



Lab 10.4.2.3 Review of RFP Response

Estimated Time: Actual times will vary depending on the scope of the project

Number of Team Members: The instructor will review the responses with the class

Objective

In this lab, students will review the response written to the request for proposal (RFP) and determine whether the response meets the requirements of the RFP. Students shall rank the responses according to how well they addressed the RFP.

Scenario

Organizations use the responses they receive to eliminate suppliers that cannot meet requirements. RFP responses help organizations compare all of the following presented by competing suppliers:

- Design
- Product capabilities
- Pricing
- Service and support alternatives
- Security

Use the comparison chart for the responses to rank them prior to this lab.

Tools and resources

Comparison chart for ranking the responses.

TEAM	DESIGN	PRODUCT CAPABILITIES	PRICING	SERVICE and SUPPORT	TRAINING	SECURITY
TEAM 1						
TEAM 2						
TEAM 3						
TEAM 4						
TEAM 5						
TEAM 6						
TEAM 7						
TEAM 8						
TEAM 9						
TEAM 10						

Step 1 Ranking the RFP responses

Review the responses to the RFP and determine if it meets the guidelines that were set in the RFP.

Rank each response

Use the following criteria to help rank the RFPs:

- Business goals for the project
- Scope of the project
- Information on the existing network and applications
- Information on new applications
- Technical requirements including scalability, availability, performance, security, manageability, usability, adaptability, and affordability
- Warranty requirements for products
- Environmental or architectural constraints that could affect implementation
- Training and support requirements
- Preliminary schedule with milestones and deliverables
- Legal contractual terms and conditions

Step 2 Weighting systems

A weight will be assigned to each criterion as shown below. Assigning a weight to each criterion makes allowances to a team's total score based upon the importance of an individual criterion's impact on the project.

For example, a team may score very high on its design and low on support. But which of the criterion is more important to the success of the project? Should each of these criteria be given the same weighted score? If training is more important to the organization, then assign a higher weight to it, if the pricing is of higher importance to the organization, then assign a higher weight to the pricing category.

Have the class rank the criterion in an order of importance to the project. As an example: a multiplier based upon criterion importance is placed next to each criterion.

TEAM	DESIGNS (3X)	PRODUCT CAPABILITIES (5X)	PRICING (4X)	SERVICE and SUPPORT (3X)	TRAINING (2X)	SECURITY (5X)
TEAM 1						
TEAM 2						
TEAM 3						
TEAM 4						
TEAM 5						
TEAM 6						
TEAM 7						
TEAM 8						
TEAM 9						
TEAM 10						

The ranking system can be based upon how well each of the teams addressed the projects criterion, for example the following can be used:

- 1 – Poor
- 2 – Satisfactory
- 3 – Above Average
- 4 – Excellent

The score will take the ranking number and multiplier to assign a weighted score to the team. For example: TEAM 1 scored:

Designs – 2, the weighted score becomes 2 times 3 equaling 6.

Product Capabilities – 3, the weighted score becomes 3 times 5 equaling 15

Pricing – 4, the weighted score becomes 4 times 4 equaling 16

Service – 3, the weighted score becomes 3 times 3, equaling 9

Training – 3, the weighted score becomes 3 times 2 equaling 6

Security – 2, the weighted score becomes 2 times 5 equaling 10

TEAM	DESIGNS (3X)	PRODUCT CAPABILITIES (5X)	PRICING (4X)	SERVICE and SUPPORT (3X)	TRAINING (2X)	SECURITY (5X)
TEAM 1	6	15	16	9	6	10
TEAM 2						
TEAM 3						
TEAM 4						
TEAM 5						
TEAM 6						
TEAM 7						
TEAM 8						
TEAM 9						
TEAM 10						

TEAM 1's total score becomes $6 + 15 + 16 + 9 + 6 + 10 = 59$

Score each team. The team with the largest numerical score wins the contract.