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1. **Introduction –** What is this document?
2. **Purpose of Procurement –** Describe the situation the district is in and why you are requesting this information now. Indicate here that an RFP will follow the RFI (this will signal to the respondent that any time put into this RFI will be time well spent on the RFP.)
3. **Background –** provide a narrative about the district, what kinds of technology is being used in the classroom, and briefly explaining the history of your existing infrastructure.
4. **Purpose –** Describe what this document is for (info gathering, exploring different provider options, finding out potential suitors to buy your fiber, etc.)
5. **Overview of the RFI Process –** Provide a simple table with key events, dates
6. **Official Issuing Officer (Buyer) –** designate a point of contact for RFI and RFP process
7. **General Information and Instructions –** list any local laws that must be followed
8. **Submitting Questions –** Explain how to send in questions regarding the RFI. Here you would also explain how you will respond to all questions, making sure that all respondents get the same information.
9. **Submittal Instructions** **–** Explain how you would like to receive the requested information.
10. **Requested Information –** this is where you ask all the question you’d like information on. Cast a wide net here and then you can pare it down to the essentials. Finding a balance between mandatory and recommended information will be key here in order to keep your suitors engaged and excited about your project.
11. **List of RFI Attachments –** add any network diagrams, inventory list, spreadsheets, etc. that will help the respondent with their responses.