|  |
| --- |
|  |
| Request for Proposal |
| YOUR CUSTOMER COMPANY NAME |
|  |
|  |
| **[Pick the date]** |

|  |
| --- |
|  |

Your company name

**Statement of Confidentiality**

EXPLAINATION: Your confidentiality statement is nothing more than a paragraph stating that the contents of your business is confidential and should not be released to third parties without your prior written consent.

**Company Contact Details**

EXPLAINATION: Provide information regarding key staff from your company that will be involved in this project. Suggested information that can be included in this section are:

1. Name
2. Title of the person
3. Email
4. Contact number

You can also include the company’s address, phone and fax number.

**Document Control**

EXPLAINATION: This will present the information of changes that may happen during the document lifespan. The purpose of this section is to keep track of any changes that are done on the document. Information can be shown in a tabular format. Some of the information that can be included are:

* 1. Version number of the current document
  2. Date of release
  3. Approval signature
  4. List of pages that have been changed in the current version
  5. List of version numbers
  6. Dates of release for all previous versions

Table of Contents

1. **Executive Summary**
   1. Proposal Background

State the business need to be satisfied by the project. Describe the relationship of this project to other existing projects and how it will be integrated with other projects or ongoing work processes if necessary. May also include the following information:

* 1. Scope of activities
  2. Purpose of document
  3. Intended audience

1. **Company Profile**
   1. Company Reputation

This section will give information regarding your company overall history in a nutshell. Some of the information that may be included are:

1. Company establishment
2. Company operation
3. Company advancement

* 1. Company Key Strengths

This section shall include information regarding the company key strength in their business. Key business strength are the company’s competitive strategy to make it different from their competitor.

* 1. Company Information

This section shall describe the structure of your company. This section can be presented in a form of a diagram such as organization chart of the company.

* 1. Company Services Offerings

This section shall describe the list of services that is offered by your company to the customer. The list of services that the company provides can be shown in the form of list or brochure.

1. **Customer Requirements**
   1. Overall Project Objectives

Objective of the project that will be implemented in the customer side is want to give facility customer using a new system that will develop and can make easy and to fulfil the requirement from customer and easy for stuff to update or delete the data.

* 1. Scope of Project
* **Balance driver workload**: Main function of this module is to be able to assign drivers to each customer rental and maintain balance among all drivers. System should be able to advise on the task assignment process

* **Monitor Transport Maintenance**: In order to guarantee the safety of all our customer, the condition of each vehicle must be in good shape throughout their service. Developer should propose an effective method of monitoring.
* **User Management**: Basic function of the system will be able to maintain user id in the system. Common transactions are creating, editing, viewing and deleting user id.
* **Reporting for Management Team**: List of report must be provided for the use of our management team. Developer must propose meaning report title that are critical in the transportation business
* **Transport Rental**: Customer or university’s staff will be able to execute vehicle rental through online.
  1. Time Line

This system will be start with phase 1 with planning on Monday 10th December 2012, phase 2 will be start after the planning in system analysis. After that we will proceed to phase 3 and 4 with make proposal and system implementation and will continue to phase 5 and 6 in maintenance and finalize the project .This project will take two months and will be finish on Wednesday on 20th march 2013.

* 1. Deliverables

All proposals and system will be hand delivered and implemented no later than 5:00 PM, Thursday, 20 March 2013. Location:

3th floor, wisma BTSH,

Greentown centre 2,

Greentown 3, 62602

Putrajaya, Malaysia

* 1. Scope of Work
* **Determine system requirement**

To determine the system requirement we decide by questionnaire to ask the customer what they need to solve the problem that faces and we also provide the interview list get detail and much information about requirement.

* **Study on requirement and preparing proposal**

Analysis the requirement to studied and structured the information that was collected from system requirement from customer and provide the document to prepare proposal to give detail about system that contains all functional.

* **Design the transport system**

The description of recommended solution is converted into logical and then physical system to make sure the system can be run in internet that uses programming method and software.

* **Programming of online transport system**

Develop the online transport system and code on the system and the system will be active and can be use in internet so that the system can save all the data from customer with easily and can give the great management in registration.

* **Testing on the transport system**

This system to make sure it will run perfectly and can avoid from error in system and the time to respond the systems in internet and improve it.

* **Present the product to customer**

Give a chance to customer to use the online transport system as a our final product and ask the opinion about this system and improve it to fulfil all needed from customer.

1. **Financial Summary**
   1. Assumption

Describe the assumptions on which the project is based and imposed the constraints on the project factor such as:

1. Schedule
2. Budget
3. Resources
4. Software to be used
5. Acquirer software to be incorporated
6. Technology to be employed
7. Product interfaces to the other products.
   1. Project Fee

Describing how the team generate the total project fee. Some information that may be include in this section are:

1. Total project fee
2. Total project timeline
3. Total assigned consultant
4. Total man hour
5. Total expenses will be covered
6. Any taxes to be implement
   1. Payment Terms

This section shall describe the payment process of the project fee. If necessary, project team may want to decide payment process in term of before, during and after the project has been delivered

* 1. Other Chargers

This section shall describe situation that may change the value of the total project fee.

1. **System Development Customer Reference**

This section shall describe past successful project that your company has undergone. This information is valuable during buy in, whereby customer will assess the project success rate from your company’s previous project. Usually, information regarding the owner of those projects will remain anonymous.

1. **Company Software Development Consultant Profile**

This section will show the profile of project team member that will be assigned to implement the current project. The information that may be include in this section are:

1. Picture
2. Bibliography
3. Career synopsis
4. Etc
5. **Appendix**