

<b>INTRODUCTION</b>	A summary of your Company, the problem, and the product or service you want to offer as a solution
<b>STATEMENT OF PURPOSE</b>	How does this project/partnership fit with your organization's goals
<b>BACKGROUND INFORMATION</b>	Company overview, including mission, vision, goals. Describe your leadership structure and operations. Provide Business registration and proof of good standing. Also, provide at least three references from previous customers, illustrations of past works, points of contact, financial health, any related business relationships, or conflicts of interest.
<b>SCOPE OF WORK</b>	Details about the project, including, standards, specs, features, functionality, and deliverables
<b>TECHNICAL REQUIREMENTS</b>	Logistical details: for a construction project, it is a requirement for the product/concepts to have full architectural specifications, drawings, to be Development Control Authority (DCA) approved.
<b>TARGET AUDIENCE</b>	Who you plan on reaching with this product or service, and what you know about them.
<b>BUDGET</b>	An overview of the amount of funding available for the project, along with payment schedules or other fiscal considerations. A full Bill of Quantities is required for submission.
<b>PROPOSED PROJECT SCHEDULE</b>	Estimated timelines for the project key deliverables and completion
<b>CONTRACT TERMS AND CONDITIONS</b>	Expected start and end date of the contract, renewal options, payment terms, plus incentives or penalties based on the Contractors/vendor's performance
<b>POINT OF CONTACT</b>	The name and contact details for the person who will answer questions for contractor/vendors and communicate with stakeholders