**Proposal & Contract REVIEW Report  
2021-1**

**Document Title:**

**Reviewers:**

**Date of Review:**

|  | **Proposal 1** | | | **Proposal 2** | | |
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| **CHECKLIST Element** | **Acceptable**  **(Yes/No)** | **Page/**  **Section** | **Recommendations** | **Acceptable**  **(Yes/No)** | **Page/**  **Section** | **Recommendations** |
| **O3.Formal aspects of the relationship between the customer and the software firm have been specified.** | | | |  |  |  |
| 3.6 procedures for handling customer change requests during development and maintenance stages, including method of costing introduction of changes | Yes | 26/3 | No procedures have been put in place regarding handling customer requests. |  |  |  |
| 3.7 Criteria for project completion, method of approval, and acceptance. | No | None | The criteria and the method of approval or rejection must be specified in the proposal on page 50. |  |  |  |
| 3.8 Procedures for handling customer complaints and  problems detected after acceptance, including  non-conformity to specifications detected after the warranty period. | No | None |  | No | None | Methods for dealing with problems should be written after project acceptance and customer complaints. |
| 3.9 Conditions for getting bonuses for earlier project  completion and penalties for delays. |  |  |  | No | None | Conditions for rewards and penalties should be written on page 12. |
| 3.10 Conditions to be complied with, including financial  arrangements if part of or the entire project is  canceled or temporarily hated upon the customer's  initiative. (issues include the expected damages to  the firm if such actions are taken at various stages of  the project.) |  |  |  | Yes | 11-12 | The terms of arrangements for canceling parts of the project and foreseeable damages to the company are missing, but the terms of delivery are there. |
| 3.11 Service provision conditions during the warranty period. |  |  |  | No | None | The conditions for providing the service must be written in the proposal development. |
| 3.12 Software maintenance services and conditions,  including customers’ obligation to update his  a version of the software as per the supplier's demands. |  |  |  | No | None | Conditions for software maintenance and updates must be specified. |

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| **O4.** **Identification of development risks.** | | | |  |  |  |
| 4.1 Risks are software modules or parts that require the substantial acquisition of new professional  capabilities. |  |  |  | NO | None | The risks related to the software modules and parts that require the acquisition of professional capabilities should be written on page 4 of the proposal development. |
| 4.2 Risks re possibility of not obtaining needed  hardware and software components according to schedule. |  |  |  | No | None |  |

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| **O5.** **Adequate estimation of resources and timetable.** | | | |  |  |  |
| 5.1Man-days required for each project phase and their  cost Do the estimates include spare resources to  cover for corrections following design reviews, tests,  and so forth? |  |  |  |  |  |  |
| 5.2 Do the estimates of man-days include the required  work to prepare the required documentation,  especially the documentation to be delivered to the Customer? |  |  |  |  |  |  |
| 5.3 Manpower resources needed to fulfill warranty  obligations and their cost |  |  |  |  |  |  |
| 5.4 Does the project schedule include the time required for  reviews, tests, etc. and making the required  corrections?  The professional pool of knowledge. |  |  |  |  |  |  |

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| **O6. Examination of the firm’s capacity to perform the project** | | | |  |  |  |
| 6.1 Professional pool of knowledge. |  |  |  |  |  |  |
| 6.2 Availability of specialized staff (on schedule and in the required numbers). |  |  |  |  |  |  |
| 6.3 development (including testing) facilities (on  Availability of computer resources and other | No | None |  |  |  |  |
| 6.4 ability to cope with the customer requirements demanding the use of special development tools or software development standards. |  |  |  |  |  |  |
| 6.5 Warranty and long-term software maintenance  service obligations. |  |  |  |  |  |  |
| **O7. Examination of customers capacity to fulfill their commitments** | | | |  |  |  |
| 7.1 Financial capability, including contract payments and additional internal investments. | yes | 26 |  |  |  |  |
| 7.2 Supply of all the facilities, data, and responses to staff queries as they arise. |  |  |  |  |  |  |