

Human Resources Consulting RFP Response

Date: _____

Prepared by: _____

Contact Information: _____

1. Executive Summary

[Brief overview of your understanding of the client's needs and your approach to addressing them.]

2. Company Overview

[Brief background of your firm, including relevant experience and key differentiators.]

3. Understanding of Client Needs

[Summary of your understanding of the project requirements and objectives.]

4. Proposed Approach & Methodology

- [Outline the main steps and activities in your approach]
- [Include any tools, frameworks, or technology you will use]
- [Explain timelines, milestones, and deliverables]

5. Team Structure & Key Personnel

Name	Role	Qualifications/Experience
[Name]	[Role]	[Qualifications/Experience]

6. Relevant Experience & Case Studies

- [Example project/client 1: brief summary]
- [Example project/client 2: brief summary]

7. Project Timeline

Phase	Duration	Deliverables
[Phase 1]	[Duration]	[Deliverables]

8. Pricing & Fee Structure

[Describe your proposed pricing, fee structure, and any terms.]

9. References

- [Reference Name, Organization, Contact Information]

- [Reference Name, Organization, Contact Information]

10. Appendices

- [Resumes of key personnel]
- [Supporting documents]