IT Services Request for Information (RFI) Template

1. Company Information

Company Name

Contact Person

Email Address

Phone Number

Address

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2. Project Overview

Project Title

Project Description

Objectives

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3. Scope of IT Services Required

Services Needed

Expected Deliverables

Preferred Technologies/Platforms

4. Vendor Information

Vendor Name

Company Profile

Relevant Experience

Client References

5. Timeline and Budget

Estimated Project Start Date

Expected Completion Date

Budget Range

6. Evaluation Criteria

Criteria for Vendor Selection

7. Submission Guidelines

Submission Deadline

Submission Instructions

Questions/Clarifications Contact