**Assignment 9 – Project Procurement management**

RFP for Project Implementation

**Project Title:** Infrastructure Transformation Project

**Project Sponsor:** CIO  **Date Prepared:** 04/25/2016

**Project Manager:** Amit Prabhakar  **Project Customer:** ABC Corp.

RFP – Document

RFP for Infrastructure transformation project implementation

**Project Title:** Infrastructure Transformation Project

**Date Prepared:** 04/25/2016

**Company:** ABC Corp.

**About the company:**

ABC Corporation is a fortune 1000 company having headquarter in College Station. It has over 5000 employees and has a full-fledged IT team to support its IT operations. We are part of the IT team of ABC Corporation which is responsible to execute the project in order to address the current business problem. The company currently has many applications hosted on the infrastructure in their own data centers – one in College Station and other in Houston. The hardware infrastructure on which the primary systems, i.e. HR/Payroll, CRM, Tech-Support and email, are hosted is nearing end of life and is out of warranty and support.

The single function application-to-server architecture is not fault tolerant and provides single point of failure. There is no plan in place to restore the four critical applications in case of a localized emergency with respect to power outage, sever weather, terror attack etc. Thus the current architecture needs to be changed in order to build redundancy and provide the business better uptime and system availability.

The management has decided to refresh the hardware and include virtualization for the servers for the primary systems and redesign the architecture for these four critical applications. This will help provide the opportunity to optimize the hardware and save on space, power, cooling and maintenance in addition to providing a more robust system architecture with built in redundancy.

**High level project scope:**

The project will focus on complete analysis of the current system for the four critical applications i.e. HR/Payroll, CRM, Tech Support and email to enable the team to architect a solution with built in redundancy for the infrastructure on which the applications are hosted on. The project will focus on creating a virtual environment for the applications, mirror primary and secondary data bases, load balance two data centers to provide high availability across geographical locations.

The architecture is designed by the internal IT team as they are skilled and experienced in both infrastructure and the applications of the corporations. For the implementation of the new environment a suitable vendor who could execute the implementation, deployment and go live of the new system needs to be selected through this RFP process.

**Project and Product Requirements:**

The project requires a detailed analysis of the current system to architect the new virtualized environment where the four applications will be hosted. The project requirements are detailed as following:

**Hardware – to be provided by Hardware vendor:** Servers, Storage, routers, switches, load balancers, firewalls

**Software – to be provided by software vendor:** Virtualization software (HyperV or VM ware) – to be selected along with the deployment partner.

**Implementation partner:** To be selected from the list of existing vendors based on the competitive bidding as part of the response to this RFP.

## Technical Contact for the RFP

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

|  |  |
| --- | --- |
| **Designation** | Technical Architect |
| **Address** | ABC Corp, Head Office, TX, USA |
| **Phone** | 123 456 8596 |
| **FAX** | 258 263 5468 |
| **Email** | [xyz@abc.com](mailto:xyz@abc.com) |

## Procurement Contact for the RFP

Any questions regarding contractual terms and conditions or proposal format must be directed to:

|  |  |
| --- | --- |
| **Name** | Procurement Manager |
| **Address** | ABC Corp, Head Office, TX, USA |
| **Phone** | 123 456 8596 |
| **FAX** | 258 263 5468 |
| **Email** | [mnop@abc.com](mailto:mnop@abc.com) |

**Due Date:** A written approval of the Vendor’s intent to reply to this RFP is required by 03/30/2016. All proposals are due by **10 am on 04/10/2016**. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

**Schedule of Events for the project including vendor selection and project go live:**

|  |  |
| --- | --- |
| **Summary Milestones** | **Due Date** |
| RFP distribution | 15th March 2016 |
| Written confirmation from vendors on bid intention | 30th March 2016 |
| Bid clarification | 5th April 2016 |
| Bid submission | 10th April 2016 |
| Final vendor selection | 25th April 2016 |
| Project kick off | April 30, 2016 |
| Hardware and Software BOQ finalization & order | May 30, 2016 |
| Hardware and software delivery | Aug 1, 2016 |
| Implementation Start | Aug 1, 2016 |
| Project go live | Jan 1, 2017 |
| Project handover | Jan 30, 2017 |
| Sign off | Feb 20, 2017 |

**Guidelines for proposal submission**

Award of the contract subsequent from this RFP will be based upon the most approachable Vendor whose offer will be the most beneficial to ABC Corp. in terms of cost, scope, time and other factors as detailed in a different place in this RFP.

ABC Corp reserves the right to:

* Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor,
* Accept other than the lowest priced offer,
* Award a contract on the basis of initial offers received, without discussions or requests for best and final offers,
* Divide the scope and award more than one contract to one or multiple vendors.

Vendor's proposal shall be submitted in two parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for ABC Corp. Evaluation of the Vendor’s proposal.

In order to address the needs of this procurement, ABC Corp. Emboldens Vendors to work supportively in presenting combined solutions. Vendor team arrangements may be necessary to enable the companies involved to balance each other's unique capabilities, while presenting the best blend of performance, cost, and delivery for the implementation services being provided under this RFP. ABC Corp will recognize the veracity and validity of Vendor team arrangements provided that:

* The arrangements are identified and relationships are fully disclosed, **and**
* A prime Vendor is designated that will be fully responsible for all contract performance.

Vendor’s proposal in response to this RFP will be incorporated into the final agreement between ABC Corp. and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Approach and Methodology
3. Project Deliverables
4. Project Management Approach
5. Detailed and Itemized Pricing and a final price for the complete project
6. Appendix: 5 References of similar projects
7. Appendix: Project Team Staffing – with breakup of onsite and offshore team and profiles
8. Appendix: Company Overview

**Mode of submission:** All proposals needs to be submitted in hard copy to the ABC Corp. procurement department in two separate envelops.

**Envelop 1:** Technical proposal – 2 hard copy and 1 soft copy in CD / Flash drive

**Envelop 2:** Commercial proposal – 2 hard copy and 1 soft copy in CD / Flash drive

## Scope of Work requirement

The following information should be used to determine the scope of this project and provide pricing for this engagement:

|  |
| --- |
| **Infrastructure for HR System**   * Server and Storage BOQ * Software BOQ * Network & Security elements |
| **Infrastructure for payroll, CRM & Tech Support**   * Server and Storage BOQ * Software BOQ * Internal network for switching and routing |
| **Server Configuration Reviews**   * Review the BOQ for hardware and software before the order is placed * Review of current configuration * Propose changes to the configuration and processes for the new environment |

|  |
| --- |
| **Data migration**   * Migrate data from the old system to the new environment * Testing the data post migration |
| **Training plan**   * Provide training plan for the new system * Conduct training and handover |
| **System Testing & Handover**   * Test each system independently * Test all the system working simultaneously * Complete documentation of implementation and support * Handover formalities and project signoff |

## Deliverables

At the supposition of the assessment, ABC Corp. necessitates written documentation of the approach, findings, and recommendations associated with this project. A formal presentation of the findings and recommendations to senior management may also be required. The documentation should consist of the following:

***Technical findings report***

A document developed for the use of ABC Corp.’s technical staff which discusses: the approach employed, deliverables, policy and processes.

***Executive summary report***

A document developed to summarize the scope, approach, findings and recommendations, in a manner suitable for senior management.

**Selection Criteria:** The final criteria for selection will be a fully functional system where the four environments are moved and go live with the desired uptime and functionality. Examples of the breakdown of the acceptance criteria are provided below:

1. All requirements need in full compliance to the scope of work mentioned in the RFP.
2. RFP response to be in compliance to the RFP requirement
3. The validity and effectiveness of the proposed approach and methodology
4. References and their relevance to the project
5. Prior experience
6. Compliance to the timelines and scope and confirmation to the delivery quality
7. Proposed team skill and experience
8. Commercial offer

The technical proposal will have 60% weightage and the commercials will have 40% wastage in the final decision for the project. The decision of the ABC Corp. team will be final.

All contractual terms and conditions will be as per the current master agreement as this is a closed RFP circulated among the vendors currently engaged for various services at ABC Corp. Any deviation should be brought to the notice of ABC Corp. procurement team immediately so that it could be resolved before the due date for the RFP submission.

A copy of the RFP duly signed and stamped as a confirmation of acceptance of all the terms, conditions and deliverables needs to be returned to ABC Corp. along with the Technical proposal:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: Designation

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Organization Name Organization Name

Date: Date:

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