

# REQUEST FOR PROPOSAL

Festispec



<http://festispec.nl>

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*This document is a request for proposal targeting a selected number of software teams. It contains a basic description of the workflow of the company Festispec, the scope of the upcoming project and the criteria on which the project will be evaluated. For more information about Festispec or this project, please visit our website [www.festispec.nl](http://www.festispec.nl).*

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## 1. Summary and Background

Festispec is currently accepting proposals to develop, design, launch, and host a new corporate desktop application. The existing digital infrastructure based on excel sheets, a website and mailing configuration was deployed in 2001. In an effort to achieve more “wins” from clients and potential employees and streamline the internal process, Festispec has determined that a new platform is needed which is more user-friendly and automates and regulates the current working process. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Festispec wishes to go. Festispec is a small business that was founded in 1995 and is focused on festival inspections and consult on possible improvements regarding efficiency and legislation. Our client base consists of medium and large event companies as well as business festivals.

Our services include:

- Inspections of events and festivals
- Consultancy on legislation and crowd control
- Reports and statistics
- Training of flexible employees (small scale)

## 2. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm Sunday September 10. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, the proposal will be denied because of privacy regulations. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. It may be possible that multiple organizations are selected as winner. All contractual terms and conditions will be subject to review by Festispec legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

## 3. Project Purpose and Description

The purpose of this project is as follows:

Festispec’s current digital infrastructure was implemented in 2001 and senior level management has determined that it is not effective in providing a regulated workflow and consistency in quality of our services and offerings in a user-friendly online environment. Festispec believes that by using current desktop-based technologies and a more effective site interface, we can provide our clients and potential clients with more information, a more user-friendly environment, and improve our current flow of work.

Project Description:

Festispec is seeking a provider to utilize the latest desktop-based technology to create a desktop application that is user friendly, simple to use, improves and automates parts of our current workflow and improves the quality of our deliverables.

The finished desktop application must allow Festispec managers to easily register and process requests from clients. Our managers should have an effective user interface to prepare inspections and determine the best set of inspectors for the job.

The application should also allow potential inspectors to register themselves and see their personal planning for up-coming inspections.

## 4. Project Scope

The scope of this project includes all design, development, coding, licensing, and distributable of Festispec's new desktop application. More information about our workflow or detailed information about business use cases will be provided by Festispec's marketing department in an interview.

The selected bidder will be responsible for planning and conducting a thorough research about Festispec's current workflow, and consult on possible applications of automation. If an agreement about the project scope has been reached, then the selected bidder will also be responsible for implementing the project.

The following criteria must be met to achieve a successful project:

- Visually and aesthetically pleasing desktop application
- User-friendly environment that is easy to navigate
- Improvement of the current workflow with automated processes.
- Ability for inspectors to register and view their planning.
- The implemented solution should run within Festispec's current infrastructure.
- Ability to work closely with Festispec's marketing manager on coordination of project tasks and resources

## 5. Request for Proposal and Project Timeline

**Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 5pm Sunday September 10.

Evaluation of proposals will be conducted from September 11, until September 12. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than September 12.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by September 15.

**Project Timeline:**

Project initiation phase must be completed by October 28, 2018.

Project requirement research and planning phase must be completed by November 5. This planning phase will determine the timeline/schedule/scope for the remaining phases of the project.

The remaining and final phase of the projects is the implementation phase. This phase must and the delivery of the final products must be completed by Januari 12, 2019.

## 6. Budget

The budget of this project is scoped. This means that there is a predefined set of financial resources available for the bidding party. The amount of resources can alter depending on the amount of members in the development team. For an average of 8 members the total budget of the project cannot exceed 125.440,00 euro. The selected bidder will be payed via the digital currency 'European Credit' (EC). (The total budget has been calculated with an average hourly wage of 70 euros).

## 7. Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- Anticipated resources you will assign to this project (total number of members, role, title, experience)
- Global Timeframe for completion of the project
- Set of rules the bidding party lives by regarding working space, hours and deliverables.
- Short description of why your party is best suited for developing and implementing the solution.
- The proposal should be signed by all team members

## 8. Proposal Evaluation Criteria

Festispec will evaluate all deliverables by hiring a third party observer for quality control. This includes but is not limited to the following deliverables:

- The business analysis.
  - Will be reviewed by a software engineering consultant
- The product analysis
  - The user stories will be reviewed by a software engineering consultant
  - The mockups will be reviewed by a interaction design consultant
- The final implemented solution
  - Will be reviewed by a external software programming consultant.

Each bidder must submit 1 copy of their proposal to the address below by 5pm Sunday September 9.

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