GENERIC PROPOSAL TEMPLATE

Your Name/Business Name
Address, email, website
Phone #s

Introduction
<*Update with project history*>
<*Example*: The <Client Name> has expressed their intent to … (train, develop a business plan, reorganize, etc.)

The <Client> has request a proposal in response to their request. <More if needed>

This proposal is for the development and delivery of <list deliverables>

Scope of Work
Working with the client <your name/organization here> will perform the following services to deliver <*final deliverables*>.

Curriculum Development – <*Include if applicable*>
Business Plan/Strategic Plan - <*Whichever is relevant*>
Facilitation Skills
Train-the-Trainer
Training Delivery

<*Provide a description of the work to be done, how, locations, etc.*>

Audience/Participants
<*Who will participate – if services like business plan identify key stakeholders who should be involved and level of involvement.*>

Course Learning Objectives <*Include if applicable*>

Program and Cost Elements - <*Include all areas of cost – not necessary to show individual costs in proposal*>

   I. **Project Name**
- <*Project Name*>

  II. **Customized Curriculum Design & Train the Trainer <Include, if applicable>**
- <*Resource Name*> will design and develop customized curriculum
- <*Resource Name*> will train the trainers on the customized curriculum

 III. **Materials**
- <*List materials to be included in the cost of the delivery and for whom they will be provided*>

IV. Instruction Parameters
- *Maximum class size: <#> participants*
- Training program is <#> hours in duration – *<specify number of hours per day and the number of days> <Example:* Five (5) eight (8) hour days>

V. Venue
- The services will be delivered *<specify locations for service delivery>*

VI. Service Delivery Schedule
- Services will be delivered on a schedule that is to be determined as agreed upon with Client
- Tentative schedule includes *<specify tentative schedule set by the client>*. Schedules are subject to service provider's availability.

VII. Cancellation Policy
Either party may terminate this agreement with thirty (30) days written notice between those parties who sign this agreement. In the event of termination, Client agrees to reimburse the CA CC for costs incurred. These costs include, but are not limited to, course development fees listed in fee section of proposal to the last day of services. Any service delivery block in progress at the time of such notice or effective date of termination shall be allowed to finish.

In case of rescheduling, or canceling of services already scheduled, the Client will notify the CA CC no less than fourteen (14) days prior to the action. If fourteen (14) days notification is not made, Client will be responsible for fifty percent of contract amount for notification up to seven (7) days prior to commencement of scheduled service. Thereafter, the Client will be responsible for full payment of contract fees if cancellation or rescheduling is made.

VIII. Payment Schedule
- <Your Name> will invoice Client for all services rendered *<Insert payment terms, i.e., 20% to start, at completion of certain deliverables, or within 15 days of service completion>*
- Client payment will be due within 30 days of invoice dates.

IV. Fees - *<Can break down fees by component or provide a single total Amount>*

Component 1
Component 2
Component 3
Component 4

Total Contract Amount: _____