

# Template Preparation Guide: Request for Information (RFI)



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## INTRODUCTION

This guide is intended to provide information and support to public entities in the development and use of the Request for Information (RFI) Template.

Current templates are available through the SaskTenders, SaskBuilds and Crown Investment Corporation websites. The terms and conditions contained in these standard templates are regularly modified to reflect changes in legislation, contracting practices or procurement law. Public entities should ensure that the most recent versions of the templates are used.

The RFI template contains important areas that need to be well developed in order to create a strong document that is easy for suppliers to understand and respond to, and for the evaluation team to review. This guide will lead you through the process of completing the RFI template.

This document will provide guidance referencing the specific sections of the template that require input of information or data.

The template is a starting point for the creation of a customized procurement document. The intent is that you will customize the template by inserting the additional information directed in the template instructions. The intent is also to maintain a common look and feel for government competitions. Replace the words “Purchasing Entity” with the name of your ministry or Crown Corporation.

Other useful documents to be referenced are the Procurement Guide and the Scope of Work Writing Guide.

### IMPORTANT NOTE:

This template is the correct template if you:

- Intend to look for information from the supplier community to help solve a problem
- Intend to develop a second procurement document from the information provided
- Intend to collect information around the supplier community’s abilities
- Intend to develop a strategy or build a supplier database
- Do not intend award a contract or pre-qualify a supplier as a result of this process

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## 1. Introduction

The introduction provides a general overview of the RFI so that suppliers will understand the business problem or need that exists and be able to quickly determine if they ought to provide the information being requested. Be sure to include the name of the public entity that is requiring the information on the good or service. Provide a description that details information of your **Purchasing Entity** so suppliers understand to whom they will be providing the information for.

## 2. RFI Timetable

Insert the applicable dates for the RFI milestone dates. Insert additional dates for any additions steps in your procurement process as required.

## 3. Background

Insert information on the background of the project and why **Purchasing Entity** is issuing an RFI.

## 4. Information Requested

Insert what type of information is being requested. Requests should be as specific as possible with reference to **Purchasing Entity's** specific context and the project background identified in Section 3. Explain how the information will be used by the Purchasing Entity and what the expectations are going forward.

## 5. Submission Instructions

Respondents are asked to submit their information and signed Respondent Submission Form by the date indicated in Section 2 RFI Timetable to the following address and to the attention of the RFI Contact:

Insert the name and email of the RFI contact.