[Company Logo]

**Request For Proposal**

**Data Protection Software Solution**

**Instructions on how to use this request for proposal (RFP) template**

**An RFP document is used to solicit information on products from vendors. This template is designed to assist with preparing an RFP for data protection and compliance solutions. Providing your company details along with the challenge you are seeking to solve, affords each vendor the opportunity to propose a solution that suits your needs. Remove these instructions along with any details or questions that are not appropriate for your organization, include your company details in section one and two, and include vendor instructions and due date in section three. Send the RFP to qualified vendors for completion. You will use the final submissions to make an informed vendor selection.**

* **Section 1: Include your company contact information.**
* **Section 2: Include information about your company, the RFP process, and the problem you are looking to solve.**
* **Section 3: Include the vendor’s name, instructions and due date**
* **Section 4: This section is for potential vendors to provide their company details, background, contact details, references, support information, product capabilities, and pricing**

## **Section 1 – Point of Contact for RFP**

**Requesting company name:**

**Contact name:**

**Address:**

**Telephone:**

**Website:**

## **Section 2 – Executive Summary**

**About <Company Name>**

|  |  |
| --- | --- |
|  | Insert general overview of <company> |

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**Request for Proposal Process**

|  |  |
| --- | --- |
|  | *This is a request for proposal from vendors interested in providing data protection software to <insert company name>* |

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**Statement of Purpose**

|  |  |
| --- | --- |
|  | *A summary of your organization, the problem, and what you are looking for from the vendor.*  *What is the problem you are trying to solve? How will a data protection and/or compliance solution help with the data protection posture of the company?* |

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## **Section 3 – Vendor Submission Details**

**Vendor Information**

**Vendor name:**

**Instructions:**

* Due date
* Submission instructions
* How to answer

## **Section 4 – Vendor RFP Response**

**Vendor Background**

|  |  |
| --- | --- |
|  | *Company details, including mission, vision, goals. Describe your history, public/private status, and leadership structure. Include number of customers, company size, location, target buyers.* |

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**Vendor Contact Details**

* Company Name:
* Company Address:
* Telephone Number:
* Website:
* Sales contact name:
* Sales contact phone:
* Sales contact email:

**Vendor Support & Implementation/Onboarding Details**

|  |  |
| --- | --- |
|  | *Provide details about support offerings, hours, and SLAs. Explain your escalation process for customer-related problems, questions and concerns. Provide details on what implementation looks like (what resources will you need from our company, what training is offered to our staff, what is the timeline for implementation, etc.)* |

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**References**

|  |  |
| --- | --- |
|  | *Include three customer references and indicate whether this company is willing to have a phone conversation as part of the vendor evaluation process.* |

* Customer 1
* Customer 2
* Customer 3

**Technical Questions**

* Provide an overview of the solution architecture & features.
* Describe all components required for full functionality.
* What client and server OS platforms does the solution support?
* Is your solution installed on-premise, or is it cloud-based?
* If your solution is cloud-based, describe any ISO/SOC2 certifications.
* If your solution is cloud-based, describe uptime, availability, expected SLA.
* How often do you release patches or updates?
* Can your solution be licensed as Software as a Service (SaaS)?
* Does the solution require end-user training to support deployment?

**Product Questions**

* Describe your overall approach to the discovery of personal data within an enterprise.
* Explain the breadth of discovery – data sources, locations, file types, OS types.
* Explain the granularity of discovery.
* Does your tool provide context-awareness in the classification process?
* Can your solution automatically classify data?
* Can your solution automatically archive data it finds in searches?
* Does the tool have features to minimize false positives?
* Does the solution discover and classify personal data in network and cloud repositories?
* Please list all the file types your solution can search for.
* Explain the product’s automation and workflow capabilities?
* Does your product discover structured and unstructured data?
* What regulatory and compliance frameworks does the product support?
* Describe your overall approach to the classification of data.
* Is classification dynamic?
* Is classification persistent?
* Please describe how your solution performs the automated discovery and classification of information.
* Can the solution automatically shred, redact, quarantine, and tag data?
* How does your product handle data erasure?
* How does the product handle data containment?
* How does the product handle data anonymization?
* Does the solution allow you to search historically for at least 90 days?
* Does your solution offer built-in reports and dashboards?
* Describe the output formats for reporting?
* Does the solution provide a dashboard for reviewing data discovery scanning results, trends, etc.?
* Does the solution generate classification metadata, which will enhance DLP, archiving, and perimeter security solutions?
* Does the solution integrate with third-party reporting tools?
* Does the solution help automate Subject Rights Requests, DSAR and IRR requests?

**Pricing**

|  |  |
| --- | --- |
|  | *Provide licensing and service fees.* |

|  |  |
| --- | --- |
| Product | Price |
|  | $0,000.00 |
|  |  |
|  |  |
| Total Product Costs | $0,000.00 |
| **Services** |  |
|  |  |
|  |  |
|  |  |
| **Total Services Costs** |  |
| Total | $0,000.00 |