

REQUEST FOR PROPOSAL RFP-2024-003: CUSTOM SOFTWARE DEVELOPMENT

ISSUED BY: [ORGANIZATION NAME] ISSUE DATE: [DATE] DUE DATE: [DATE + 30 DAYS]

1. PROJECT DESCRIPTION [ORGANIZATION NAME] is seeking proposals for the development of a custom web application to streamline business processes and improve operational efficiency.

2. BUSINESS OBJECTIVES - Automate manual processes and reduce errors - Improve data visibility and reporting - Enhance user experience and productivity - Ensure scalability and maintainability - Integrate with existing systems

3. FUNCTIONAL REQUIREMENTS

3.1 User Management - User registration and authentication - Role-based access control - User profile management - Password reset and recovery - Multi-factor authentication

3.2 Core Features - Dashboard with key metrics and KPIs - Data entry and management forms - Document upload and management - Search and filtering capabilities - Reporting and analytics

3.3 Integration Requirements - RESTful API development - Database integration - Third-party service integration - Single sign-on (SSO) capability - Data export and import functions

4. TECHNICAL REQUIREMENTS

4.1 Technology Stack - Frontend: React.js or Angular - Backend: Node.js or Python/Django - Database: PostgreSQL or MongoDB - Cloud Platform: AWS or Azure - Authentication: OAuth 2.0 or SAML

4.2 Performance Requirements - Page load time: < 3 seconds - Concurrent users: 500+ - Database response time: < 500ms - 99.9% uptime availability - Mobile responsive design

4.3 Security Requirements - Data encryption at rest and in transit - Secure coding practices - Regular security testing - Vulnerability assessments - Compliance with industry standards

5. DELIVERABLES - Source code and documentation - Database schema and scripts - API documentation - User manuals and training materials - Deployment and maintenance guides

6. PROJECT METHODOLOGY - Agile development approach - Two-week sprints - Regular stakeholder reviews - Continuous integration and deployment - Quality assurance and testing

7. TIMELINE AND MILESTONES - Project Kickoff: [DATE] - Requirements Finalization: [DATE + 2 WEEKS] - Design and Architecture: [DATE + 6 WEEKS] - Development Phase 1: [DATE + 12 WEEKS] - Development Phase 2: [DATE + 18 WEEKS] - Testing and QA: [DATE + 22 WEEKS] - Go-Live: [DATE + 24 WEEKS]

8. VENDOR QUALIFICATIONS - Minimum 5 years software development experience - Experience with similar projects - Certified developers and architects - Quality assurance processes - Project management capabilities

9. EVALUATION CRITERIA - Technical approach and architecture (30%) - Experience and team qualifications (25%) - Cost and value proposition (20%) - Timeline and delivery approach (15%) - References and past performance (10%)

10. BUDGET - Development budget: \$300,000 - \$800,000 - Ongoing maintenance: \$50,000 - \$100,000 annually - Hosting and infrastructure: \$20,000 - \$50,000 annually

11. INTELLECTUAL PROPERTY - All code and documentation will be owned by [ORGANIZATION] - Vendor retains rights to general methodologies and tools - Confidentiality and non-disclosure requirements - Source code escrow arrangements

12. SUPPORT AND MAINTENANCE - 12 months warranty on delivered software - Bug fixes and minor enhancements - Performance monitoring and optimization - Regular security updates - User training and support

13. SUBMISSION REQUIREMENTS - Executive summary (2 pages) - Technical proposal (25 pages) - Cost proposal with detailed breakdown - Project timeline and milestones - Team resumes and qualifications - References and case studies

14. QUESTIONS AND CONTACTS Questions must be submitted by [DATE + 21 DAYS] to:
[CONTACT NAME] [EMAIL] [PHONE]

15. SUBMISSION DEADLINE Proposals must be submitted by [DUE DATE] at 5:00 PM EST to [EMAIL].

[ORGANIZATION NAME] [ADDRESS] [CONTACT INFORMATION]