Request for Information (RFI) Template

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This **Request for Information (RFI) template** was designed to support governments in developing successful RFIs. A well-executed RFI can be a powerful tool to 1) gather valuable information from the vendor community and other stakeholders to inform the design of a subsequent RFP; 2) learn about new technologies, innovations, or approaches; and 3) make decisions about project scope, program structure, and what might reasonably be asked of a vendor.

This template contains all major sections of a results-driven RFI. In each section, supplement and customize our starting language with text specific to your government.

**Request for Information (RFI):**

[RFI Topic/Title]

[Name of Agency/Department and Government]

[Issue Date]

1. **RFI Overview**

[Insert a brief (2–3 sentence) summary of the information requested by the RFI.]

Please note that this Request for Information (RFI) is for informational purposes only, and no contract will be awarded as a result. A firm or organization’s response to the RFI⁠—or lack thereof—will have no impact on the evaluation of responses to any subsequent Request for Proposals (RFP) or Invitation to Bid (ITB) released. Responses will be used solely for information and planning purposes.

Please note that all responses will be public record. **Do not submit confidential information in your response.**

* 1. **RFI Contact**

We have designated the following individual to serve as the official point of contact for this RFI. This individual is the only authorized contact permitted to communicate on behalf of the [Name of Agency/Department] about this RFI.

Contact information for RFI point of contact:

[Name, Title]

[Department/Agency Affiliation]

[Email]

[Phone number]

* 1. **Submission Details**

[Here you will provide details on how to submit RFI responses. Your government may have a dedicated e-procurement portal with a submission box set up to receive responses, or you may wish to collect responses via email, a survey response, or physical copy.]

Please submit your responses to this RFI via [email to the RFI point of contact/e-procurement portal] before the due date identified in Section 1.3. When submitting your response, please [insert any requirements for submission, such as file size, email subject lines, number of attachments, etc.]

Physical (paper) copies of RFI responses are Also Allowed/Not Allowed/Optional. If Allowed or Optional: Physical copies must be delivered to the address identified for the RFI contact before the due date.

If you have any questions about this RFI, please direct them to the RFI contact during the appropriate period identified below in Section 1.3.

* 1. **RFI Timeline**

Please review the below RFI timeline. Dates may be modified or amended by the [Name of Agency/Department], which will post an amendment to this RFI notifying prospective respondents of any change.

* RFI Released: [Insert Date]
* RFI Conference: [Not Applicable or Insert Date]
* Deadline for Questions: [Insert Date]
* Responses Due: [Insert Date]
  1. **RFI Conference / Information Session**

[An RFI Information Session can be a useful opportunity for the Agency/Department team to explain more details about the goals and purpose of a complex RFI, and answer questions from potential respondents directly. An RFI Information Session should be optional, not mandatory, for respondents, and can be recorded to be viewed later by respondents unable to attend. If an RFI Information Session will not be held, you may remove this section.]

An optional RFI Information Session for this RFI will be held to answer questions from prospective respondents. During the Information Session, [Name of Agency/Department] staff will summarize the goals of the RFI, and the information requested. [Name of Agency/Department] staff will take questions from prospective respondents and community members during the Information Session. Any answers given at the Information Session are tentative, and final answers will be provided via a Q&A document released after the Deadline for Questions identified in Section 1.3. A recording of the RFI Information Session will be posted to [Insert Website].

1. **Background Information**
   1. **Goals and Outcomes**

[Describe the outcomes you are seeking from your RFI. Please see the attached template instructions (link) for guidance.]

* 1. **Background**

[Describe the background that led to the issuance of this RFI. Please see the attached template instructions (link) for guidance.]

1. **Information Requested**
   1. **Who We’re Looking For:**

[Describe who you’d be especially interested in having respond to the RFI. Consider both the basic features of these respondents (e.g., community-based organizations or subject matter experts) and the capacities that you would expect qualified respondents to have.]

The [Name of Agency/Department] is especially interested in hearing feedback on this proposed project from the following firms, organizations, or individuals: *[Community Organizations/Subject Matter Experts/Vendors/Service Users/Professional Associations/etc.]*

* 1. **What We’re Looking For:**

[Describe what information you hope to receive in response to this RFI. Consider breaking down this list of information into categories or listing specific questions you would like to see answered.]

Respondents are invited to provide information on the following subjects of interest to the [Name of Agency/Department]: *[Feedback on Planned Approach/Information about Y Technology Marketplace/How Project will Impact X Community/etc.]* Information provided should total no more than [Insert Number] total pages. Respondents [May/May Not] include additional attachments with their response document.

1. **Appendix**

[Provide any additional background information or context that may be useful to respondents in drafting their responses.]

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| The [Procurement Excellence Network](https://www.procurementexcellencenetwork.org/) (PEN) is a free, online community for public sector leaders seeking to transform their jurisdiction’s procurement practices. It offers virtual trainings, tools, templates, and coaching, while building peer connections for leaders as they launch efforts to make procurement more strategic, fair, and innovative. PEN is an initiative of [Partners for Public Good](https://partnersforpublicgood.org/) (PPG), a 501(c)(3) non-profit organization that helps state and local governments use key operational levers—procurement, workforce, digital infrastructure, and budgeting—to drive public impact.  Partners for Public Good is grateful for support from Bloomberg Philanthropies.  © Copyright 2025 Partners for Public Good |