COLOCATIONQUOTES

Colocation RFP Template

Sample data center request for proposal with instructions to providers, a requirements questionnaire, a required pricing template and a scoring matrix.

> **Read this first.** This is a sample to adapt, not legal or procurement advice. Bracketed text marks blanks and options. Cut every section you do not need. A two-rack requirement usually needs a request for quote, not an RFP.

Before you send: 10 things that get better proposals

Tip	Why it matters
Pick the right document	An RFP fits large, complex or multi-site deals where more than price decides the winner. For a small, standard deployment, a one-page request for quotes gets faster and better answers.
Size it to the deal	A 200-question RFP for two racks drives away the providers you want. Keep only the questions that change your decision.
Give numbers	"Some racks with good power" gets vague answers. State kW now and later, kW per rack, power type, redundancy and term.
Require one pricing format	If every provider formats pricing its own way, you will spend a week rebuilding five proposals into one spreadsheet. Section 6 is the fix.
Set scoring weights first	Decide the weights before responses arrive, and tell providers how you will score them. You get answers aimed at what matters.
Share a budget range	Even a range helps providers propose the right option instead of guessing, and it signals a serious buyer.
Give a decision date	Providers price and staff differently for buyers with a real timeline.
Run a fair Q&A	Set a question deadline and send every answer to every bidder. It keeps proposals comparable.
Keep timelines realistic	Full proposals in three days, or move-in in two weeks, signal a buyer who is not ready. Allow two to four weeks for proposals.
Label budgetary pricing	If you combine an RFI with an RFP, mark early pricing as budgetary so no one treats it as a final number.

Want a shorter process? Use the companion RFQ template for defined, price-driven requirements, or the RFI template while you are still exploring.

Request for Proposal: Colocation Services

Issued by [Company] on [date]. RFP reference [number].

1. Introduction and Instructions

1.1 Purpose. [Company] requests proposals for colocation services in [market or metro] to support [brief description, such as a primary production site / disaster recovery site / expansion].

1.2 Timeline.

Milestone	Date
RFP issued	[ ]
Intent to respond and NDA due	[ ]
Questions due	[ ]
Answers sent to all respondents	[ ]
Proposals due	[ ] at [time and time zone]
Site tours and finalist presentations	[ ]
Selection decision	[ ]
Target contract signature	[ ]
Target ready-for-service date	[ ]

1.3 Contact. Send all questions in writing to [name, title, email]. Do not contact other employees about this RFP. Answers will be shared with every respondent without naming who asked.

1.4 Submission. Submit one PDF proposal and the completed pricing workbook from Section 6 to [email or portal]. Follow the section numbers in this RFP. Keep the narrative to [__] pages, not counting attachments.

1.5 Terms. This RFP is not an offer or a commitment to buy. [Company] may change or cancel it, ask follow-up questions, negotiate with one or more respondents, or select none. Respondents bear their own costs. Proposals must remain valid for [90] days. Information in this RFP is confidential under [the NDA / the terms in Attachment A].

2. Company Overview and Scope

2.1 About us. [Industry, size and what the environment supports].

2.2 Current state. [Where the equipment runs today, why you are moving and any contract end date driving timing].

2.3 Scope. [What is moving, such as production servers, storage, network core and backup]. Migration services are [in scope / out of scope / optional].

3. Requirements Summary

Requirement	Day one	Within [24 / 36] months
Total IT load (kW)		
Cabinets, cage or suite		
kW per cabinet (typical and peak)		
Power type and voltage	[A+B redundant, 208V three-phase, for example]	
Redundancy required	[N+1 / 2N / Tier III-equivalent design]	
Cooling	[air / rear door / direct liquid]	
Cross connects and carriers	[count, type, required carriers, cloud on-ramps]	
Compliance reports	[SOC 2 Type II / PCI DSS / ISO 27001 / HIPAA support]	
Term	[preferred and acceptable terms]	
Ready-for-service date	[ ]	
Budget range (optional)	[ ]	

4. Provider Questionnaire

Answer each question directly. Where a requirement cannot be met, say so and propose an alternative.

#	Question	Response
Company and facility		
4.1	Facility address, year built, ownership or lease of the building, and lease term remaining.	
4.2	Total and available critical power at the facility, and when the space and power offered will be energized.	
4.3	Utility service: number of feeds, substations and any signed utility commitment for capacity not yet delivered.	
4.4	Flood zone, seismic and severe weather exposure, and how the building is designed for them.	
Power		
4.5	UPS and generator design and redundancy, on-site fuel runtime at full load, and fuel delivery contracts.	
4.6	Maximum kW per cabinet supported in the space offered, and how power is delivered to the cabinet.	

4.7	Power billing model offered (per circuit, committed kW or metered) and how overages and commitment changes are handled.	
Cooling		
4.8	Cooling design and redundancy, supply air ranges, and where temperature and humidity are measured.	
4.9	Liquid cooling support today and planned, and who owns and maintains each component.	
Connectivity		
4.10	Carriers and networks on site, meet-me-room access, and cloud on-ramps in the building or by fabric.	
4.11	Cross connect installation interval and price per connection, including any annual increase.	
Compliance and security		
4.12	Current third-party reports and certifications for this facility, with report dates. Confirm a copy can be shared under NDA.	
4.13	Access control layers, staffing, video retention, visitor rules and access log availability.	
Service levels and support		
4.14	Attach the SLA. State the power and environmental commitments, credit table, claim process, credit cap and maintenance exclusions.	
4.15	Outage history at this facility for the last [36] months, with causes.	
4.16	Remote hands hours, included time, rates, response times and what tasks are covered.	
Growth and commercial terms		
4.17	Expansion space adjacent to the space offered, right of first refusal terms, and how future pricing will be set.	
4.18	Attach your standard master agreement and service order. List any proposed changes you will accept in advance.	
4.19	Annual escalator, renewal terms, notice period, early termination terms and deposit or credit requirements.	
4.20	Two customer references with similar requirements.	

5. Proposed Solution

Describe the space, power, cooling and connectivity you propose, a floor plan or cabinet layout if available, the implementation plan and timeline, and any alternative design that would lower cost or risk.

6. Required Pricing Format

Price every line below. Do not bundle line items. State any assumption in the notes column. Pricing must be valid for [90] days.

Line item	Quantity	NRC	MRC	Annual escalator	Notes
Space (cabinets, cage or suite)					
Power (by circuit or committed kW)					
Metered energy rate, if any ($ per kWh)					
Cross connects					
Remote hands (included time and hourly rate)					
Installation, cage build or containment					
Other (list)					
Total					

Also state: total cost over a [36 / 60]-month term including escalators, any deposit or prepayment, any one-time credits or concessions, and the date billing would start.

7. Evaluation and Scoring

Proposals will be scored on the factors below. [Company] may shortlist finalists for site tours before final scoring.

Factor	Weight	What we look at
Technical fit	[30%]	Power, density, cooling, redundancy and delivery date
Connectivity	[15%]	Carriers, cloud access and cross connect terms
Compliance and security	[15%]	Current reports and physical security
Contract terms and SLA	[15%]	Escalators, renewal, exit, credits and remedies
Total cost over the term	[25%]	All NRC and MRC, with escalators

8. Attachments

- Attachment A: Confidentiality terms or NDA

- Attachment B: Equipment list and rack elevations **[if available]**
- Attachment C: Pricing workbook (Section 6 in spreadsheet form). A free Excel scoring matrix with this pricing format and the weights above is at colocationquotes.com/resources/templates/colocation-rfp-template.
- Requested from providers: SLA, master agreement, service order, compliance reports, insurance certificate

Read the full guide at colocationquotes.com/blog/colocation-rfi-vs-rfq-vs-rfp. Want proposals without running the process yourself? Send your requirements through colocationquotes.com/quote.