COLOCATIONQUOTES

Colocation RFI Template

Sample data center request for information to learn what the market offers before you commit to an RFP or a quote request.

> **Read this first.** This is a sample to adapt, not legal or procurement advice. Bracketed text marks blanks and options. An RFI gathers information. It is not an offer, it creates no obligation to buy, and responses are not binding offers.

When an RFI is the right tool

Use an RFI when you are still deciding what you need: one site or two, air-cooled racks or a higher-density future, which markets have power, and who is a real fit. Then send an RFQ or RFP to the short list.

Tip	Why it matters
Keep it short	Ten to fifteen questions get thoughtful answers. Providers spend little time on long questionnaires with no deal attached.
Describe your situation	Providers answer better when they know what you run today, why you are looking and your rough timeline.
Ask open questions	The point is to learn options you had not considered, such as a different hall, a phased ramp or another market.
Ask for budgetary pricing only	If you ask for pricing, label it budgetary. It helps you size the budget without anyone treating it as a quote.
Use it to build the short list	Score responses on fit, not price, and invite the best three or four to the RFQ or RFP stage.
Set a deadline	Two weeks is typical. Share answers to questions with every respondent.

Ready to price a defined requirement? Use the RFQ template. Comparing full solutions on a larger deal? Use the RFP template.

Request for Information: Colocation Services

Issued by **[Company]** on **[date]**. Responses due **[date]** to **[name, email]**.

1. Purpose

[Company] is gathering information about colocation options in **[markets]** for planning purposes. This RFI is not a request for proposal or a commitment to buy, and responses are not offers. **[Company]** may use responses to plan a later request for quote or proposal. Respondents bear their own costs.

2. About Us

[Industry, size, and what the environment supports]

3. Our Situation

Item	Today	What we are considering
Where the environment runs	**[on premises / colocation / cloud]**	
Approximate IT load (kW)		**[range]**
Rack count and density		
Markets of interest	**[ ]**	
Timeline	**[decision by / move by]**	
Key drivers	**[contract ending, growth, cost, resilience, compliance]**	

4. Questions

#	Question	Response
1	Which of your facilities in or near our markets could support our requirement, and what power is available in each today and in the next 24 months?	
2	What densities can you support per cabinet with air cooling, and do you support liquid cooling now or on a set date?	
3	What redundancy design do these facilities use for power and cooling?	
4	Which carriers, internet exchanges and cloud on-ramps are available in each facility?	

5	Which third-party compliance reports and certifications cover these facilities?	
6	How would you approach a requirement that may grow from [__] kW to [__] kW? What expansion rights do you typically offer?	
7	What is a realistic timeline from signature to ready for service for a requirement of this size?	
8	What support and remote hands options do you offer, and on what hours?	
9	What contract terms are typical for this size, including term length, escalators and renewal?	
10	Optional: budgetary monthly pricing for the requirement in Section 3. Budgetary pricing is for planning only and is not a quote.	
11	Anything else we should consider, such as a different design, market or phasing that would lower cost or risk?	

5. Response Format

Respond in **[five]** pages or fewer, following the question numbers, plus any spec sheets you want to attach. Include a contact name, title, email and phone.

Read the full guide at colocationquotes.com/blog/colocation-rfi-vs-rfq-vs-rfp, or skip ahead and compare providers side by side at colocationquotes.com/quote.