SAMPLE: RFP Table of Contents for a 3D Project



l.	Company Background
II.	3D Project Overview: Business Objectives, 3D Use Case(s), Intended End Users/Audiences, Measures of Success
III.	Proposal Submission Requirements & Evaluation Criteria
IV.	Project Scope: Functional & Non-functional Requirements
V.	Vendor's Company Overview (Key Points, Figures, Financial Results)
VI.	Vendor's Solution Overview:
	A. How the Vendor's Solution(s) Meets Company's Functional & Non-functional Requirements

	B. Vendor's Solution Architecture (High Level Diagram)
	C. Live Demonstration of Use Cases
VII.	Philosophy on 3D Content Creation &/or Management
VIII.	Vendor's 3D Project Implementation & Delivery
	A. Project Approach, Sample Implementation Timeline, Roles & Responsibilities
	B. Training & Roll-out
	B. Training & Roll-out
	B. Training & Roll-out C. Production Support/SLAs

Χ.	Future-proofing Your Solution
XI.	Commercial Terms (Pricing, Total Cost of Ownership)
XII.	Client References/Testimonials
XIII.	Other Questions