**Batch: A1**

**Roll No.: 1911004 ,1911006 ,1911015**

**Experiment / assignment / tutorial No. 1**

**Grade: AA / AB / BB / BC / CC / CD /DD**

**Signature of the Staff In-charge with date**

|  |
| --- |
| **Title:**  **Writing Request for Proposal** |

**Objective:** To write Request for Proposal

**Expected Outcome of Experiment:**

|  |  |
| --- | --- |
| **Course Outcome** | **After successful completion of this experiment a student will** |
| **CO 5** | Understand the selection of the most appropriate people for the project |

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**Books/ Journals/ Websites referred:**

1. *Bob Hughes, Mike cotterell, Rajib Mall“Software Project Management”, fifth Edition, Tata McGraw Hill, Special Indian Edition*
2. *Royce, “Software Project Management”, Pearson Education, 1999.*
3. *Project Management Institute: “A Guide to the Project Management Body of Knowledge (PMBOK Guide)” 5th Edition Project Management Institute.*
4. *John Nicholas, Herman Steyn, “Project Management for Business Engineering and Technology” 4th Edition.*

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**Pre Lab/ Prior Concepts:**

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**Team Members :**

**Nidhi Bhanushali – 1911004**

**Mayank Chopra – 1911006**

**Shubh Gosalia – 1911015**

**New Concepts to be learned:**

* + 4 Phases of Software Project
  + Triple Constraints of a Project
  + Process of Initiation of a Project
  + Need for General Template of Request for Proposal

Every project is part of an attempt to solve a problem. The first step in solving a problem is recognition and acceptance that it exists. After that, the person or group facing the problem—the customer and users—seek out someone who can help. The steps taken after that—soliciting people to do the work, evaluating their proposals, and reaching an agreement are all part of the procurement management process. If the customer organization has an internal group capable of solving the problem, it turns the problem over to them. If not, it looks for an outsider to handle the problem, possibly by sending out to contractors a formal request for help called a request for proposal or RFP . Each contractor examines the customer ’ s problem, objectives, and requirements as stated in the RFP and determines the technical and economic feasibility of undertaking the project. If the contractor decides to respond to the request, it presents the customer a proposed solution (system concept) in a formal proposal or letter of interest . The customer then examines the proposal—or in the case where several contractors responded, all the proposals—and makes a choice. The result is a formal agreement between the chosen contractor and the customer. But most ideas or potential systems never get past Phase

Various Activities Carried out are **Initial Investigation** which focuses on the elements of the problem, including:

• The environment.

• The needs, symptoms, problem definition, and objectives.

• Preliminary alternative solutions and where possible the estimated costs, benefits, strengths, and weaknesses of each.

• Affected individuals and organizations.

To approve the concept for further study, the customer must be convinced that:

• The need is real and funding is available to support it.

• The idea has sufficient priority in relation to opportunities presented by other ideas.

• The idea has particular value in terms of, for example, applying new technology, enhancing reputation, increasing market share, or raising profits.

• The idea is consistent with the goals and resources of the organization.

Preparing **Request for Proposal** The **RFP**—request for proposal (or request for bid , request for quotation , invitation to bid , or similar term) 5 is notification that a customer is interested in hiring a contractor. The dual purpose of the RFP is to outline the user ’ s idea (problem, need, etc.) and to solicit suggestions (proposals) for solutions—usually with the intent of awarding a contract for the best one. RFPs are sent to contractors on the user ’ s bidders list .

The likelihood of winning and undertaking a project depends on a number of factors:

• Have competitors gotten a head start?

• Does the contractor have sufficient money, facilities, and resources to invest in the project?

• Will performance on the project be good for (or damaging to) the contractor ’ s reputation?

• Other factors similar to the criteria employed by the customer in the initial investigation.

**Work-out :**

**Section 1:**

**Introduction:**

MSN Pvt. Ltd. seeks to award a contract to analyse, design, build, implement, test and manage a system that will provide Work/Study from Home solutions to Corporations, businesses, universities and individuals. The system will have separate versions for different types of clients and shall be compatible with all the devices commonly in use currently. The system shall be available in web as well as mobile application format.

**Section 2:**

**Statement of Work:**

The contract will be awarded for building a system that provides all necessary features to make Work from Home convenient for the users. Apart from video conferencing, the different versions shall sport different features to suit the needs of the clients that the system is intending to target.

The design of the system shall be based on ‘Minimalistic Design’ principles to ensure that the product is robust and, most importantly, convenient to use for users from all types of backgrounds and having different proficiency levels with handling technology.

**Exclusion:**

MSN Pvt. Ltd. would not be responsible for the content/material shared on the portal and the security of any confidential information mentioned via it.

**Scheduled delivery date**

The system shall be fully operational on or before 31 September 2023. Computer deployment will begin no later than the second week of September, 2023.

**Subcontractor**

The contractor shall send with the proposal a list of subcontractors and the job to be assigned to each subcontractor. Further contracting the work to subcontractors shall be subject to the prior approval by MSN Pvt. Ltd.

**Cost & Contract**

The price of the contract shall not exceed **Rs 20 lakhs**. The contract shall be a fixed price contract with a penalty of **Rs 7500 per day** for failure to comply with the date of completion of the project i.e., 31st September 2023.

**Section 3:**

**Proposal Table of Content**

1. Executive Summary
2. Statement of Work
3. Vision & Goals
4. Deliverables
5. Time Frame
6. Resources
7. Budget
8. Ownership
9. Reporting
10. Risks & Issues
11. Implications
12. Success Criteria
13. Authorization
14. Details of participating personnel
15. Signed Non-disclosure agreement

**Specific Instructions**

Executive Summary should be as short as possible but should contain enough information so as to understand the overview of the plan.

Provide complete details of the approach to be used to solve the problems identified.

Details of participating personnel may not include their names but including the strength and designation of the personnel shall be mandatory.

**Section 4:**

**Proposal Submittal & Deadlines**

The Contractor shall submit two copies of the completed proposal or email the proposal together with all confidential information to:

Shubh Gosalia.

Om Joshi Apartment CHS.

OPP. Angel Land High School,

Flat no. C-12, 2nd Floor,

Plot no. B/68, Lallubhai Park Road,

Andheri(West),

Mumbai- 400058

Email: [shubh.gosalia@somaiya.edu](mailto:shubh.gosalia@somaiya.edu)

Proposal must be submitted to MSN Pvt. Ltd. by 5pm on September 22, 2022.

**Section 5:**

**Selection Date & Criteria**

**Selection and award date**

October 2nd, 2022

**Selection criteria**

Proposals received after the deadline won’t be evaluated under any circumstances

The proposals received will be evaluated by the following criteria:

1. The proposed system meets the expectations illustrated in the Annexure to this document.
2. The user friendliness of the system proposed.
3. Design principles envisioned to be used in the development.
4. Budget of the Proposal
5. Project plan and schedule

**Selection 6:**

**Technical Information**

**Confidentiality**

The technical data provided within this RFP is confidential and belongs to MSN Pvt. Ltd. You must not disclose any of the provided information with any person or organization directly or indirectly. Failure to comply with this confidentiality clause will attract a law suit against your firm. All future communication in regard to this project shall also be subject to this clause.

**Supporting Technical Data**

1. Technical facilities available with the contracting firm for development of products in communication domain.
2. Technical expertise and experience of key staff members in communication domain.

**Suggested list of features/activities**

1. UI design

2. Video calling interface

3. Chat boxes

4. Online exam proctoring system

5. Calendar, activity tracking

6. Group segregation, code generation

7. Smart attendance calculation

8. Security and encryption

9. Database management

10. Creation of hierarchy in corporate

11. Smart management of hierarchy

12. Creation of discussion forums

13. Scheduled and unscheduled meets

14. Speech to text conversion for subtitles

15. Assignment creation, marks calculation, grades

16. Feedback collection and analysis

17. Personalization of profile

18. Integration

19. Regression testing

20. Deployment and Maintenance

21. Online quiz and test engine

22. Cloud based notebook

**Post Lab Activities (with reference to your Project):**

1. What are the different phases through which Project Development passes?
2. Difference between Software Development & Software Project Management.
3. Explain briefly the difference between a Project and Operations.
4. Justify the various sections of RFP.

[Post Lab](https://drive.google.com/drive/folders/139AS4p0ydW0DWg-F-pzAgCV29t0GPsnq?usp=sharing)