Request for Proposal

for

<project>

Version 1.0 draft 1

Prepared by <author>

<organization>

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Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Reason for Changes** | **Version** |
|  |  | initial draft | 1.0 draft 1 |
|  |  |  |  |

*<Note: This template contains both guidance text, shown in italics, and* boilerplate text, shown in normal text. *When creating an RFP from this template, customize the* boilerplate text *to suit the specific details of the project. Remove the guidance text and insert your own specific information for the project. Do a global replace of the string “<acquirer>” with the name of your company.>*

# Statement of Confidentiality

This Request for Proposal (RFP) contains confidential and proprietary information that is the property of <acquirer>, which is provided for the sole purpose of permitting the recipient to respond to the RFP. The recipient agrees to maintain such information in confidence and not to copy nor disclose this information to any person outside the group directly responsible for responding to its contents. The contents of this document may not be used for any purpose other than preparation of a response to this RFP. Should <supplier> not be chosen for the engagement described in this RFP, <supplier> must return all copies of this RFP to <acquirer contact person> at <acquirer address> immediately upon notification that <supplier> was not selected.

# Abbreviations, Acronyms, and Definitions

*<List any specialized terms or abbreviations and their definitions.>*

# Introduction

## About Our Company

*<Provide a brief description of your company and its products, locations, size, lines of business, organization, and so on. Indicate where the product being subcontracted fits into your company’s environment or product line.>*

## About this Request for Proposal

<acquirer> is issuing this RFP for systems and software development services for <project>. Your company is invited to respond to this RFP. <acquirer> will compare the competitive advantages that your proposal offers with those from the other responding companies. Proposals will be evaluated in terms of satisfaction of the technical requirements set forth in this RFP, quality, delivery schedule, price, project management, and risk management. <acquirer> intends to identify a short list of qualified respondents and, ultimately, to select a supplier for this project.

This RFP is not an offer to contract. Issuance of this RFP and the receipt of responses by <acquirer> do not commit <acquirer> to award a contract to any bidder.

## Submitting Proposals

Please acknowledge receipt of this RFP and reply indicating whether your company intends to submit a proposal by contacting <acquirer contact person> via e-mail at <e-mail address> no later than <date and time>. If your company does intend to submit a proposal, please provide the name, mailing address, e-mail address, telephone number, and fax number from the representative from your company who will serve as the single point of contact for all communications regarding this RFP. If your company chooses not to submit a proposal, please return all copies of this RFP immediately to <acquirer contact person> at <acquirer address>.

The costs of preparing a proposal are the sole responsibility of your company. All proposals and supporting documentation submitted with the proposal become the property of <acquirer>.

Proposals must be prepared according to the description in section 3, Proposal Preparation Guidelines.

Submit questions regarding this RFP in writing to <contact person, e-mail address, fax number>. <acquirer> will provide copies of all questions and their answers to all bidders who received this RFP.

Submit your proposal in hard copy form to <acquirer contact person> at <acquirer address>. All proposals must be received in the required format by <date and time>. Proposals received after this time will be returned to the supplier without being considered.

## Accepting Proposals

<acquirer> will evaluate submitted proposals according to the criteria summarized in section 12, Proposal Evaluation Criteria. <acquirer> may accept or reject any proposal, whether or not it satisfies the requirements stated in this RFP. <acquirer> reserves the right to negotiate further with bidding suppliers.

Your response to this RFP constitutes an offer by you to do business with <acquirer> on the terms stated in your response. Should your company be selected, <acquirer> may incorporate any portions of your response into negotiated agreements.

In the event that <acquirer> decides not to accept your proposal, you will be so notified. <acquirer> reserves the right not to communicate the basis upon which its decision was made.

## Contracting Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Date Due** | **Deliverables** | **Responsibility** |
| Issue RFP to suppliers |  | RFP | <acquirer> |
| Intent to bid or withdraw |  | E-mail notification | Supplier |
| Written proposals submitted |  | Proposals in hardcopy | Suppliers |
| Site visits or surveys |  | none | <acquirer> |
| Supplier selected |  | Written notification | <acquirer> |
| Negotiations completed |  | Final statement of work | <acquirer> |
| Contract executed and purchase order issued |  | Contract, purchase order | <acquirer>, supplier |

# Proposal Preparation Guidelines

*<Describe the contents, organization, and document layout and formatting (fonts, margins, sections, etc.) for the proposals. A standard proposal format will make it easier to compare proposals received from different suppliers. Suggested proposal contents include the following, but check to ensure that the items you request are both appropriate and necessary for a project of this nature and size. There’s no point in making the proposal process any more burdensome for the supplier than necessary, so make sure you know how you will use all of the information you request*

* *Cover letter that specifies the legal name and address of the supplier, the name and contact information of the individual who is authorized to respond to issues raised by <acquirer>, and the name and contact information of the individual who is authorized to conduct negotiations and execute a contract*
* *Executive summary containing a brief description of the proposed project development approach*
* *Corporate history and information, including financial details*
* *Qualifications, including previous acquirers for whom the supplier has done work with contact information (for references), and cost, schedule, and quality performance data (actual versus estimates) on previous projects*
* *CMMI maturity level, ISO 9000 registrations, other software process qualifications, conformance to IEEE or other established standards, status of software process improvement activities*
* *A description of the development process and software development life cycle to be used*
* *Processes to be used for requirements management, configuration management, testing, and quality assurance*
* *A statement of work that incorporates the SOW included in this RFP with any appropriate modifications or additions, leading to a full description of the supplier’s proposed statement of work for the project*
* *A project plan that includes:*

1. *the major project milestones and deliverables from each*
2. *the proposed team and the team members’ qualifications; evidence of technical skills, technical staff, and available resources*
3. *proposed schedule and how it was derived, including contingency buffers*
4. *assumptions the supplier made*
5. *dependencies on external factors, third parties, or acquirer-supplied materials*
6. *an analysis of significant project risks*
7. *the supplier’s proposed tradeoffs between functionality, quality, schedule, and cost*

* *Estimated project costs and payment details, including software development, any needed hardware, system software, third-party components that must be licensed, consumables, installation and checkout, maintenance and support, training, documentation, travel expenses, and any other costs not specifically requested by the acquirer*
* *Payment milestones and the amount due at each*
* *Any other terms and conditions that the Supplier wishes to impose on the contract or project*
* *How the supplier intends to satisfy the stated evaluation criteria*
* *A supplier’s section, to include information the supplier feels is relevant or useful for the project, but which is not required or requested elsewhere in the RFP>*

# Project Overview

*<Provide a concise vision statement that gives a high-level description of the product being developed, its context and origin, its intended purpose, scope (what will be included) and limitations (what will not be included), and your primary business objectives.>*

# Statement of Work

*<The statement of work states the management requirements for the project, describing the acquirer’s expectations from the supplier and the ways in which the acquirer and supplier will work together.>*

## Project Organization

*<Identify the project manager, supplier’s subcontract manager (primary point of contact for the supplier), subject matter experts, any technical coordinators, verification engineers, testing and quality assurance staff, and other key personnel. Describe their roles and responsibilities with respect to the subcontracted project.>*

## Communication

*<Describe how communications will be conducted and managed between the acquirer’s subcontract project manager and the primary point of contact at the supplier. Describe how technical interactions between other key members of the supplier and acquirer staffs will take place. Possibilities include face-to-face meetings, teleconferences, and commenting on documents through word processor revision markup and inserted annotations (such as Microsoft Word comments). Identify points at which face-to-face interactions will be needed and the expected participants. Indicate who will be responsible for travel costs for such meetings. Identify the key project decision makers on the acquirer side.>*

## Dependencies and Constraints

*<Identify any known dependencies that this project has upon external factors, such as other projects or products or components to be reused from previous projects, as well as key intraproject dependencies. Itemize any constraints within which the project must operate, including pertinent corporate policies, industry standards, government regulations, or other business rules.>*

## Design, Development, and Implementation Methods

*<Specify the technical methods and the development tools and environments to be used for building the product. Include design modeling conventions or tools, source code control procedures, quality assurance and testing procedures, backup and recovery procedures, and the like. Indicate who will be the intellectual property owner of the design documentation. Indicate how the design will be reviewed, with participation by the acquirer’s technical staff.>*

## Evaluation and Monitoring

*<Describe how the acquirer will work with the supplier to track and measure progress throughout the project, addressing the following points:*

* *Frequency, format, mechanisms, and contents of status reporting*
* *Tracking of actual results against the plans and estimates.*
* *Quality checkpoints and joint reviews of work products that will involve representatives from both the acquirer and the supplier. Indicate the supplier team members (by role) who will participate in the major reviews and the approximate review schedule.*
* *Status documents that the acquirer will review at defined checkpoints.*
* *How replanning will be conducted when necessary.*
* *How testing progress and defect statistics will be tracked.*
* *How issues requiring corrective action will be raised, documented, communicated, escalated, and resolved.*
* *How to handle situations in which the acquirer or supplier fails to produce an expected deliverable on schedule.*
* *How project risks are to be managed and how frequently the supplier will provide the acquirer with the current risk list and status of risk management actions.*
* *The measurements that the acquirer will perform after the project is completed, such as cost and schedule performance compared with estimates and product quality.>*

## Change Management

*<Indicate how changes in scope, requirements, technology, and the contract are to be proposed, evaluated, resolved, and communicated. Describe how the impact of changes on the project’s schedule, cost, or quality will be resolved. State who is responsible if information not originally provided by either the acquirer or the supplier turns out to significantly affect cost or schedule estimates, and who will pay for corrections that need to be made in information or materials provided by either party.>*

## Product Acceptance

*<Describe how the acquirer will evaluate both interim and final deliverables for acceptability, including both executables and nonexecutables. If you will provide more detailed customer acceptance criteria to the supplier prior to project completion, describe what you will deliver and when. Indicate the time limit for performing acceptance procedures, how the acquirer will inform the supplier of the acceptance procedure results and of issues that arrive, how issues will be tracked and resolved. Consider defining quantitative quality targets, such as performance goals, estimated residual defect densities, or defect removal effectiveness (e.g., 97% defect removal effectiveness means that the supplier removed 97% of all defects found during development acceptance, and the first three months of operation.*

*Consider defining acceptance criteria selected from the following categories:>*

|  |  |
| --- | --- |
| **Functional Testing** | Evaluation of the testing of product functionality to determine whether the testing is adequate for ensuring quality and fitness for use in the product’s intended operating environment. |
| **Defect Data** | Evaluation of product defect information. Verification of correct product operation for top-priority features. |
| **Product Reproducibility** | Evaluation of the ability to accurately and consistently rebuild the software product. Ensure the consistency of the product package contents with the expectations for the released product package (e.g., through a configuration audit). |
| **Install Testing** | Verification of correct product install and uninstall in target environment. The installation procedure must be fully documented and automated as much as possible. |
| **Customer Documentation** | Contracted user manual and maintenance documentation must be provided in either hard copy or online format. Evaluate product user documentation for accuracy and consistency with product operation. |
| **Compatibility Testing** | Evaluation of the product to perform its required functions while sharing the same environment with other systems or components. This includes binary sharing, data sharing, hardware and operating system environments, and backward compatibility. |
| **Legal or Regulatory Compliance** | Evaluation of product compliance with pertinent legal and regulatory requirements, such as Underwriters Laboratory. Evaluation of documentation confirming required validation to satisfy regulatory agencies, such as FDA. Verification that product’s development process would pass any pertinent compliance audit, such as FDA. |
| **Continuous Operation** | Evaluation of the product’s operation over a period of time to detect time-dependent defects such as memory leaks, race conditions, and other factors that reduce reliability. |
| **Performance Measurement** | Evaluation of the key performance attributes of the product to determine whether performance goals are met. |
| **Standards Compliance** | Evaluation of product compliance with product standards or other industry standards. |

## Support and Maintenance

*<Describe the expected level of ongoing support and product maintenance that the supplier is expected to provide. This section could be written as a service-level agreement, addressing the expected response times to reported defects, technical assistance with maintenance, transfer of skills and knowledge to acquirer staff, delivery of new releases of commercial components, and future enhancements.>*

# Supplier Requirements

*<Describe the qualifications of the development, management, quality, and maintenance staff that the supplier is to assign to the project. These qualifications could include specific skills, education, years of experience in the problem or technical domain, professional certifications, and the like. These requirements are intended to prevent the supplier from assigning unqualified, inexperienced staff (e.g., co-op students) to the project.*

*Indicate that the records retention policy of the supplier is to match the acquirer’s corporate policy.*

*State that all development and testing be done using legally licensed versions of the tools used.*

*Indicate whether the supplier is to comply with any specific standards for development of safety-critical products.*

*State that the acquirer has the right to inspect the development premises and facilities, and to conduct project and technical reviews at the supplier’s site. Specify the review frequency, if specific reviews are planned.>*

# Technical Requirements

*<This section contains the software or system requirements for that portion of the product that will be outsourced. The reader must be able to distinguish requirements from descriptive information. Also, distinguish mandatory requirements from optional requirements. A supplier proposal that does not satisfy all mandatory requirements may be disqualified. This section should include the same sections that appear in the software requirements specification template.>*

# Deliverables

*<Itemize the interim and final deliverables to be produced for the project. Include both technical and project management deliverable. Possible deliverables include, but are not limited to, the following:*

* *supplier-written requirements specifications*
* *design descriptions and database definitions*
* *user interface prototypes*
* *source code for API’s DLLs, and executables*
* *test plans, cases, procedures, and reports*
* *supplier’s software development plan and any revisions made to it*
* *work breakdown structure*
* *help screens and other user documentation*
* *status, schedule, and cost reports and metrics*
* *change request reports and metrics*
* *defect tracking reports and metrics*
* *performance metrics*
* *support and training documents*
* *maintenance documentation*
* *configuration management plan and reports*
* *build procedures and scripts*
* *installation scripts and procedures, operating manuals*
* *requirements traceability matrices*

*Specify the media and form in which the supplier is to provide each deliverable. Indicate whether the complete set of historical versions of a deliverable is to be provided and, if so, using which version control tool.*

*Itemize user documentation to be produced, such as help screens, reference manuals, and tutorials. Define any standards the supplier is to follow when preparing documentation or other deliverables. Specify the level and nature of code comments to be included. Consider including an example that shows the type, level, and depth of documenting that is expected.>*

# Cost and Schedule Estimates

*< Indicate the dates when development is to commence, and when delivery is expected. Provide your own cost and schedule estimates, presented as a range. This will help you judge whether a proposal is plausibly achievable. Indicate that the supplier must justify any cost or schedule estimates that are significantly outside the range you present.>*

# Contracts and Licenses

*<Describe the contract and other legal documents to be executed, including the following items. The supplier’s proposal will provide the details of some these elements. Consider attaching a sample of the purchase contract that will be used to the RFP, inviting suppliers to review the attached contract and list in their proposal any potential issues. The contents of this section and of the contract itself should use the acquirer’s standard corporate legal language.>*

## Purchase Agreement

*<List the elements that will go into the purchasing agreement and any standard terms.>*

## Licensing Agreements

*<These agreements will identify the terms and the initial and recurring costs of any licenses that the acquirer must procure for this project, either from the supplier or from third parties. Licenses might be necessary for package or reused components or that will be integrated into the developed product.>*

## Intellectual Property Ownership

*<State the intellectual property ownership rights that the acquirer and the supplier shall have with respect to products developed by the supplier, existing supplier components that are integrated into or reused in the product, and third-party components that are integrated into the product. State who owns uncompleted work products if the contract is terminated prior to final delivery.>*

## Supplier Warranties

*<State the warranties that the supplier is to provide for the various system components, including any to be provided by third parties.>*

## Performance Bonds, Late-Delivery Penalties, and Early-Delivery Bonuses

*<Describe any performance bonds, escrow funds, letters of credit, or the like that the supplier will be requested to post. These items help protect the acquirer against supplier nonperformance. Performance bonds are not required. If you decide to use them, work with your company’s legal counsel to define the specifics of such bonds.*

*Define cost penalties that the acquirer will apply for missed milestones or late delivery of the contracted product. Examples: 5% penalty for each month that supplier-tested code is late; 5% penalty for each additional 0.5 defects/KLOC discovered in system test over 2.0 defects/KLOC 5% penalty for each additional 0.2 defects/KLOC discovered after delivery to customers over 0.2 defects/KLOC. Contractual penalties are not required. If you use them, select appropriate numbers for the nature of your project.*

*Describe the financial bonuses that the acquirer will pay if the supplier delivers a product of acceptable quality and functionality ahead of schedule or if the supplier delivers a product with exceptionally few defects. Bonuses could include a monetary bonus for exceeding schedule and quality requirements, or an equity stake or shared IP ownership of the product. Examples: 5% bonus if supplier-tested code is available 1 month before the contracted date; 10% bonus if the number of defects discovered in system test is between 1.0-1.5/KLOC, with a higher bonus for a lower defect density. Contractual bonuses are not required. If you use them, select appropriate numbers for the nature of your project.>*

## Maintenance Contract

*<If a specific maintenance contract is to be executed, identify the elements of the maintenance and support contract or service-level agreement that is to be executed, including the duration, costs, services covered and not covered, communication mechanisms to be used between supplier and acquirer. Include categories for software defect correction, adaptive maintenance, training, hotline or help desk, and enhancements and extensions. Do not duplicate information from section 6.8 Support and Maintenance here.>*

## Supplier-Supplied Training

*<The supplier is expected to list, by course, the hours and total cost of training services that supplier personnel will provide to acquirer staff.>*

## Nondisclosure Agreements

*<State the nondisclosure and confidentiality agreements that the supplier or individual supplier employees will be asked to execute.>*

# Proposal Evaluation Criteria

*<Describe the criteria you will use to evaluate proposals. This might include the supplier’s project management and technical capabilities, the technical methodologies they intend to use, and their approach to requirements management, configuration management, and quality assurance. You might also use the supplier’s track record on projects for previous acquirers, CMMI maturity level or ISO registration, and the like. You may include the proposal evaluation matrix, but you might* ***not*** *wish to include the weight given to each element in the matrix.>*