

Solicited Proposals

- 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 :			
PROJECT TEAM :			
CATEGORY	GRADE	WEIGHT (%)	WEIGHTED GRADE
DISCUSSION : clarity and conciseness. Coverage completeness.		10	
TECHNICAL APPROACH : Risk awareness Creativity and soundness.		15	
MANAGEMENT APPROACH : Task planning / assignment / controlling method.		15	
QUALITY ASSURANCE : Means to assure system requirements are met.		10	
PROJECT PLAN : Task definition / Assignment / Schedules Identification of required resources		50	
ASSIGNED GRADE			
COMMENTS :			