

## REQUEST FOR PROPOSAL OUTLINE

1. Statement of Problem and Project Objectives
  - a. description of current situation
  - b. description of problem
  - c. supporting documentation
    - reports
    - examples
    - diagrams
  - d. objectives
2. Technical Requirements
  - a. interfaces to current systems
  - b. database requirements
  - c. communications and network structure
  - d. government standards
  - e. reliability of system
  - f. timing constraints
  - g. programming language
  - h. host computer
3. Administrative Information
  - a. respondent qualifications
  - b. clarification and information requests
  - c. scheduled meeting information with potential respondents
  - d. proposal selection criteria
  - e. other administrative information
4. Cost Requirements
  - a. pricing delineation
    - services
    - products
    - procurement
  - b. cost justification
  - c. phase pricing
  - d. type of development contract available
  - e. alternative solutions cost analysis
5. Referenced Documents
  - a. standards
  - b. existing system documentation
  - c. product literature
6. Required Deliverables
  - a. documentation
  - b. software
  - c. training
  - d. hardware and equipment
  - e. warranty for system
  - f. development and test tools
7. Proposal Format
  - a. technical proposal
  - b. management proposal
  - c. pricing proposal
  - d. statement of work
  - e. supplemental information
    - financial report of respondent's organization
    - respondent's technical credentials
    - résumés of key personnel
    - three references
    - site visits
8. Submission and Decision Schedules
  - a. final date for proposal submission
  - b. expected date of selection
  - c. schedule for completion of work