



# PROPOSAL KIT SAMPLE

## Request for Proposal (RFP) Sample

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Title Page, Table of Contents, Cost Summary, Client Operations, Format, Project Background, Installation Details, Security Devices, Evaluation, Requirements, Qualifications

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# Security System for IBT Manufacturing

IBT Manufacturing  
1000 Main Street  
Building A  
Atlanta, Georgia 30331

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[www.IBTManufacturing.com](http://www.IBTManufacturing.com)

July 3, 20xx



## REQUEST FOR PROPOSAL

Prepared by: Richard Sharp  
Facilities Manager

### DESCRIPTION

IBT Manufacturing is in need of a security and fire system for two buildings with 24-hour monitoring and incident response.

IBT Manufacturing is accepting proposals from qualified companies from now until August 21.

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# TABLE OF CONTENTS

Client Operations.....	2
Project Background .....	3
Requirements .....	4
Format .....	5
Cost Summary .....	6
Installation Details.....	7
Security Devices.....	8
Evaluation.....	9
Qualifications.....	10

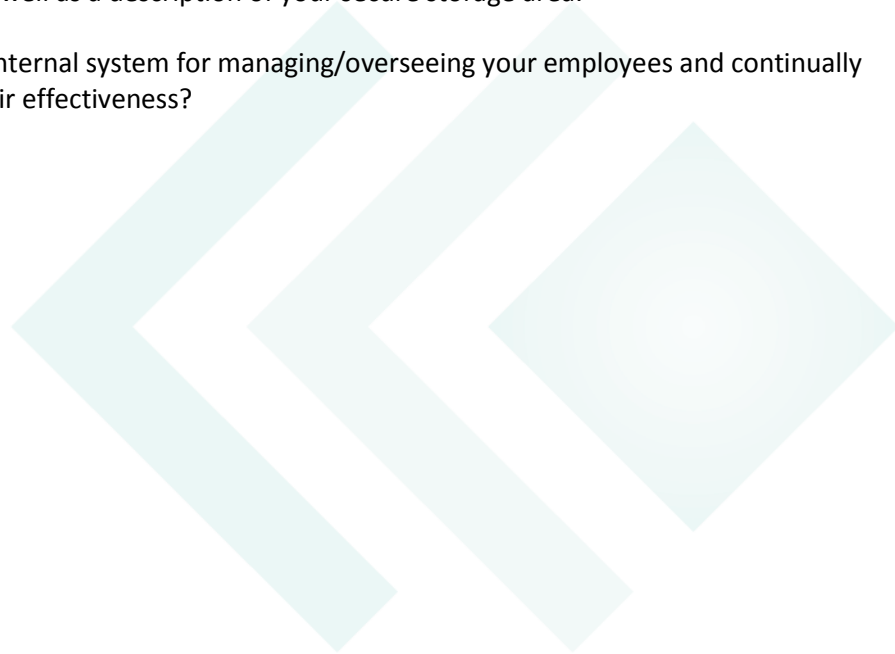




# CLIENT OPERATIONS

Describe the typical daily processes involved in your security monitoring operations. Include the following information:

- ◆ Describe the office or area from which our system would be monitored, including descriptions of equipment used or available and personnel involved in typical tasks.
- ◆ What are your requirements for hiring security personnel?
- ◆ How do you train your security personnel?
- ◆ How many employees would typically be involved in monitoring our security systems on any shift?
- ◆ How would employees ensure that all system components are functioning correctly?
- ◆ How would employees discover a security breach or alarm from our system?
- ◆ Describe in detail your process for responding to a suspected security breach or alarm. Include typical response times. Include statistics on results of responding to breaches/alarms, including false alarms, arrests, and so forth.
- ◆ Include a description of your process for labeling, storing, and retrieving security recordings, as well as a description of your secure storage area.
- ◆ What is your internal system for managing/overseeing your employees and continually evaluating their effectiveness?





# PROJECT BACKGROUND

IBT Manufacturing is seeking proposals from established security firms to provide security and fire alert systems with 24-hour monitoring and incident response for our corporate campus at 1000 Main Street in Atlanta, Georgia.

We need secure and continuous monitoring of all areas of our corporate campus, including building interiors and exteriors, parking lots, loading docks, and outdoor areas.

## Description of Buildings:

Bldg 1 – Two story office building, 15,000 square feet on each floor, with 11 offices, 1 kitchen, and two restrooms per floor.

Bldg 2 – One story manufacturing/warehouse facility, 20,000 square feet, two loading docks.

See detailed downloadable blueprints of our buildings and campus on our website:  
[www.IBTManufacturing.com](http://www.IBTManufacturing.com)

## Notes:

All rooms within our two buildings must be constantly monitored for smoke, fire, and carbon monoxide. Most rooms should include sprinkler fire suppression systems, but our two computer server rooms (Bldg 1 – 625 square feet; Bldg 2- 500 square feet) need specialized fire suppression systems to protect our computer equipment and data.

See the Requirements page in this RFP for a summary of our requirements for this project, and see other pages for details on information required in various proposal sections.

Please format and submit your proposal according to instructions on the Format and Evaluation pages of this RFP.

Questions may be directed to:

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1000 Main Street  
Building A  
Atlanta, Georgia 30331  
555-555-5555 ext 41  
[rsharp@IBTManufacturing.com](mailto:rsharp@IBTManufacturing.com)





# REQUIREMENTS

Requirements for submitting a proposal and estimate for our project include:

◆ **Proposal bidders must have a minimum of 3 years of experience**

Explain training and experience of all personnel that will monitor and respond to the security system. See the Qualifications page in this RFP for more details on the information needed.

◆ **All components of fire and security systems must be purchased and installed by bidder.**

Provide details of the recommended components on the Security Devices page, and details and schedule for installation on the Installation Details page.

If you propose to use a subcontractor for installation, describe that subcontractor's history on the Installation Details page.

◆ **Systems must be monitored 24-hours a day, 7 days a week.**

Describe your monitoring operation and personnel, as well as your procedure for responding to alarms. See the Operations page for a description of details to provide.

◆ **Alarms must be answered within five minutes.**

Describe your process for responding to alarms and provide typical response times. See the Operations page for a description of details to provide.

◆ **Security recordings must be stored for 30 days.**

Describe your system for labeling, storing, retrieving, and destroying video footage. See the Operations page for a description of details to provide.





Every proposal submitted should adhere to the following format guidelines:

### **Submission Format**

Submit proposals in printed format only, on 8.5 x 11 size pages with margins of at least 1 inch. Three copies must be submitted, as described on the Evaluation page.

### **Length**

Proposals of up to 30 pages will be accepted. We expect most proposals to be in the 8-20 page range.

### **Required Sections**

All proposals must include the following sections in the following order: Title Page, Contact Information with signature of authorizing company official, Recommended Security Devices, Installation Details, Operations, Cost Summary, Qualifications. Additional sections may be included. Each section may consist of one or more pages.

See the Security Devices, Installation Details, Cost Summary, and Qualifications pages in this RFP for more details on information to include in those sections.

### **Fonts**

Fonts used should be Times New Roman or Helvetica no smaller than 11 point type.

### **Additional Information**

See the Evaluation page in this RFP for criteria on which each proposal will be evaluated.



# COST SUMMARY

Provide the following cost information for the project:

- ◆ Cost of all security and fire detection system components.
- ◆ Cost of installing and testing all components.
- ◆ Ongoing costs of 24-hour monitoring of installed systems, monthly and yearly.
- ◆ Per-incident cost of responding to alarm or perceived problem.
- ◆ Maintenance and update costs.

Provide a copy of your standard contract that specifies all of the above.





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[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

