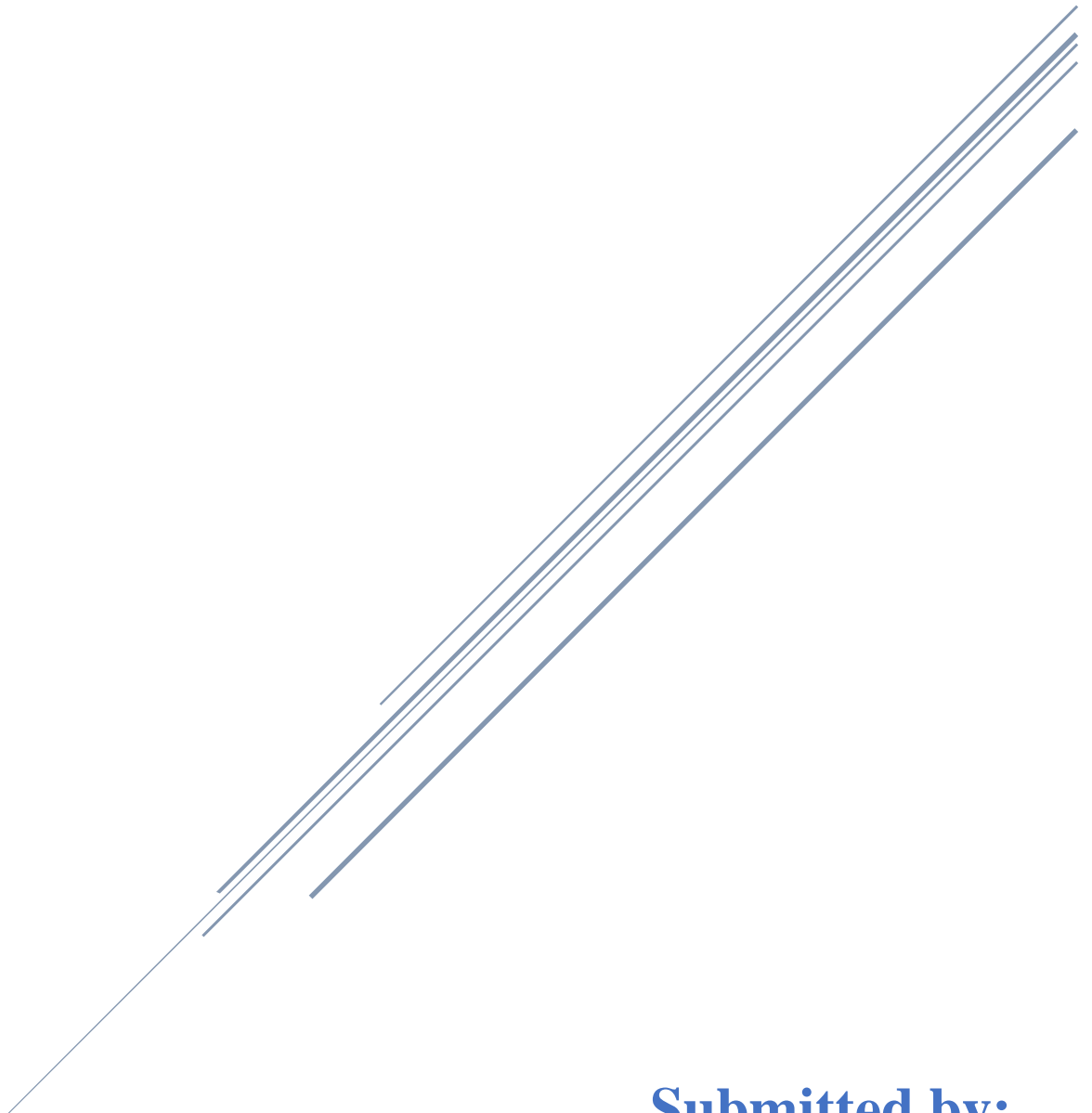


PROJECT PROCUREMENT MANAGEMENT

Systems Migration Project, J.D. Monster Bank



**Submitted by:
ISYS 630-601 Group 01**

I. Introduction

Project procurement management is about establishing, maintaining, and closing relationships with suppliers of goods and services for the project. There are four major processes:

1. Plan procurements
2. Conduct procurements
3. Administer procurements
4. Close procurements

II. Request for Proposal

While many projects are completed using internal resources there are times when an organization needs to reach out for additional resources. In this case, they often issue a Request for Proposal (RFP). Although each RFP is unique, they should all contain enough information so that bidders can fully understand what is required and expected. In the RFP it is helpful to include information about your organization, relevant information for the project, the project scope, bidder qualification requirements, timeline and guidelines for the proposal.

The Request for Proposal should provide known information about the timeline for the RFP process as well as the project itself. Much of the project timeline will be determined in the project initiation and planning phases once the winning bidder is chosen. However, any known deadlines or timeframes should be listed in this section.

Request for Proposal Contents:

A RFP can have a lot of details about the project. To summarize them all, a RFP can have the following headings.

1. Summary and Background

This section of the Request for Proposal (RFP) should provide a high-level description of what the request for proposal is for and the purpose of the requirement. It may provide background information of the organization requesting proposals as well. Most of the requirement details will be included in subsequent sections of the document.

2. Proposal Guidelines

This section of the Request for Proposal should provide a description of what each responding organization's proposal should contain. It should also include a timeline within which all proposals must be submitted. Any requirements that must be included in each proposal should be described in detail in this section of the RFP.

3. Project Purpose and Description

This section of the Request for Proposal should provide the purpose and description of the project or work to be performed in as much detail as possible. For companies to submit accurate proposals, they need the details of exactly what work needs to be performed and the purpose of the work. The purpose of the work is important because sometimes bidders may be able to provide different but more effective solutions.

4. Project Scope

While the project description provides bidders with general information about the project, this part of the Request for Proposal should include detail of what exactly is required for the project as well as what is not included as part of the project. In addition to the description of the project, this section should detail any additional work required to achieve the desired result.

5. Request for Proposal and Project Timeline

The Request for Proposal should provide known information about the timeline for the RFP process as well as the project itself. Much of the project timeline will be determined in the project initiation and planning phases once the winning bidder is chosen. However, any known deadlines or timeframes should be listed in this section.

6. Budget

This section of the Request for Proposal should explain what bidders include in their proposals regarding budget items. Often, an RFP will ask bidders to list pricing a certain way or describe what exactly should be included in the pricing for the proposal. This may describe specific items to include or exclude depending on the project or task.

7. Bidder Qualifications

This part of the Request for Proposal should describe the criteria that will comprise the successful bidder's organization. You may solicit examples of work from bidders, contact information for follow on questioning, company history, executive background, information on company size, organizational charts, or any other number of information to aid in the decision-making process.

8. Proposal Evaluation Criteria

Here the Request for Proposal should describe exactly how proposals will be evaluated. It should include a list of criteria that will be reviewed and describe what is suitable for each of the criteria. The more detail that can be included, the more thorough and complete the proposals should be.

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5pm CST July 31, 2017.
Evaluation of proposals will be conducted from August 1, 2017 until August 15, 2017. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.
The selection decision for the winning bidder will be made no later than August 16, 2017.
Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by August 31, 2017.
Notifications to bidders who were not selected will be completed by September 1, 2017.

III. Proposal Evaluation Criteria

Here the Request for Proposal should describe exactly how proposals will be evaluated. It should include a list of criteria that will be reviewed and describe what is suitable for each of the criteria. The more detail that can be included, the more thorough and complete the proposals should be. To ensure consideration for this Request for Proposal, the proposal should be complete and include all the following criteria:

Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
Previous work: Bidders will be evaluated on examples of their work pertaining to web site design and hosting as well as client testimonials and references
Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience