

[Date]

PREVIEW

[Name and Address]

Dear [Name]:

[NAME] recently initiated a corporate wide effort to improve profitability and enhance its competitive position through aggressive cost management. The development of long term, collaborative relationships with select vendors could be a key cornerstone of this strategy. Accordingly, [NAME] has formed a Team to examine cost reduction opportunities associated with the operation of its business.

[NAME] desires to reduce its costs while improving quality and service by establishing stronger and closer relationships with fewer vendors. [NAME] believes that this initiative will increase benefits substantially for both [NAME] and its vendors by determining methods of joint process improvement.

As part of this effort, [NAME] has initiated a prioritized review of all materials and methods used in the purchasing process. Sourcing teams are formed to investigate and research each different category of goods and services purchased by [NAME]. Each team is made up of a member from the Strategic Sourcing Group and corporate and/or division personnel needed to provide a thorough understanding of the item(s) under consideration. This understanding includes an exhaustive study of the historical methods, materials and price structure of each item. This information may be used to generate a Request For Proposal (RFP) and hopefully structure new vendor relationships.

Your company is being offered the opportunity to submit a proposal in response to the attached RFP. Questions or comments regarding this RFP should be directed to the attention of:

[Name]
[Company]
[Address]
[City, State, Zip]
Telephone : [*]
Fax [*]
E-mail [*]

THANK YOU

Please send all reply forms and any required additional data back as one package. The Intent to Respond Letter must be returned by [*Date]. All other forms are due by [*Date]. The preferred method for delivery is by e-mail. You may deliver hard copies of your response by fax or any other delivery method.

The Sourcing Team will review the responses to this RFP and may have discussions with the vendors that respond. You may be contacted to provide additional information or to make arrangements to schedule an on-site visit. The Sourcing Team desires to

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complete the evaluation process by the end of [*Date]

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Thank you in advance for the time and effort put forth in responding to this RFP; we look forward to reviewing your proposal.

Very truly yours,

*[Name and title]

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THANK YOU

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Instructions to Suppliers:

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In order for your company to provide goods or services on the above purchase or project, important terms and conditions must be agreed to before [NAME] will begin serious price and other discussions.

[NAME] does not want to have two sets of negotiations: one on the goods or service being purchased and the other on the contractual terms and conditions. Examples of some contractual terms that buyers and sellers may disagree on include warranty, indemnity and choice of law.

In order to avoid this problem, the Supplier must either accept the attached sample Agreement and its terms and conditions or specifically state in writing any exceptions,

concerns or modifications that it desires to make in the Agreement or its terms and conditions and exhibits, if any. The exceptions must be resolved before [Name] will consider the Supplier for the purchase or project. Thereafter, [Name] will not entertain any changes to the Agreement or the terms and conditions contained therein.

A copy of the general terms and conditions are attached to this letter. Please sign the enclosed terms and conditions and return the Agreement to my attention at the above address.

This document is accepted and agreed to by the Supplier by and through its duly authorized officers, agents, trustees, attorneys-in-fact or representatives.

BUYER
Signature: _____

SUPPLIER
Signature: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Tax I.D. Number: _____

THANK YOU

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INTENT TO RESPOND LETTER
PREVIEW

Date: _____

TO:

*[Name]

[Company]

[Address]

[City, State, Zip]

Fax [number]

E-mail: [email]

FROM:

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Contact Name: _____

Company Name: _____

Company Address: _____

Telephone: (____) _____ (____) _____

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E-mail: _____

We intend to respond to the Request for Proposal by the due date: ____ YES ____ NO

Company Name

Date

Contact Name

THANK YOU

Signature

By signing the above I certify that I am authorized by the company named above to respond to the Request For Proposal

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1. REQUEST FOR PROPOSAL

1.1. Purpose:

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The purpose of this RFP is to provide interested vendors with the opportunity to discuss becoming a vendor of choice to [NAME], sufficient information to enable interested vendors to submit a response to this RFP and, instructions, specifications and process to be used in this RFP.

1.2. Overview and Background:

[Explain the spend cycle for the product or service under consideration.]

[i.e. [NAME] spends approximately [*\$] annually for [fast and efficient overnight delivery of both letters and parcels. These costs are increasing as the company continues to expand.]

[This information is provided to assist the response of this RFP. [NAME] is unable to guarantee these volumes.]

Each vendor is encouraged to provide price quotations for the full range of services contained in this RFP. Any limitations that your company may have related to any of the specified products should be noted in your response.

1.3. Instructions and Submission Guidelines:

Please submit your response in the suggested format which is outlined in this RFP. Please complete all forms and label all responses accurately. Please read the entire RFP and direct any questions to the [NAME] contact listed in the cover letter. All required forms are contained in Exhibits which are attached to this RFP.

[NAME] is keenly interested in the following information about the companies who respond to this RFP. Please place particular emphasis on aspects of commercial differentiation, Why does your company stand out?

[NAME] may propose a business relationship which is different from the traditional model. [NAME] seeks a high level of trust, openness and commitment.

1.4. Review of Response:

[NAME] reserves the right to select and negotiate with those vendors it judges qualified for competitive selection and to terminate negotiations without incurring any liability. [NAME] also reserves the right to reject any or all proposals without explanation.

1.5. Confidentiality

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This RFP is strictly confidential and proprietary to [NAME]. [NAME] reserves the right

to recall the RFP in its entirety or in part. Vendors agree that they will not duplicate, distribute, disseminate or make available this RFP or the information contained in it without the express written consent of [NAME].

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1.6. Reports:

It is anticipated that the vendors which are selected to work with [NAME] will be required to submit periodic customized reports detailing the purchasing activity generated by the Agreement which may result from this RFP. These reports will serve as the basis for monthly activity tracking and annual performance reviews of the vendor.

1.7. Final Agreement:

This RFP assumes the contract and the terms and conditions contained herein will be the Agreement which may ultimately be reached. Important contractual terms include warranty, indemnity, choice of law and other contract terms. The vendor must either accept the Agreement's terms and conditions or, specifically state in its response, any exceptions, concerns or modifications that it desires to make in the Agreement, its terms and conditions and exhibits, if any.

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Once selected and after the RFP process is completed, [NAME] may not entertain any changes to the Agreement or the terms and conditions contained therein.

1.8. Technical Competency:

[NAME] desires to use technology to its fullest. [NAME] seeks companies who can help [NAME] identify and use new and innovative technologies to manage and improve its business.

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1.9. Competitive Pricing:

The vendor must provide extremely competitive pricing, not only at the beginning of the relationship, but on an ongoing basis. [NAME] desires to purchase from vendors who

demonstrate viable competitive pricing and high value added services.

THANK YOU

1.10. Product Quality:

[NAME] desires to purchase from vendors who demonstrate a proven quality track record for their products and have a quality monitoring control program in effect.

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1.11. Delivery Capability:

[NAME] desires to purchase from vendors who demonstrate a proven track record in the area of on time product delivery.

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1.12. Environmental Responsibility:

[NAME] desires to purchase from vendors who demonstrate their operation as environmentally sensitive and who quickly respond to environmental issues arising from the operation of their business.

1.13. Value Added Services:

[NAME] desires to purchase from vendors who demonstrate a desire to develop a long term relationship with [NAME]. This will be conveyed by a willingness to flexibly address any special requirements and provide dedicated account management for all areas of purchasing and supply. Demonstrated capability in the area of process improvement engineering towards mutually beneficial goals is also extremely important.

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1.14. Non Discrimination and Minority Owned Businesses:

[NAME] desires to purchase from vendors who comply with all state and federal laws concerning non discrimination and promotion of minority owned businesses.

1.15. Expenses and [NAME] Liability:

The vendor agrees by responding to this RFP that [NAME] shall assume no liability of any kind which may or could arise out of this RFP, including but not limited to any damages or any other claims which could or may potentially arise.

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The vendor agrees to pay any and all expenses, costs, risks or losses which could or may arise in responding to this RFP.

[NAME] accepts no responsibility for the expenses related to the development and/or the submission of this RFP or the Vendor's response thereto.

1.16. Legal Status Of This RFP And The Vendor's Response:

This RFP does not constitute:

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1. an offer which may be accepted and thereby form a legal and binding contract,
2. a contract in entirety,
3. a bid, or
4. a request for a quote.

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[NAME] is simply seeking information that may or may not be used to choose a vendor and make a purchase. Accordingly, [NAME] may refuse to award a contract, therefore

this RFP is not an invitation to bid or a request for a quote which could imply that an award will be made. No such binding commitment exists in this RFP.

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[NAME] may also send out supplemental information in this RFP process. [NAME] reserves the right to include other vendors at any stage of the information gathering RFP process. Industry or trade bid or solicitation rules do not apply to this RFP.

Any selection criteria, schedules or timetables are for illustrative purposes only; they are not meant to and do not give rise to any express or implied legal duties which may be imposed on [NAME]. The vendor agrees to the limitations and terms contained in this RFP by the vendor's signing the Intent to Respond Letter.

If [NAME] decides on a vendor and if [NAME] decides to make a purchase, then a separate Agreement may be entered into. That Agreement will then form the legal basis, if any between [NAME] and the vendor. This RFP shall not be considered part of a contract or Agreement unless any of its exhibits, terms etc. are expressly incorporated into the agreement which may be eventually signed by the parties.

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[NAME] welcomes innovative ideas and better ways to conduct its business. Responses should offer substitutes if applicable. After the RFP process is completed and a vendor is selected, substitutions may not be allowed if they are deemed inferior for any reason by [NAME]

1.17. Security of the Response to this RFP:

[NAME] seeks as much information as possible to make a buying decision. [NAME] does not intend to make the responses to this RFP public. [NAME] may, however, use any information such as prices, ideas or proposed solutions which are contained in any response to help [NAME] make its decision. This could include asking other vendors about such information which may be contained in competing responses.

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[NAME] may reject any or all responses to this RFP

1.18. Authorized Signatures:

An authorized representative must complete and sign the Submission Signatures form which is attached to this RFP.

THANK YOU

2. EXHIBIT 1

2.1. Product or Service Specifications

[This exhibit contains [NAME] information and concerns. Insert the product or service specifications.]

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This exhibit details product specifications on the products or service applicable this RFP.

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Please describe how your operations fit with the specifications by detailing how your operating procedures would work in similar situations. Include variations for each [NAME] division if required.

2.2. RFP Deadlines

[Insert the deadlines for this RFP]

3. EXHIBIT 2

Vendor's Response to this RFP

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3.1. Requested Company Information

Responses to this RFP should include:

1. Vendor Information: Please complete the vendor Information and References form located in Exhibit 3 and return it with the rest of the RFP package.
2. Company Name,
3. Home office address,
4. Location that will service [NAME],
5. Company history,
6. Company profile,
7. Number of employees,
8. Company profile- Dunn & Bradstreet Information
9. How long in business
10. Company's expertise
11. Number of locations- nationwide or regional coverage
12. Source of supply
13. Client and trade references
14. Quality assurance and Quality control process
15. A description of how your company can meet all of the requirements stated in this RFP.
16. Any changes you feel would improve the process to increase operational efficiency and/or reduce costs. Include as much detail as necessary to provide a complete description.

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3.2. Pricing Components:

[Insert information concerning pricing components]

3.3. Set-Up:

[Insert information concerning set up requirements]

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Detail any charges or bonuses associated with engaging in business with your corporation as a single source vendor for [NAME].

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3.4. Product Cost:

[Insert information concerning product costs]

Detail cost per unit for each product category. Indicate volume pricing tiers and the associated reduced cost per unit for each tier level.

3.5. Discounts and Price Reductions:

[Insert information concerning discounts and cost reduction structure for volume purchase]

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Detail any discounts given for use of electronic data input or electronic file transfers, prompt payment, etc. and any time frames associated with use of these.

3.6. Price Protection and Caps:

[Insert information concerning price protection and price increase caps]

Detail the price protection terms and associated time frames you will offer [NAME].

3.7. Process Improvements

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[Insert information concerning process improvements]

What innovative solutions can your company provide that will produce a lower investment of purchase dollars.

How will your company implement those solutions?

Items of concern to [NAME] include:

1. Improvement of [NAME] ordering technology.
2. Product specification changes that would lower costs while maintaining the quality levels set forth in the RFP.
3. Pooling other products or services (alarm systems, safes, contract guards etc.) with other product divisions of your company or alliances you might have already formed. This could be used to increase total sales volume.

THANK YOU

Please outline any process improvements that your could recommend.

4. **LegalFormsForTexas.Com**

4.1. Intent to Respond Letter

[Insert the Intent to Respond Letter]

PREVIEW

4.2. Vendor Information and References Form

[Insert the Vendor Information Reference Form]

4.3. Contractual Agreement

[Insert the Basic Contract -this is found in the purchasing folder]

4.4. Commercial Terms and Scope of Work and Specifications

[Insert Exhibit A Product specifications, etc-this is found in the purchasing folder]

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4.5. Agreement Terms and Conditions

[Insert Exhibit B Contract Terms and Conditions -this is found in the purchasing folder]

4.7. Insurance Requirements

[Insert Exhibit D - insurance requirements-see insuranc.doc this is found in the purchasing folder]

4.8. Safety Guidelines

[Insert the Safety Guidelines-see Safety.doc]

THIS DOCUMENT

THANK YOU

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VENDOR INFORMATION AND REFERENCES FORM

PREVIEW

1. Please attach a copy of your most current annual report and any other materials that you feel might help describe your company and operational procedures.
2. Please provide the following information about your company's current and former accounts. Members of the Sourcing Team may be contacting these individuals regarding this RFP.

Top Three Corporate Accounts:

| | COMPANY NAME | LOCATION | PRINCIPAL CONTACT | CONTACT PHONE NO. | NO. OF YEARS |
|----|---------------------------|----------|----------------------|----------------------|-----------------|
| 1. | PLEASE DO NOT COPY | | | | |
| 2. | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ |

Three Former Corporate Accounts:

| | COMPANY NAME | LOCATION | PRINCIPAL CONTACT | CONTACT PHONE NO. | NO. OF YEARS |
|----|----------------------|----------|----------------------|----------------------|-----------------|
| 1. | THIS DOCUMENT | | | | |
| 2. | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ |

3. Please provide a short outline of any and all lawsuits, liens, restraining orders, consent decrees or other legal/financial actions now pending or in progress involving the company or any of its officers or principals in the past three years. Please provide this information as an attachment to this form.

4. Recommended changes to improve process being supported by this RFP. Please provide this information as an attachment to this form.

THANK YOU