

# SOFTWARE RFP TEMPLATE

## For Hiring a Dedicated Development Team

A ready-to-use template covering all essential RFP sections. Fill in your details, customize the scoring matrix, and send it to potential partners.

- 7 streamlined sections with guidance
- Vendor evaluation scoring matrix
- Works for custom software, SaaS & apps



### From Saigon Technology's Experience

This template is built based on our experience delivering software solutions for **300+ global clients** across FinTech, HealthTech, and SaaS industries.

With **400+ engineers** and **85+ dedicated development teams**, we've learned that a well-structured RFP significantly improves vendor selection and project success.

## Table of Contents

- 01 Company & Project Overview
- 02 Scope of Work
- 03 Technical Requirements
- 04 Team & Timeline
- 05 Budget & Pricing
- 06 Vendor Qualifications & Evaluation
- 07 Submission Guidelines

# Section 01 - Company & Project Overview

**Company Name:** [Form Field]

**Industry/Sector:** [e.g., FinTech, HealthTech, E-Commerce]

**Company Size:** [e.g., 50–200 employees]

**Current Technology Landscape:** [Describe your current tech stack, existing platforms, and legacy systems]

## Project Overview

**Project Description:** [Text Area]

**Business Objectives:**

- [Objective 1]
- [Objective 2]
- [Objective 3]

**Target Users:** [Text Area]

**Success Metrics:** [Text Area]

## Key Stakeholders

Role	Name	Email
[Role 1]	[Name 1]	[Email 1]
[Role 2]	[Name 2]	[Email 2]
[Role 3]	[Name 3]	[Email 3]

## Section 02 - Scope of Work

### Core Features & Modules

List the main features/modules your project requires. Be as specific as possible.

- [Module 1]
- [Module 2]
- [Module 3]
- [Module 4]
- [Module 5]

### Deliverables

- [ ] Project Plan
- [ ] Source Code
- [ ] Technical Documentation
- [ ] Testing Reports
- [ ] Deployment Scripts
- [ ] Training Materials

### Out of Scope:

[Text Area: Clearly state what is NOT included]

## Section 03 - Technical Requirements

### Technology Stack

Frontend	Backend	Database	Cloud/Infra	Mobile	Other
[e.g., React, Vue.js]	[e.g., Node.js, Python/Django]	[e.g., PostgreSQL]	[e.g., AWS, Azure]	[e.g., React Native, Flutter]	[e.g., CI/CD tools]

### Integration Requirements:

[List APIs, services, or systems the solution must integrate with (CRM, ERP, etc.)]

### Non-Functional Requirements:

- Performance: [e.g., concurrent users, response time, throughput]
- Security: [e.g., encryption, auth standards, compliance (SOC 2, GDPR, HIPAA)]
- Scalability: [e.g., expected growth, auto-scaling requirements]
- Availability: [e.g., uptime SLA (e.g., 99.9%), disaster recovery]

**Development Methodology:** [e.g., Agile/Scrum with 2-week sprints, daily standups, sprint demos]

## Section 04 - Team & Timeline

### Required Roles

Role	Seniority	Quantity	Key Skills
[Role 1]	[Seniority 1]	[Quantity 1]	[Skills 1]
[Role 2]	[Seniority 2]	[Quantity 2]	[Skills 2]
[Role 3]	[Seniority 3]	[Quantity 3]	[Skills 3]

**Engagement Model:** [e.g., Dedicated team, T&M, Fixed-price]

**Working Hours:** [e.g., 4h overlap with EST]

**Communication & Reporting:** [e.g., Daily standups via Zoom, Slack for async, Jira for tasks]

### Project Timeline

Phase	Timeline
Phase 1	Week 1-4
Phase 2	Week 5-8
Phase 3	Week 9-12
Phase 4	Week 13-16
Phase 5	Week 17-20
Phase 6	Week 21-24

### Key Dates:

- RFP Response Deadline: [Date]
- Project Kickoff: [Date]
- Expected Go-Live: [Date]

## Section 05 - Budget & Pricing

**Budget Range:** [Form Field]

Fixed Price

Time & Material

Dedicated Team

Hybrid

[Description]

[Description]

[Description]

[Description]

**Payment Terms:** [e.g., 20% upfront, 30% mid-project, 40% on delivery, 10% after warranty]

**What Should Be Included in Pricing:**

- [Item 1]
- [Item 2]
- [Item 3]

## Section 06 - Vendor Qualifications & Evaluation

### Minimum Requirements:

- Requirement 1
- Requirement 2
- Requirement 3

### Required Documentation:

- Document 1
- Document 2
- Document 3

### Evaluation Scoring Matrix

Customize weights based on your priorities. Total should equal 100%.

Criteria	Weight	Vendor A	Vendor B	Vendor C
[Criteria 1]	[Weight 1]	[Score A1]	[Score B1]	[Score C1]
[Criteria 2]	[Weight 2]	[Score A2]	[Score B2]	[Score C2]
[Criteria 3]	[Weight 3]	[Score A3]	[Score B3]	[Score C3]

### Evaluation Process

1. Initial screening against minimum requirements
2. Detailed technical evaluation and scoring
3. Shortlist top 2-3 vendors for presentations
4. Reference checks and final selection

## Section 07 - Submission Guidelines

### How to Submit:

Email: [Email Address]

Format: [File Format]

### Key Dates:

Event	Date
RFP Release	[Date 1]
Submission Deadline	[Date 2]
Vendor Selection	[Date 3]

### Proposal Must Include:

- [Item 1]
- [Item 2]
- [Item 3]

### Confidentiality & NDA:

All information provided in this RFP is considered confidential and must not be disclosed to any third party without prior written consent.

By responding to this RFP, the vendor agrees to treat all information as confidential. A formal Non-Disclosure Agreement (NDA) may be required during the vendor selection process.

---

For **Saigon Technology** consultation, don't hesitate to **get in touch with us**.

This document provides a structured template for creating a Software RFP tailored for **hiring a dedicated development team**. It covers essential sections from company and project overviews to submission guidelines, ensuring a comprehensive and organized approach to vendor selection.