# Interoffice Memoranda

To: Project Teams  
From: Bug.sys Sponsors  
Subject: Request for Game Proposal  
Date: 2025-09-02  
CC: Polygames Project Management Team

Good day,

BugSys Entertainment, at the bequest of PolyGames, is looking to expand its inventory of interactive media (games) to be included on the upcoming launch of the PolyGames game distribution site. Each team is invited to submit a **Request for Proposal (RFP) response** outlining their intended contribution to this initiative. The evaluation criteria for the RFP responses are attached.

## Submission guidelines

### Timelines

You can submit your RFP response by no later than: **Thursday, September 4** to your project sponsors for review. If your submission is acceptable a follow up will be required to discuss your proposal for official approval.

### Front Matter

Your RFP response should clearly identify the following at the top of the document:

* RFP Number (from top of this document)
* “Request for GAME proposal RESPONSE”
* The working title of your proposed game

## Contents

### High level description of the game

Include: Any applicable information from the following: Genre information, story, theme, important game mechanics, existing products that inspired your decision, or any information that helps your sponsors understand what you are proposing. Supporting visuals are encouraged. These can be screen shots of similar products that inspired you or sketches.

### Preliminary available effort

Include the number of team members, the number of regular hours/weeks, the number of outside hours (homework) and calculate the total number of hours per week.

### Preliminary risk analysis and request for clarification

Include any concerns the team has about the proposed project in terms of skill set, anticipated challenges, etc. Please include any questions for the project sponsors that you feal require clarification for this RFP.

### Handover plan

Include a handover plan for the project. This plan will include your method of ensuring all the code and relevant information for supporting and continuing development on your project is captured and submitted to your sponsors. **A requirement for this handover package is an HTML5 playable version of the game** (Please take this into account when planning your development environment and final product details).

### Sign off

The entire team must “sign off” the RFP response document prior to submitting for approval. To facilitate a sign off, you must include your name and then use a comment to leave your name, or an approval note. This comment is validation to confirm someone else has not signed on your behalf. A comment contains a time stamp and a Microsoft Office 365 account (your SaskPolytech account).

#### Example sign-off on a document:

Hannah Kopytko, Sponsor