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REQUEST FOR PROPOSAL TEMPLATE

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REQUEST FOR PROPOSAL (RFP)

BRAIN COMPUTER INTERFACE

**G&M RESEARCH LAB
11929 W AIRPORT BLVD
STAFFORD, TX ZIP 77477**

10/16/16

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1. SUMMARY AND BACKGROUND

Brain Computer Interface is currently accepting proposals to develop, design, launch, and create a new corporate device. In an effort to achieve more users via the newly developed device system, Brain Computer Interface has determined that a platform has to be user-friendly and it has to have clear instructions so that users can easily access the wanted tasks.

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 Brain Computer Interface to go.

Brain Computer Interface is a new tool (device) which initial idea was founded in 2016 and is focused on processing neuron signal data and the implementation of this data into tasks.

Brain Computer Interface is consolidated in its headquarters in Stafford, TX. With some consultants traveling and working from client sites on a temporary basis.

Our services include:

- Developing and Optimizing Neuron-Medical Algorithms
- Creating user devices
- Processing users' data
- Storing user activities history in order user wants to recall it
- Producing processed data after running the primary data through the algorithms

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST October 30, 2016. Any proposals received after this date and time will be returned to the sender. An official agent or representative of the company submitting the proposal must sign all proposals.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals, which call for outsourcing or contracting work, must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Neuroscience 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:

The end of 2016 will implement Brain Computer Interface upcoming Device and senior level management has determined that in order to make it effective in providing a thorough description of our services and offerings in a user-friendly device it has to be built upon user requests. Brain Computer Interface believes that by using suggested signal processing technologies, we can provide our clients and potential clients with more goods, a user-friendlier device t, and achieve more wins from prospective clients.

Project Description:

Brain Computer Interface is seeking a provider to utilize the latest neuron signaling technology to create a device that is user friendly, simple to use, provides opportunity and ability to gain the tasks that a patient couldn't do it before. At the same time it is seeking for an expert neuroscientist to determine the effect and application of algorithms in real neuron-signaling problems.

The finished device must allow Brain Computer Interface's designer to easily manipulate the tasks and the data in order to allow for frequent changes in the device in which we work where things constantly might change.

The device design should be aesthetically pleasing, simple for users to navigate, provide descriptions of all Brain Computer Interface services, management of the device, and contact information. The device must also be completely secure against environment changes. The device should also allow users to submit their data information in order to be added to our list of potential clients to receive regular updates and new developments.

4. PROJECT SCOPE

The scope of this project includes all design, development, coding, licensing, and hosting of Brain Computer Interface Tool's new system. All text and copy will be provided to the selected bidder by Brain Computer Interface marketing department for inclusion in the design of the device.

The selected bidder will be responsible for planning and conducting a thorough market research portfolio with assistance from Brain Computer Interface Tool's marketing group. This portfolio will analyze all current contacts and determine target demographics for future and potential clients.

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

- Visually and aesthetically pleasing device design
- User-friendly device that is easy to navigate
- Ability to migrate current data content to new device
- Device can be changed/modified easily by Ace Consulting personnel with minimal effort
- All software and licensing requirements should be included as part of this project
- Device data should be easily accessible with on key word searches based on data content
- Device should be compatible with all current technology and easily upgradeable

- Ability to work closely with Ace Consulting IT Manager on coordination of project tasks and resources
- Plan and perform a complete testing process on device in order to ensure functionality
- The Device should be available to show the data of the patient and collects and tracks patient information to include:
 - Last Tasked used
 - Task error
 - Patient heart rate
 - Patient blood pressure
 - Search tool analysis
 - Patient signal maps
 - Doctor referrals

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5pm EST October 30, 2016.

Evaluation of proposals will be conducted from October 31, 2016 until November 10, 2016. If additional information or discussions are needed with any bidders during this ten-days window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than November 16, 2016.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Contract negotiations will be completed by November 20, 2016.

Notifications to bidders who were not selected will be completed by November 20, 2016.

Project Timeline:

Project initiation phase must be completed by October 31, 2016.

Project planning phase must be completed by November 20, 2016. Project planning phase will determine the timeline/schedule for the remaining phases of the project

6. BUDGET

This section of the Request for Proposal should explain what bidders include in their proposals regarding budget items. Often, an RFP will ask bidders to list pricing a certain way or describe what exactly should be included in the pricing for the proposal. This may describe specific items to include or exclude depending on the project or task.

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

Project Initiation and Planning	NRC	MRC
Market Research	NRC	MRC
Site/Database Development	NRC	MRC
Site/Database Testing	NRC	MRC

Site/Database Deployment	NRC	MRC
Site/Database Hosting	NRC	MRC

NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

This part of the Request for Proposal should describe the criteria that will comprise the successful bidder's organization. You may solicit examples of work from bidders, contact information for follow on questioning, company history, executive background, information on company size, organizational charts, or any other number of information to aid in the decision making process.

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

- Description of experience in planning, building, and hosting corporate web sites
- List of how many full time, part time, and contractor staff in your organization
- Examples of 3 or more corporate web sites designed and implemented by your organization
- Testimonials from past clients on web site building and hosting work
- Anticipated resources you will assign to this project (total number, role, title, experience)
- A full testing plan
- Timeframe for completion of the project
- Project management methodology

8. PROPOSAL EVALUATION CRITERIA

Brain Computer Interface will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to web site design and hosting as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit 5 copies of their proposal to the address below by August 30, 20xx at 5pm EST:

Brain Computer Interface
North American University

11929 West Airport Blvd
Stafford, TX 77477