# Request for Proposal Form

|  |  |
| --- | --- |
| RFQP Title and date |  |
| Organization |  |
| Key Personnel (name and title) |  |
| Studies interested in auditing  |  |
| Total Estimated Budget ($) (including indirect costs) |  |

**REQUEST FOR PROPOSAL**

*(Maximum 15 pages, using 11-point font size and 1-inch margins, including this cover page but excluding brief CVs. Please type in the space below each item.)*

1. **Introduction**

1. **Studies interested in auditing**
2. **Proposed scope of work and timeline** (include for each study a list and description of specific tasks for each audit and a timeline of the audits)

1. **Key personnel and responsibilities**
2. **Budget** (separate items for personnel costs and travel costs for each study. Please indicate the number of hours and the hourly rate of each member of the QA team. Please note that HEI does not pay for travel time; however, travel time can be billed if it is used for work related to the visit)
3. **Attach brief CVs of key personnel** (maximum 2 pages per person)