

TOPIC 07:

Request for Proposal (**RFP**) for Work Management and Organizer System (**Kanban tool**)
Seniart Company, Vietnam

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1. Introduction

Seniart Company invites experienced software development firms to submit proposals for the development and implementation of a Work management and Organizer tools (Kaban tool) to enhance the efficiency and effectiveness of our project planning and job's progresses. We are a BTL agency established since 2010. With the passion of creativity and artful work we provide.

2. Objective

The primary objective of this project is to design, develop, and implement a robust Work Organizer and Management system (Kaban tool) that will streamline and optimize our workflow processes, enhance team collaboration, improve task visibility, and ultimately boost productivity within our organization.

3. Scope of Work

The selected vendor will be responsible for the following tasks:

- Conducting thorough analysis and understanding of our organization's workflow processes and requirements.
- Designing a user-friendly interface for the Work Organizer and Management system, ensuring ease of navigation and intuitive task management.

- Developing the necessary features and functionalities of the Kanban tool, including task creation, assignment, prioritization, tracking, and reporting.
- Implementing robust security measures to safeguard sensitive data and ensure compliance with relevant regulations.
- Integrating the Kanban tool with existing software systems and applications used within our organization, such as email, calendar, and project management platforms.
- Offering ongoing technical support and maintenance services to address any issues or enhancements required post-implementation.
- Collaborating closely with our internal stakeholders throughout the project lifecycle to gather feedback, address concerns, and ensure alignment with organizational goals and objectives.

4. Requirements

The DMS should meet the following high-level requirements:

- User-friendly Interface: Intuitive interface for easy adoption by our staff.
- Reporting: Comprehensive reporting and analytics capabilities.
- Security: Robust data security measures to protect sensitive information.
- Scalability: Ability to accommodate future growth and expansion.
- Mobile Accessibility: Mobile app or responsive design for access on various devices.
- Integration: Seamless integration with existing ERP and accounting systems.
- Multi-language Support: Support for multiple languages as our business expands.
- Notifications: Automated alerts and notifications for key events.

5. Features and Functions

The DMS should include, but not be limited to, the following key features and functions:

- Task Management
- Progress Tracking
- Comprehensive planning and Optimization assistance
- Reporting and Analytics
- User Customization
- Multi-location Support
- Mobile Access
- Notifications

6. Proposal Submission

Interested vendors are requested to submit their proposals by 30/09/2023 via email to

thomas@iist.vn . Please include:

- Company profile and credentials.
- Detailed project plan, including timelines and milestones.
- Technical approach and methodology.
- Proposed architecture and technology stack.
- Cost estimation.
- Previous relevant project references.
- Any additional relevant information.

7. Selection Criteria

Proposals will be evaluated based on:

- Technical expertise and experience.
- Proposed solution's alignment with our requirements.
- Cost-effectiveness.
- Project timeline.
- Past performance and references.

8. Timeline

RFP Release Date: #####

Proposal Submission Deadline: #####

Vendor Selection: #####

Project Kick-off: #####

Project Completion: #####

9. Budget

The budget for this project is flexible and will be determined based on the proposals received. Seniart Company is committed to selecting a solution that offers the best value for our investment.

10. Terms and Conditions

Detailed terms and conditions will be provided to the selected vendor upon acceptance of the proposal.

11. Contact Information

For inquiries and proposal submission, please contact: thomas@iist.vn

We look forward to receiving your proposals and partnering with a capable software development firm to enhance our product distribution system.

Disclaimer: Seniart Company reserves the right to reject any or all proposals and to waive any minor irregularities in proposals received. Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RFP.