any organization that is not under an executed Non-disclosure agreement with <Company>. Please contact <Company> immediately in the event you need to work with a 3rd Party organization on this proposal.