REQUESTS FOR QUOTES (RFQ)
- Solicited by customers to get a competitive price for well defined items or services.
- RFQs generally consist of:
  - A detailed specification of the thing to be quoted
  - Delivery requirements
  - Quality assurance requirements
  - Pricing Constraints
  - A sample contract
- Items usually Making up responses to RFQs:
  - Price
  - Delivery Schedule
  - Quoting Company’s credentials
    - Financial Status
    - Bank references
    - Years in business
    - On which company’s qualified vendor’s list
    - Pertinent Facilities
    - Pertinent Inventory policies
  - Exceptions from sample contracts
Solicited Proposals

REQUEST FOR PROPOSAL (RFP)
- Solicited by the customer when end products are not well defined.
  - Research
  - Studies
  - Developments
  - Large high tech system acquisition
- Listing of government business opportunities
  - Commerce Business Daily (CBD)
- RFPs generally consist of:
  - Statement of work
  - Major milestones
  - List of deliverable items
  - List of customer Furnished items (CFI)
  - Documentation requirements
  - Proposal preparation requirement and guidelines
  - Sample contracts
- Proposal content responsive to the provisions of the RFP
  - The proposals ability to define an effective project to provide the items needed is a major element of the selection criteria.
Unsolicited Proposals

- Proposal submitted to possible customers - No requests.
- Usually for research or advanced development in the possible customer’s area of interest.
- Possible customers for this type of proposals
  - Government agencies
  - Institutions
  - Very large companies (those with significant research / development budgets)
- Grants
  - Money awarded to encourage a specified type of research or development - usually to an individual.
- Joint Ventures
  - An arrangement with the company to share costs and the possible returns and benefits from a proposed project (can be a response to RFP).
Project Proposal Outline

■ INTRODUCTION
  ➤ Brief project and system description - any required explanation and / or background. Team membership list and the organization (include phone numbers of team members and their general project responsibility).

■ PROJECT DISCUSSION
  ➤ Problem Statement (what will be the project solve)
  ➤ Perceived needs (why is this a good project)
  ➤ Applications (where and how can the project result be used)
  ➤ Project goals (project accomplishment desired)
  ➤ Constraints (conditions bearing on the project operation)
Project Proposal Outline

- PROJECT DEFINITION (Preliminary plan)
  - What will be developed (specific items delivered by the project)
  - Project major milestones (descriptions and the dates)
  - Task descriptions and schedule with assigned responsibility (level of detail at the point where the task can be assigned to an individual)
  - What resources will be needed and when
  - Configuration management procedures to be employed
  - Quality assurance measures to be employed.
Proposal Problem Areas

- Front-End Activity
  - Alternate approaches and risk assessment tasks.

- Tasks Descriptions
  - **Detail** - to a level that permits effective planning and control.
  - **Schedule** - start and completion dates
  - **Assignment** - specific members
  - **Input-Output** - Input from and output to other tasks

- Milestones (major, plain, and sub)

- Configuration Management
  - Scheme and procedures to control change and maintain a continually updated project / system baseline
  - Baseline - Completely define things to which changes are considered / made.
    - Project baseline: documented in project plan
    - System baseline: documented in **ALL** documents
# Proposal Grading

**Project:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Grade</th>
<th>Weight (%)</th>
<th>Weighted Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCUSSION: clarity and conciseness. Coverage completeness.</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>TECHNICAL APPROACH: Risk awareness Creativity and soundness.</td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>MANAGEMENT APPROACH: Task planning / assignment / controlling method.</td>
<td></td>
<td>15</td>
<td></td>
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<tr>
<td>QUALITY ASSURANCE: Means to assure system requirements are met.</td>
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<td>10</td>
<td></td>
</tr>
<tr>
<td>PROJECT PLAN: Task definition / Assignment / Schedules Identification of required resources</td>
<td></td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

**Assigned Grade**

**Comments:**