

REQUEST FOR PROPOSAL (RFP) EMAIL TEMPLATE - NEW VENDOR

(Note: this template is to a vendor that you've already established prior communication and signed NDA)

Subject: Request for Proposal (RFP) – [Project Name or Clinical Trial Name]

Dear [Vendor Contact's Name],

I hope this email finds you well. My name is [Your Name], and I am the [Your Title] at [Your Company Name]. For [Short Trial Number and/or Title] in [Trial Indication], we are looking at [insert # of subject] in [# of countries/ list of targeted regions]. We plan to start our submission on [insert date], and FPS (First Patient Screened) expected in [insert quarter # or specific date] . Attached please find the protocol with study details for your reference.

We would like to request a proposal outlining your capabilities and approach for supporting our trial, specifically addressing the following:

1. **Scope of Services:** A detailed explanation of how you would meet our trial requirements.
2. **Timeline:** Estimated timelines for the proposed services.
3. **Experience:** Relevant experience in similar clinical trials or therapeutic areas.
4. **Technology:** Any platforms or systems you use that align with our needs.
5. **Cost Structure:** An overview of your pricing model.
6. **Compliance:** Your approach to maintaining regulatory and GCP compliance.
7. **Other Value Propositions:** Any additional value you offer that differentiates you from competitors.

Please submit your proposal by [insert deadline]. Should you need further information or clarification, feel free to reach out. We look forward to reviewing your proposal and potentially forming a partnership.

Thank you for your time and consideration.

Best regards,

[Your Full Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

REQUEST FOR PROPOSAL (RFP) EMAIL TEMPLATE PREVIOUSLY USED VENDOR

(Note: this template is to a vendor that you've already established prior communication and signed NDA)

Subject: Request for Proposal (RFP) – [Project Name or Clinical Trial Name]

Dear [Vendor Contact's Name],

I hope you're doing well. It's been a pleasure working with your team in the past on [mention previous project], and we were very satisfied with the collaboration. We are now preparing for a new clinical trial, [Trial Name/Project Description], and would like to invite you to submit a proposal for [specific services needed, e.g., lab kit supply, patient recruitment, data management, etc.].

Given our previous work together, we believe your team's experience and understanding of our needs could be a strong fit for this trial. For your proposal, please include the following:

1. **Scope of Services:** A detailed explanation of how you would address the specific requirements of this trial.
2. **Timeline:** Estimated timelines for the proposed services.
3. **Experience:** Relevant experience in similar clinical trials or therapeutic areas. [Note: You can request to have the PM/Team you previously work with to be assigned on the project.]
4. **Budget:** An overview of your pricing model for this project. [Note: Don't feel shy to ask for the preferred partnership discount].
5. **Compliance and Risk Mitigation:** How you will ensure regulatory compliance and manage potential risks.
6. **Enhancements or New Offerings:** Any new capabilities or improvements you've made since our last engagement.

We would appreciate receiving your proposal by [insert deadline]. If you have any questions or need additional information, please don't hesitate to reach out. I look forward to the opportunity to collaborate again.

Best regards,
[Your Full Name]
[Your Title]
[Your Company Name]
[Your Contact Information]