



Lab 10.4.2.2 RFP Response

Estimated Time: The time will vary depending on the scope of the project.

Number of Team Members: Students will work in teams of two.

Objective

In this lab, students will prepare a response to a request for proposal (RFP) for the addition of a wireless local-area network addition to an existing wired LAN. Compete against other student teams by responding to the same RFP.

Scenario

In the previous lab, a RFP was prepared for a fictitious business seeking to add a wireless local area network to their existing network.

The instructor has reviewed those RFPs and has decided that each team will respond to the RFP.

Organizations send a RFP to vendors and design consultants. They then use the responses they receive to weed out suppliers that cannot meet requirements.

RFP responses help organizations compare all of the following presented by competing suppliers:

- Designs
- Product capabilities
- Pricing
- Service
- Support alternatives

Despite the fact that a response to an RFP must stay within the guidelines specified by the customer, use ingenuity to ensure that the response highlights the benefits of the design.

Base the response on an analysis of the customer's business and technical goals, and the flow and characteristics of network traffic. Write the response so the reader can easily recognize that the design satisfies critical selection criteria.

When writing the response, be sure to consider the competition. Try to predict what other vendors or design consultants might propose and then call attention to the aspects of this solution that are likely to be superior to competing designs.

In addition, pay attention to the customer's business style. Remember the importance of understanding the customer's biases and any office politics or project history that could affect the perception of the proposed design.

Preparation

The instructor will choose one RFP prepared from lab 10.5.2. All the student groups will use this RFP. All student teams will be responding to the same RFP chosen by the instructor.

Tools and resources

The following tools and resources will be helpful with this lab:

- Online Internet research sites
- Vendor literature, trade journals, and publications
- Response requirements

Step 1

The RFP states that the response must include some or all of the following topics:

- A network topology for the new design
- Information on the protocols, technologies, and products that form the design
- An implementation plan
- A training plan
- Support and service information
- Prices and payment options
- Qualifications of the responding vendor or supplier
- Recommendations from other customers for whom the supplier has provided a solution
- Legal contractual terms and conditions