

RFI TEMPLATE

REQUEST FOR INFORMATION [Insert organization name]

Request for Information (RFI) for: [*title/description of request*]

Reference number: [*department reference number*]

Issue Date: [*date the RFI was issued*]

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1. Disclaimer

This Request for Information does not create any representation, either express or implied, that:

- any tender or procurement process will proceed; or
- if a tender or procurement process does proceed, that the participant's tender or other form of application (if any) will be given any preference or special consideration.

Participants are still required to follow any tender or procurement process that may take place.

This Request for Information does not indicate a commitment to any particular course of action.

2. Introduction

2.1 Background

The Department is seeking information

- *Insert information re industry being approached*
- *Why this information is being sought*
- *Any other information re background*

2.2 Purpose

This Request for Information is an information gathering process in which the Department seeks to collect information and opinions from *[insert industry/field/profession]*. This Request for Information and the responses provided may be used a precursor to a procurement process.

Insights may relate to a range of issues such as:

- *Insert issues*

2.3 An Opportunity to Contribute and Shape

The Department views this Request for Information as an opportunity for parties within the *[industry/field/profession]* to contribute information based on their knowledge and experience.

The Department encourages participation, acknowledging that participation is completely voluntary. You may choose to answer all or some of the questions. Please note this process is independent from any subsequent procurement process and your participation or otherwise will have no bearing on any future procurement processes.

2.4 Confidential

The Department will treat all responses confidentially.

2.5 Contact Person

[Department to update as appropriate]

The Contact Person for this Request for Information is:

Name:

Title:

Address:

Telephone:

Email:

2.6 Lodgement

Please return completed responses by *[insert date]* at the latest.

Earlier responses are welcomed.

Please submit responses to:

[email]

Ensure:

RFI appears in the subject line of the email.

Your submission is zipped and virus checked prior to submission.

3. Scope

[Insert description of project]

4. Response Section

The Department has developed a response template (Section 5) to assist you in participating.

Your answers may include as much or as little detail as you feel is necessary. Additional information on matters or issues not raised is welcomed.

Please provide your responses in the text boxes provided wherever possible.

5. Respondent Details

1. RESPONDENT GENERAL DETAILS	
Name of organization	
Registered address	
Website URL	
Contact name <i>(Name & job title of person handling this RFI for the responding company)</i>	
Telephone number/mobile number <i>(include International/National code)</i>	
E-mail address	
Fax number <i>(include International/National code)</i>	

Principle Office Address <i>(If different to registered address)</i>	
Companies registration number	
Year of registration	
Number of employees <i>(List the Number of white collars workers and the Number of blue collars workers)</i>	

2. RESPONDENT SPECIFIC DETAILS

Do you serve one of our competitors?	
Which are the keys industries/ activities where are usually provided your services? <i>(Food, manufacturing, health services, Utilities, Public administration, customs and trade, etc.)</i>	
What is the added value in adopting your specific Blockchain solution?	
Is your company able to provide public or private (or both) blockchain solution?	
Which type of smart contract can be coded on your blockchain architecture and in which programming language?	

How long does it take to complete the whole blockchain implementation project?	
Describe one of your projects that you have already implemented, highlighting the temporal scale and the benefit provided to the client.	
Which are the IT and digitalization level required by the participants to adopt your blockchain architecture?	
Based on our governance structure and SC do you think that is better to implement a new blockchain architecture specific for our company or join in an existing blockchain?	

3. SUPPLY CHAIN SPECIFIC QUESTION

Which are the SC functions on which your solution can add value to a company. <i>(For instance, Shipment monitoring and traceability, inventory management, ERPs etc.)</i>	
Which are the benefits embedded in your blockchain solution <i>(For instance, transparency, security, throughput, sustainability, etc.)</i>	
Based on the blockchain architecture chosen (public or private) Which is the flexibility of your solution to manage all the actors presents in the network.	

<i>(Possibility to add and modify access rights among the actors)</i>	
How can your solution manage the privacy and security of the network? (e.g. complying with GDPR regulations)	
Your blockchain architecture can manage the supply chain actors also if one or more decide to don't adopt the blockchain? If yes how you can manage this problem?	
Which are the interoperability capabilities of your architecture (access via API or Apps) with existing SC management system (SAP, AWS, Oracle, Microsoft etc.)	
Which are the physical elements (e.g. products, pallet, packages, container, transport units, physical assets, scraps, supplies, waste, gasoline, oil etc.) of our supply chain that is possible to handle with blockchain solution?	

4. FINANCIAL INFORMATION

Describe your business model to understand how you generate revenues. <i>(Explain if your company works with a subscription model as a service, in this case, write your fee or if it will build ad-hoc blockchain, in this case, write the main voice of costs)</i>	
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<p>Explain what are the main cost to develop and design the blockchain architecture for a company.</p>	
<p>If I implement your technology in my company, am I eligible to obtain some incentives or seed funding? <i>(Such as European digitalization funds)</i></p>	
<p>In relationship to your specific blockchain architecture, how is possible to manage the trading of tokens for supply-chain partners; and how does your solution handle the value appreciation/depreciation of the token?</p>	

