



Quick Facts
LENGTH 2 Hours
CONTACT HOURS 2
START TIME Self-Pace
END TIME Self-Paced

Request for Proposal (RFP) Template

Course Description:

The purpose of this training session is to review the Request for Proposal (RFP) template, its contents, and how to use the template when creating an RFP. The training session is an online session.

Audience:

- Professionals whose job responsibilities include developing and conducting RFPs.
- Agency Procurement Officers (APO), College/University Procurement Officers (CUPO).

Objectives:

At the completion of this training session, you will be able to do the following:

- Outline the sections in the RFP template
- Describe the purpose of the sections included in the RFP Template
- List the steps to find the RFP Preparation Scorecard
- Describe the procedure for completing and submitting the RFP template

Prerequisites:

- Basic Certification completed

To register for this course, click this link: [Learning Management System \(LMS\)](#)