**Week 5 – Assignment #5 (Relaxing Travel - Part #2)**

Group 11

Pierce College – Session 6 2023

MIS 302: Project Management

Professor: Joanne Brogden

Document Created By: Eric Pagoada

**Request for Proposal - Quote**

**Date 8/5/2023**

**Project Name: Office Relocation – Relaxing Travel**

**RFP Name: Computing Service Acqusition RFP**

**Purpose of RFP –** The purpose of this RFP is to secure services for the acquisition of computing equipment by Relaxing Travel.

**Background Information** – In response to changing market dynamics, Relaxing Travel has made the strategic decision to transition from its brick-and-mortar store situated within a mall to a robust online presence. This evolution will involve the transformation of the existing physical site into a virtual platform, necessitating a shift towards remote work arrangements for the company's employees.

**Basic Requirements –**

1. **Proposal Deadline:** All interested parties are required to submit their proposals no later than the specified date and time, which is August 3rd 2023 at 12PM. Proposals received after this deadline will not be taken into consideration for the project proposal selection process.
2. **Eligibility for Consideration:** Only proposals that adhere to the submission deadline will be evaluated for potential selection. Late submissions will be ineligible for review.
3. **Evaluation Criteria:** The evaluation process will prioritize two key aspects: cost and performance. Proposals will be assessed based on their cost-effectiveness and the demonstrated ability to meet project performance requirements.

It is imperative that all potential vendors adhere to the submission guidelines and meet the outlined criteria to ensure their proposals are considered for the project selection process.

**RFP Process –** Bidders should include the following information in their proposal:

1. Bidder’s Name

2. Bidder’s Address

3. Bidder’s Contract Information (and preferred method of communication)

4. Evidence of established track record for providing services and/or deliverables

that are the subject of this proposal

**Statement of Work and Schedule Information –** Relaxing Travel invites and welcomes proposals for their Office Relocation Project. The following timeline has been established to ensure that our project objectives are achieved. However, the project timeline shall be subject to change when deemed necessary by management. The start date for the acquisition of equipment should be no later than August 21, 2023 and be completed no later than August 23rd, 2023.

**Appendices**