

Request for Proposal: Professional Consulting Services for Digital Transformation

1. Introduction

ABC Corporation is seeking proposals from qualified professional services firms to assist with our digital transformation initiative. This initiative aims to modernize our business processes, improve customer experience, and enhance operational efficiency through technology adoption and business process redesign.

2. Project Scope

The selected consultant will be responsible for:

- Conducting an assessment of current business processes and technology infrastructure
- Developing a comprehensive digital transformation strategy and roadmap
- Providing implementation support and change management assistance
- Measuring outcomes and refining the approach based on results

3. Requirements

3.1 Firm Qualifications

- Minimum 5 years of experience in digital transformation consulting
- Experience working with companies in the financial services sector
- Proven track record of successful digital transformation projects
- Expertise in cloud technologies, data analytics, and process automation
- Australian presence with local delivery capabilities

3.2 Team Qualifications

- Project lead with at least 10 years of consulting experience
- Team members with expertise in business process reengineering
- Technical specialists in cloud infrastructure and integration
- Change management and training specialists

3.3 Methodologies and Approaches

- Detailed description of digital transformation methodology
- Approach to business process assessment and reengineering
- Technology selection framework and vendor evaluation criteria

- Change management and user adoption strategies
- Project management methodology

3.4 Deliverables

- Comprehensive current state assessment report
- Digital transformation strategy and roadmap
- Implementation plan with timeline and resource requirements
- Weekly status reports and monthly executive summaries
- Post-implementation assessment and recommendations

4. Proposal Format

Proposals should include the following sections:

1. Executive Summary
2. Company Profile and Experience
3. Understanding of Project Requirements
4. Approach and Methodology
5. Project Team Structure and Qualifications
6. Relevant Case Studies
7. Implementation Timeline
8. Pricing Structure and Professional Fees
9. References

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Understanding of requirements (20%)
- Experience and qualifications (25%)
- Approach and methodology (25%)
- Innovation and value-added capabilities (15%)
- Pricing and value for money (15%)

6. Timeline

- RFP Release Date: May 10, 2025
- Questions Due: May 15, 2025
- Answers Published: May 18, 2025

- Proposal Due Date: May 25, 2025
- Shortlist Notification: June 1, 2025
- Presentations/Interviews: June 8-12, 2025
- Final Selection: June 15, 2025
- Project Kickoff: July 1, 2025

7. Submission Instructions

Proposals must be submitted electronically in PDF format to procurement@abccorp.com.au by 5:00 PM AEST on May 25, 2025. Late submissions will not be considered.

8. Contact Information

For questions regarding this RFP, please contact:

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9. Terms and Conditions

- ABC Corporation reserves the right to reject any or all proposals.
- Proposals must remain valid for 90 days after submission.
- All information provided in this RFP and during the evaluation process is confidential.
- Respondents are responsible for all costs associated with proposal preparation.
- Submission of a proposal constitutes acceptance of these terms and conditions.