

Assignment 3: RFPs

Course ISE 323: Information Systems Engineering 1

Due January 5, 2010

We have seen many RFPs in class and in the targil periods. Your job in this assignment is to read three RFPs related to information systems, summarize them, and analyze their contents.

1 What to look for

Use whatever databases or information source that you wish to find three (3) distinct Request for Proposals (RFPs) which relate to information systems. The RFPs may be for any of the following topics:

1. The development/purchase/rental/lease of new/off the shelf computer hardware
2. The development/purchase/rental/lease of new/off the shelf computer software
3. Information technology services
4. Maintenance/running of existing computer systems

All three RFPs must be on the same topic.

The RFPs may be in Hebrew or English and be from any government agency or private organization. They must have been issued on or after January 1, 2003, but need not be currently open for bidding.

Each RFP must be at least five (5) pages long.

2 What to do

Your job is to prepare a summary and analysis of the RFPs. For each RFP note the following information:

1. The name of the organization which published it
2. Where and how you found it
3. The RFP number (or other identifying mark) and its due date
4. Whether it is in a special format (such as Mafteach)
5. The decision method or process that the organization will use
6. The method that the organization will use to accept and answer questions and communicate with potential vendors

Read each RFP carefully and prepare a summary of each RFP including:

1. A 150 word description of the RFP's topic. The summary should include a description of what the organization is looking for, what existing system(s) it has, and the scope of the services/equipment requested.

2. A listing of the major parts of the RFP. Note all:
 - Check lists
 - Lists of requirements
 - Lists of obligations
 - Technological or budgetary limits or requirements
 - Required properties of the vendor (experience, size, country)
 - Sample documents, forms, or other appendices
3. Do some online research and write down the names of one or two major companies or vendors who might be able to answer the RFP's requirements. For this part you may ignore any country restrictions listed in the RFP (for example, you may list an Israeli company even if the RFP requires that only US companies respond).

Finally, write a 1 page analysis and comparison of the three RFPs, comparing them along the following aspects:

1. Level of detail of organizational and technological requirements
2. The size of the requesting organization
3. The decision process as described in the RFP
4. The communication and question-answer procedure
5. The methods used to communicate requirements (check lists versus text requirements, the presence of sample forms or screen shots, etc.)

3 What to turn in by January 5, 2010

You may work in groups of one to three students.

You must turn in:

1. The names of the students in the group.
2. An estimate of the number of hours each student worked on the assignment.
3. Electronic copies of the RFPs you used in your report.
4. The report as described above including the summaries of each RFP and a 1 page analysis and comparison of them.

Turn in the above by the end of January 5, 2010 in one of the ways described in the syllabus:

- In person or
- By email to `ise323@gmail`