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| Rascal Senior Design Request For Proposal Procedure RCL-P-CMQA1Team: Configuration Management and Quality Assurance 8/29/2013 -- Revision: - |  |

Revision History

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# Background

This document describes the manner in which a Request for Proposal (RFP) report should be drafted and organized. An RFP is a report that states the general mission, parameters, and goals associated with the Rascal Senior Design project. It covers the basics of the project as a whole, as well as the specific tasks associated with completing each part of the project itself.

# Request for Proposal (RFP) Guidelines

As discussed in Section 1, an RFP exists to describe the mission associated with a particular senior design project. This mission should include specific goals for the design in question, as well as the tasks necessary to achieve said goals. Such goals include quantitative, measurable objectives, such as, “the spacecraft will capture images at 30 fps for a total of seven minute” or “the plane shall have a range of 200 miles.” However, the number of goals should be fairly limited and realistic, as to narrow the number of design variables.

RFP’s should also describe a design that meets needs that aren’t already met with existing designs, as to make a particular RFP a more desirable candidate for being selected within a given program. Along with this, there should be a broader objective that justifies the existence of such a design, as to make it feasible for continued development and fabrication. Thus, it should be possible, with the resources currently available, for the design to achieve a specified state in the time allotted for its development. However, being limited by the resources available does not mean that one should simply retread ideas that have come before. Ultimately, an RFP must contain a novel, yet reasonable design change or improvement on already existing technologies or manufacturing processes, as to make the greatest contribution possible to the aerospace community as a whole.