

**Understanding the Problem/Overview of the Solution
Worksheet**
(Solution Definition)

Statement of Client Need: What did the client say they needed to solve their problem/need?

Real Need: What does the client actually need to solve the problem described in the RFP?

Industry Needs: What types of problems do companies within this industry frequently encounter? How do other companies solve those problems?

Re-Definition of the Problem: How can you frame the problem presented in the RFP in such a manner that it would be advantageous to your firm?
