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# *Request for Proposal (RFP)*

## Purpose

Describe here the purpose of your request. Include information hat treflect the strategy and short/long-term business objectives and goals.

## Background

Describe in summary what is currently being done. Explain the challenges in the current process. Resources needed, and time incurred. Give examples of that current process.

If what is happening causes excess resources, explain what changes were done to require this extra resource.

If more cost is now be incurred, also explain what us different.

All this information will be taken into consideration when the new process is developed,

If available mention any studies that had occurred, case studied can also be helpful in making a point for the background of the request.

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* **Research A:**
* **Research B:**
* **Research C:**

## Technical Requirements

Hardware and Software requirements should be described here.

* What improvement procedures will need to be developed?
* What kind of performance will need to be met?
* What algorithms will need to be defined?
* What data will need to be processed?
* Batch or Interactive process?
* Time(s) to Process
* Alternatives could satisfy the requirements.

All this dictates the benefits.

These questions and alternatives need to be met and will be a factor in deciding whether to proceed with a particular project.

## Selection Criteria

Projects must meet the following Selection Criteria:

* Project has specifically stated goals and anticipated results and explains how the work will significantly contribute to the Technical Requirements.
* The project shows evidence that the project results will give you a positive return on investment.
* Project has adequate funding to complete the proposed research
* Sponsoring research organization has the capacity to complete the project and maximize the use of the results
* All information in the proposal is complete and accurate
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These criteria will be used for the first phase of proposal review.

## Review Criteria

Proposals that meet all selection criteria will then be evaluated according to the following Review

Criteria:

* How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields?
* What may be the benefits of the proposed request?
* What impact will the request have or how much will it reduce costs?
* Is the proposed method or approach reasonable?
* To what extent does the proposed activity suggest and explore creative and original concepts?
* Will the results be circulated broadly to enhance other departments?

## RFP Process

The following is the process that the project team will follow in reviewing

and approving proposals, as well as preliminary information on the process that will take place once a proposal is selected.

* Developing or evolved departments are invited to download a copy of the Request for Proposals and the Proposal Application.
* Once downloaded, those organization completes the required processes based on the selection criteria provided above. During this step, the project team may contact the research organization for more information, if necessary.
* If a proposal is complete and it is determined that the application described in the proposal meets the selection criteria, then it will be evaluated by a requesting department.
* External subject matter experts will review all qualified RFP’s submitted by that department.
* If development or evolved departments accepts an application, then the that project team will contact the requesting department to inform them that the application has been accepted.
* Following the signing of the RFP, the project team schedules the application to run on and builds a project plan with the development or evolved departments.
* Following the conclusion of the project, the requesting department will show results to management.
* The requesting department should encourage public visibility and high participation in the project as well as the research findings and impact.

## Contact Information

* Identify who to contact for any questions with your name, email address, and telephone number.
* Provide additional information and FAQs if available
* Submissions should not contain confidential information of the department.