# Request for Proposals Template Organizational Business Plan Development for [your CLT]

## Project Summary

Provide a 1-2 paragraph summary of the work you are contracting for.

## About [your CLT]

*Provide a brief overview of your CLT, including mission, vision, and values.*

## Project Background

*Explain where this project fits into the work already completed and underway.*

## Project Outline & Deliverables

*Outline key tasks involved in developing the business plan, including:*

* *Benchmarking & model evaluation (assess current state of CLT, research relevant case studies, assess land acquisition opportunities)*
* *Business plan design & finalization*

*Be explicit about deliverables (i.e., presentation to board; interim report; final report) and opportunities for feedback from the CLT*.

## Project Timeline

*Assign dates to key project milestones, including notification of successful candidate. When creating the timeline, consider realistic timeframes for each activity, as w*ell as your internal capacity to provide guidance and feedback.

## Project Budget

*Suggest a budget for the scope of work and note conditions under which the final price could be adjusted.*

## Proposal Evaluation

Describe how proposals will be evaluated - based on what criteria, and by whom.

## Proposal Requirements

Describe formatting requirements & expected length as well as required content, such as:

* Cover letter
* Work plan
* Qualifications
* Overall project cost and pricing
* Client list/related work
* References
* Resumes for key personnel

## RFP Close Date and Time

Provide the deadline for proposals and describe how they should be submitted.

## Communication

Provide contact information and preferred contact method for project inquiries.

## Additional Information

Share any additional documents that may help inform proposals - for example, any previous plans or reports developed.