



PROCUREMENT EXCELLENCE NETWORK

Partners for **Public Good**

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Solicitation Getting Started Toolkit: *Worksheet for Getting Started on an RFP*

Instructions: This worksheet is designed to jumpstart your brainstorming about the important questions that will guide the development of your RFP! With the team working on your RFP, push yourself to answer these questions before you put pen to paper to start drafting. We recommend you also keep track of where you don't have all the answers immediately and may need to gather more information before drafting. Other documents in this **toolkit** include:

1. A procurement intake form, and
2. A guide to kickoff meetings with departments

This worksheet pairs well with our **Guidebook: Crafting a Results-Driven Request for Proposals (RFP)**, which provides additional instructions about designing and drafting a results-driven RFP.

10 Guiding Questions For Getting Started On Your RFP:

	Answer:	Open questions / additional information to gather:
<p>1 PROBLEM</p> <p>What is the problem this procurement is intended to help address? How have you tried to solve this problem in the past?</p>		
<p>2 GOALS</p> <p>What outcome goal(s) is the department trying to make progress on? What is the gap between where you are today and where you want to be?</p>		

	Answer:	Open questions / additional information to gather:
<p>3 TARGET POPULATION</p> <p>Who is the target population, or intended user, for this product or service? Describe this population and their needs.</p>		
<p>4 METRICS</p> <p>How will you measure using data whether you have made progress on the goal(s) you defined in question 2? Which metrics can be used to measure progress towards that vision?</p>		

	Answer:	Open questions / additional information to gather:
<p>5 CONTRACT MANAGEMENT</p> <p>What contract management activities will provide sufficient oversight? Consider required progress reporting, meeting frequency, and data collection.</p>		
<p>6 REQUIRED SCOPE</p> <p>What does the vendor need to do as part of the Scope of Work? Which elements are required to:</p> <ul style="list-style-type: none"> • Realize your outcome of interest • Comply with the law, or • Align with your government’s priorities 		

	Answer:	Open questions / additional information to gather:
<p>7 INNOVATIONS</p> <p>Where could you adjust the Scope of Work to allow vendors flexibility to develop innovative solutions? Which specifications and requirements can be loosened or eliminated? Where can you ask vendors to use their expertise to propose a solution?</p>		
<p>8 INCENTIVES</p> <p>What payment and timing structure will align vendor incentives with cost-effective performance? Where might there be opportunities to link provider payments to results? What contract term or length is most appropriate?</p>		

	Answer:	Open questions / additional information to gather:
<p>9 CHALLENGES & RISKS</p> <p>What is keeping you up at night about this procurement? What are the biggest risks to successful service delivery? How will you mitigate these?</p>		
<p>10 SCORING CRITERIA</p> <p>Which priorities are most important to integrate into scoring criteria? What specific proposal questions best capture those priorities?</p>		

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The **Procurement Excellence Network** (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** (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.

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