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**REQUEST FOR INFORMATION
(GENERIC IT)**

[BUYER Name]
[BUYER Address]
[BUYER City, State, Zip]
[Buyer Tel.]
[BUYER Fax]

[BUYER Project Name (hereinafter “Project”)]
[BUYER Project Brief Description]
[BUYER RFI No. NUMBER]

DATE OF ISSUE: [Month, Day, 2008]

RESPONSE DUE DATE AND TIME: [Month, Day, Year - Time]

SUBMISSION TO:

[BUYER Contact Person]
[Title]
[Address]
[City, State, Zip]
[Tel.]
[Fax]
[E-Mail]

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NOTICE TO VENDORS

Vendors are required to submit three (3) hard copies of their response, together with a .PDF version of their response on CD-ROM, and it shall be the responsibility of each responding vendor to assure that the respective versions are identical in content.

Buyer Contact Information

The only permitted contact by vendors is with the following BUYER official ("BUYER Contact Person"):

[BUYER Contact Person]

[Title]

[Address]

[City, State, Zip]

[Telephone]

[Fax]

[E-Mail]

Vendors shall not be permitted to contact any other employee or representative of BUYER with respect to any matter relating to this RFI, and any such actual or attempted contact

shall be grounds for termination of the offending vendor's further consideration under this RFI.

RFI Questions

Vendors may submit questions in writing (via fax or e-mail) to the BUYER Contact Person up until the closing date for submittal of such questions (see Proposed Timetable below). BUYER responses to vendor questions will be made available to all vendors in writing (letter, fax, or e-mail, as may be appropriate). In no event will oral responses to vendor questions be provided. Dates for submittal of questions and BUYER responses may be revised during the mandatory pre-bid conference.

ADMINISTRATIVE REQUIREMENTS AND INFORMATION

Introduction

This RFI is issued by BUYER to solicit information relating to the acquisition of software products and related services for the Project.

The software is required to support [DESCRIBE BUYER's basic technology need in general terms; e.g. "to support administration of BUYER's Human Resources and Payroll functions."]

Overview of BUYER

BUYER is [DESCRIBE the nature of BUYER's business, its markets, etc.].

For additional information about BUYER, you may visit BUYER'S web site at [www.buyername.com].

BUYER'S Technology Vision and High-Level Goals

[DESCRIBE BUYER's general technology vision (its long-range systems and architecture plans) and the need for the proposed solution to align with the vision.].

Specific elements of BUYER's technology vision include:

[LIST]

[LIST]

[LIST]

[LIST]

Specific Project-Related High-Level Goals

[DESCRIBE BUYER's high-level goals for the project; e.g., modern platform, ease of maintenance and effecting system changes, ease of integration, etc.].

Specific elements of BUYER's high-level goals for the Project include:

[LIST]

[LIST]

[LIST]

[LIST]

CURRENT SYSTEMS

Overview

[Name each current system.]

[SYSTEM 1]

[SYSTEM 2]

[SYSTEM 3]

[SYSTEM 4]

Summary of Current Systems

[SYSTEM 1]

[Description of SYSTEM 1]

[SYSTEM 2]

[Description of SYSTEM 2]

[SYSTEM 3]

[Description of SYSTEM 3]

[SYSTEM 4]

[Description of SYSTEM 4]

Summary of Current Applications

A summary of the applications currently running on BUYER's systems, together with a Network Diagram, are set forth in attached Appendix I.

SUMMARY OF PROJECT GOALS

Following are specific goals of the Project:

[LIST]

[LIST]

[LIST]

[LIST]

Required Database Integration

BUYER believes that, at minimum, the Project will require integration with the following existing databases:

[LIST]

[LIST]

[LIST]

[LIST]

Required Application Integration

BUYER believes that, at minimum, the Project will require integration with the following existing applications:

[LIST]

[LIST]

[LIST]

[LIST]

Required Interface Integration

BUYER believes that, at minimum, the Project will require the following interface integrations:

[LIST]

[LIST]

[LIST]

[LIST]

Business Process Integration

BUYER believes that, at minimum, the Project will require integration with the following existing business processes:

[LIST]

[LIST]

[LIST]

[LIST]

SCOPE LIMITATIONS

[Describe here your exclusions and exceptions to, and limitations on, the scope of the Project.]

PROPOSED TIMETABLE

BUYER proposes to conduct its RFI process within the following timeframes:

RFI issue date: [Month, Day, 2008]

Last vendor question date: [Month, Day, 2008]

Last BUYER response to vendor questions: [Month, Day, 2008]

Response deadline: [Month, Day, 2008]

Target date for issuance of RFPs: [Month, Day, 2008]

INSTRUCTIONS TO VENDORS

Terms and Conditions

BUYER may rely upon information provided by vendors in response to this RFI, and as such, responding vendors should submit only accurate and truthful responses regarding their products and service capabilities.

RFI Cancellation

BUYER reserves the right to cancel all or part of this RFI or waive any minor variance or irregularity. In addition, the issuance of this RFI does not create or imply any commitment to purchase any products or services from any vendor.

Amendments

BUYER reserves the right to change the schedule of this acquisition and to issue written amendments, as deemed necessary or advisable, at any time. Further, BUYER reserves the right to recall and/or reissue this RFI.

Vendor Responses

Vendor responses should consist of an accurate and thorough description of products and services, as well as an explanation of why a proposed combination of software and services would meet the goals of the Project, consistent with BUYER's current technology vision. Responses should address in detail the various elements set forth in this RFI.

APPENDIX I – CURRENT APPLICATIONS AND NETWORK DIAGRAM

Current Applications:

[APPLICATION 1]

[APPLICATION 2]

[APPLICATION 3]

[APPLICATION 4]

Network Diagram: