*[Insert company name and logo]*

Vendor profile

[*Add brief description of the procurement item]*

This document comprises the following sections:

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| Section I: | Vendor information |
| Section II: | Background and experience |
| Section III: | Product or service details |
| Section IV: | Customer experience policies |
| Section V: | Technical and security information |

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| Section I |

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| --- | --- | --- | --- | --- | --- |
| **Vendor information** | | | |  |  |
| **Vendor name** | |  | **Vendor industry** | | |
| *[Company]* | | | *[Primary offering (Insurance, Software, Construction, etc]* | | |
| **Date updated:** *[Most recent update]* | | |  | | |
| **Company description** | *[Insert general company information]* | | | | |
| **Contact information** | | | | | |
| **Primary point of contact** | | | **Phone** | | **Email** |
| *[Contact’s name]* | | | *[Contact’s phone]* | | *[Contact’s email]* |

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| Section II |

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| **Background and experience** | |
| **Where are you located?** | *[Insert relevant description of procurement project]* |
| **Business background** | *[Insert background information]* |
| **Notable experience or awards** | **DATE OF RFQ ISSUE**  *[Provide any information about previous experiences, clients, or success stories]*  **PROPOSAL DEADLINE** |

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| Section III |

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| **Product or service details** | |
| **Product (or service) details** | *[Provide a detailed description of the product or service]* |
| **Capabilities** | *[Provide more information about the benefits and capabilities your solution provides]* |
| **What are your primary differentiators?** | *[Provide an overview of three of your competitive advantages]* |
| **Delivery timeline** | *[Typical delivery timeline]* |

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| Section IV |

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| **Customer experience** | |  |  |
| **Customer success resources** | *[Provide list of resources available]* | | |
| **Service delivery technology** | *[List of technology used to improve customer experience]* | | |

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| Section V |

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| **Technical and security information** | |  |  |
| **How do you protect customer data?** | *[Provide list of security policies or certifications]* | | |

[Visit RFP360 to explore how to create digital vendor profiles and streamline your RFP management process.](http://rfp360.com/issue-rfps/)