**Procurement Management Plan**

**Date: 06/03/2020**

**Project Name**: **Getaway Groceries- Online Groceries Website**

**Guidelines on Types of Contracts:**

There are numerous different sorts of contracts like firm-fixed price, time and materials (T&M), cost-reimbursable, and others.

**Firm-Fixed Price:** The fixed-price contract is a legal agreement between the project organization and an individual or company to provide goods or services to the project at an agreed-on price. The contract usually details the quality of the goods or services, the timing needed to support the project, and the price for delivering products or services.

**Time And Materials:**

On small activities that have a high uncertainty, the contractor might charge an hourly rate for labor, additionally the cost of materials, also a rate of the overall costs. This sort of contract is called time and materials (T&M).

**Cost-reimbursable Contracts:**

* In a cost-reimbursable contract, the organization agrees to pay the contractor for the cost of performing the service or providing the products. Cost-reimbursable contracts are moreover known as cost-plus contracts.
* Different procurement items may moreover require different contract types. A well-defined product may be a firm-fixed cost whereas a product which can require a research and development effort may be a T&M contract.
* All items and services to be obtained for this project will be requested under firm-fixed price contracts. The project team will work with the contracts and purchasing department to define the item types, quantities, services and required delivery dates. The contracts and purchasing department will then solicit bids from different vendors in order to procure the items within the required time frame and at a reasonable cost under the firm fixed price contract once the vendor is chosen.

**Getaway Groceries- Online Groceries store** is going to use the firm-fixed price .In which we are going to take the contract from the client, where we will develop the website based on requirements provided by the client. And we will do this in a fixed budget which was agreed with the client at the initial stage.

**Standard procurement documents or templates:**

Procurement documents issued by the Bank to be used by Borrowers for IPF financed projects. These include, GPN, SPN, EOI, REOI, Standard Prequalification documents, Initial Selection documents, Request for Bids documents, and Request for Proposals documents.

* There are three types of procurement documents being used for this project. The first document type is Request for Information (RFI), this document is used typically when a buyer has limited experience and access to an industry. The main reason for RFI process is that a buyer should have a longlist of potential vendors identified for their project and can move on to issuing the next documents which are RFP or RFQ.
* The second step in the procurement documentation process is the Request for Proposal or Request for Quotation. These two documents aren’t interchangeable, but there are cases where you can jump right to the RFQ.
* Here the buyer is telling the sellers exactly what they need: “provide me with a quotation for the following items”. A RFP, however, asks the seller to propose how they will resolve or address the buyer’s needs: “provide me with your proposal on how to solve my problems”.

**Guidelines for creating procurement documents:**

• **Information Gathering –**

A potential client first explores providers, who fulfill necessities for the item required.

• **Supplier Contact –**

At the point when a planned provider has been recognized, the client demands for citations, proposition, data and delicate. This might be done through promotions or through direct contact with the provider.

• **Background Review -**

The client currently analyzes references for the goods/services concerned and may likewise think about examples of the goods/services or attempt preliminaries.

• **Negotiation –**

Next the dealings in regards to value, accessibility and customization choices are embraced. The agreement with respect to the acquisition of the goods/services is finished.

• **Fulfilment –**

In light of the agreement marked, the purchased goods or services are dispatched and conveyed. Payment is additionally finished at this stage. Extra preparing or establishment of the item may likewise be given.

• **Renewal –**

When the goods or services are devoured or discarded and the agreement has lapsed, the item or administration should be re-requested. The client presently concludes whether to proceed with a similar provider or search for another one.

**Roles and Responsibilities:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Contact Information** | **Project Role** |
| Tarun Sarpanjeri | Project Manager/Team Lead/Content Developer | S537916@nwmissouri.edu | Project manager/ team lead |
| Alekhya Jaddu | User Interface Developer/Web Application developer | S538343@nwmissouri.edu | Web Application designer/User Interface |
| Sai Rohith Gorla | User Interface Developer/Web Application developer | S538416@nwmissouri.edu | Web Application designer |
| Navya Devineni | Content Developer/ User Interface Developer | S538339@nwmissouri.edu | Content developer/ User Interface developer |

**Contract Statement of Work**

**Prepared by: Navya Devineni Date: 06/01/2020**

**Project Name**: Getaway Groceries-Online Grocery Store

**Contract Name**: GG Contract

**Scope of Work:**

We are building up an easy to use and simple to explore site with a quality substance pretty much all the procedure gatherings and the information territories. Four laptops or desktops are required regarding hardware. Angular, HTML, CSS, Bootstrap, Node, JavaScript, Visual Studio, Microsoft Office, Agile, Gantt charts are the software required for the project.

**Location of Work:**

Library is preferred for working.

**Period of Performance:**

Performance period is about 17 days. Work starts from 05/17/2020to 06/03/2020. Working hours are from 10:00 AM to 2:00 PM and from 4:00 PM to 6:00 PM i.e., 40 hours per week.

**Deliverables Schedule:**

A website that permits the understudy to examine and comprehend the ideas of project management course. Contains interactive page with the world and get in touch with us page. These ought to be done in 15 days. Further enhancements are done in 2 days assuming any.

**Applicable Standards:**

Building and rendering webpages and technologies related to them. Make work on mobiles and internationalize them.

**Acceptance Criteria:**

It should meet all the requirements determined.

**Special Requirements:**

The developers ought to have information in regards to web applications and must be able to develop the applications.

Request for Proposal

Prepared by: Sai Rohith Gorla Date: 06/03/2020

**Project Name: Getaway Groceries- Online Grocery Store**

**Purpose of RFP**

 The purpose of this RFP file is to provide required hard ware for the development of the website. Providing qualified engineers who has experience in React js.

**Background Information**

 Well recognized organization and took contract several times without any drawbacks and having good relationships.

**Basic Requirements**

 4 laptops and 4 developers are required who are expert in React js.

**RFP Process**

 Project resources are available regarding hardware and software. If the target period is reached then the specified resources are given under the contract basis for some amount of time.

**Statement of Work and Schedule Information**

 It is used for developing and deploying the website and it takes about 40 days to reach the client deadline.

**Appendices**

1. **Current system overview**: Working laptops enough to run React js for creating website.
2. **System Requirements**: Running software to work with React js.
3. **Volume and Size data**: each system should have atleast 4GB ram and 500GB memory
4. **Required Contents of vendor's Response to RFP**: working laptops and installed software for React js. Experts in React js to create website.
5. **Sample contract**: It is for 40 days which costs $1.40/hr for each laptop.

Stakeholder Register for Project Name

**Prepared by: Alekhya Jaddu Date: 06/03/2020**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Internal**  **/External** | **Contact Information** | **Project Role** |
| Tarun Sarpanjeri | Project Manager/Team Lead/Content Developer | Internal | S537916@nwmissouri.edu | Project manager/ team lead |
| Alekhya Jaddu | User Interface Developer/Web Application developer | Internal | S538343@nwmissouri.edu | Web Application designer/User Interface |
| Sai Rohith Gorla | User Interface Developer/Web Application developer | Internal | S538416@nwmissouri.edu | Web Application designer |
| Navya Devineni | Content developer/ User Interface developer | Internal | S538339@nwmissouri.edu | Content developer/ User Interface developer |
| Dr. Aziz Fellah | Client | External | afellah@nwmissouri.edu | End User |

Stakeholder Management Strategy for Project Name

**Prepared by: Tarun Sarpanjeri Date: 06/03/2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Level of Interest** | **Level of Influence** | **Potential Management Strategies** |
| **Tarun Sarpanjeri** | High/High | Resistant | Tarun is interested to involve in all tasks and he loves to take up the challenges |
| **Sai Rohith Gorla** | High/High | Supportive | Rohith is very outgoing and visionary. He is very professional and easy to work with |
| **Navya Devineni** | High/High | Resistant | Navya does a great job and makes use of concern by participating in low risk areas |
| **Alekhya Jaddu** | High/High | Supportive | Alekhya always tries to be supportive and increases the level of interest in the job. |