

# VOCABULARY AND READING COMPREHENSION

## WRITTEN ANSWER

Name \_\_\_\_\_

Date \_\_\_\_\_

1. Your organization is planning an end-of-year event and you are responsible for finding money to pay for it. If your boss asks you to respond to a Request for Proposals, what are you being asked to do?
2. You are an executive of a company that gives money to non-profit organizations. Your job is to give money away by issuing an RFP. What information are you seeking from non-profit organizations that submit applications?
3. Why is it important to follow the rules completely when responding to an RFP?

