**SYS366SAA**: RFP LAB1

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**Course Code**: SYS366SAA

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Question 1:

RFP (Request For Proposal) is an outline of needs and options provided by a company which outlines their software requirements to potential software sellers. The company needs to include the precise and clear definition for their software development (SD) needs/options/designs in the RFP in order to process smooth and effective vendor participation.

Question 2:

Sections included in the Key North Cottage Supply RFP are as followed:

1. Summary (Summary of KNCS’s recent RFP retaining to their current software requirements)
2. Proposal Guidelines and Requirements
3. Contract Terms
4. Purpose, Description and Objectives
5. Background of Organization (KNCS)
6. Scope and Guidelines (KNCS)
7. Qualifications
8. Evaluation Criteria
9. Format for Proposals

Question 3:

KNCS RFP is an “open” process, but it will be sent to the software vendor candidates (or a company) who meet KNCS’s “Development Guidelines” for their participating software’s system, and plus the KNCS’s RFP candidate “Qualifications”.

Question 4:

Their main objective in this RFP is to find SD candidate/vendor who could develop a software that would “update the existing KNCS Store Management System”, which is able to provide a technology solution that “allows the in-house staff to easily and cost effectively update content and modify design after the initial launch”.

Question 5:

The most immediate information that is lacking in this RFP is the Contact Information, but other than that, I would also like to know the proposed delivery date of the finalized/winning software (post-contract). If I were given a specific time period before the software release, I would have sufficient time to manage and minimize the potential risks that my system could possibly break or shortfall during the initial or running phase of the following KNCS project.

In addition, I would also ask for the contractor’s information from KNCS’s end who has an active executive role in this particular project. He or she needs to be a representative who bears the legal responsibility to accept unlimited liability for any risks he or she would undertake. It is to build trust in our business relationship where he/she could express well-structured problem solving approach and don’t expect the RFP vendors to completely eliminate and bear all of the software development risks.