

RFP response template

ACSTI

Biomedical Informatics Program (BIP)

Name: _____

Department: _____

Contact information

Email: _____

Telephone: _____

- Proposal
 - Should be no longer than 5 pages.
 - Should describe how the proposed work will address the tasks outlined in the “specific tasks to be performed” section of the project description documents.
 - Should state that the project team will meet the requirements as outlined in the project description document.
 - Proposals targeting other key areas, than security and testing, of ACTSI BIP activity should describe:
 - how the proposed project fulfills BIP goals,
 - how the proposed project fulfills ACSTI goals, and
 - the linkages encouraged or established by this project.
- Key personnel
 - List the key personnel, their qualifications, and expected contributions to the project.
 - Include CVs for the key personnel.
- Budget
 - The duration of the projects will be one year with potential for competitive renewal.
 - Include a budget for year one.
- Project milestones (timeline) and deliverables
 - Each proposal must include a project timeline and a list of deliverables.
 - The project timeline should be for one year.