

IT 6423

IT System Acquisition & Integration

Prepared by

Dr. Nazmus Sakib

Assistant Professor of Information Technology

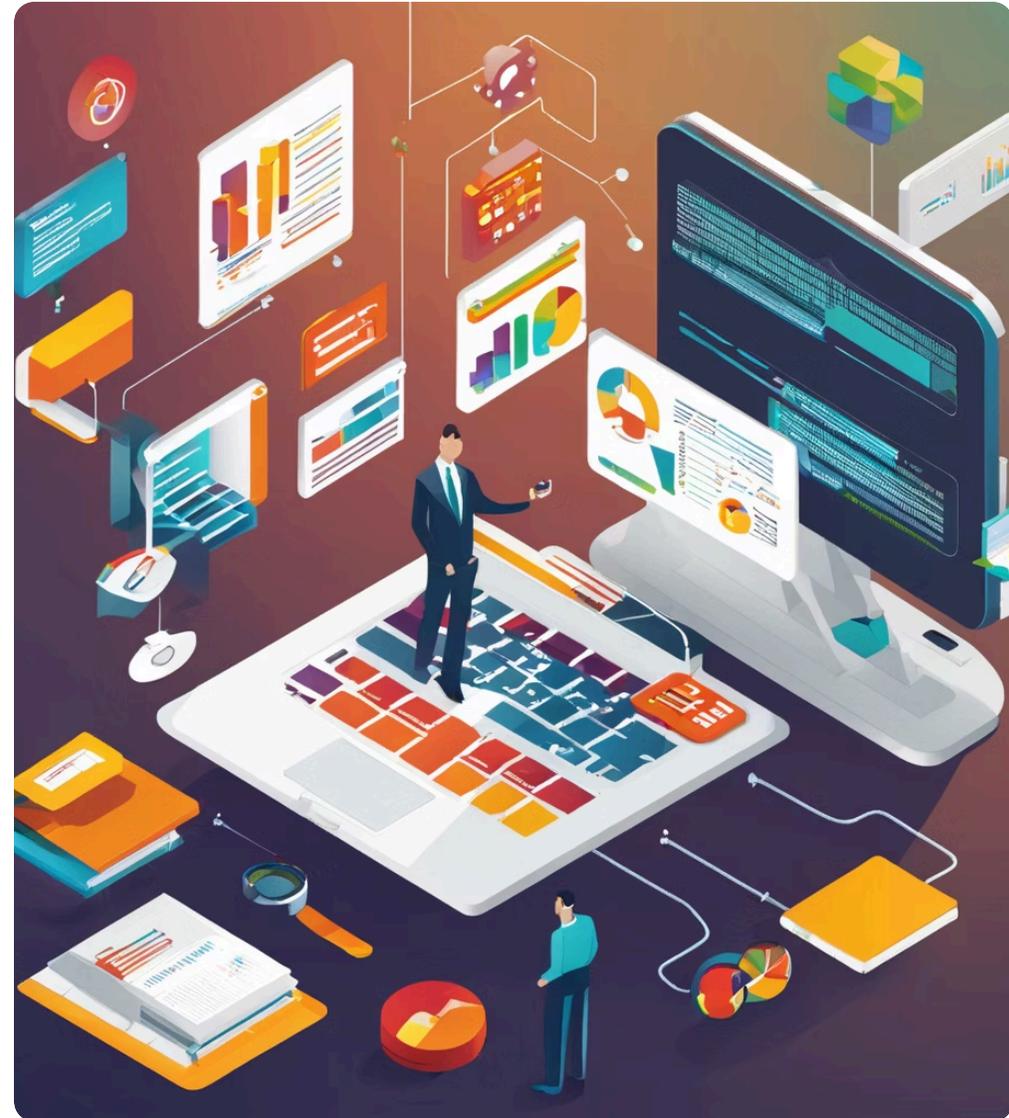
Director of mHealth Research Lab

Kennesaw State University

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Request for Proposal (RFP)

Before we dive into group research projects, we need to learn what an RFP is and what its utility is in IT System acquisition and Integration.



What is RFP?

- A Request for Proposal (RFP) is a formal document employed by organizations to announce the initiation of a project.
- It serves as an initial communication tool with vendors, development teams, or service providers, inviting them to submit their bids for the project.
- Essentially, an RFP acts as a comprehensive wish list, detailing the specific project or service needed.
- It includes vital information such as the project's goals, scope, requirements, budget, timeline, and evaluation criteria, ensuring that all potential bidders have a clear understanding of what is expected.



Who Prepares RFP for Whom

- The Client organization prepares an RFP for Vendor Organization.
- The client team may include people who will be most affected by the project's outcome and can provide valuable input on requirements, subject matter experts, and the procurement team.
- Vendor organizations may include development teams, supporting members, and service providers.



Why RFP?

- **Clarity:** RFPs help both the organization and potential vendors understand exactly what's needed and expected.
- **Fair Competition:** They create a level playing field for vendors to submit their best proposals, allowing the organization to make an informed decision.
- **Risk Mitigation:** RFPs help identify and address potential risks associated with the project before any work begins.
- **Transparency:** They promote transparency in the procurement process, ensuring fairness and accountability.



How RFP is structured

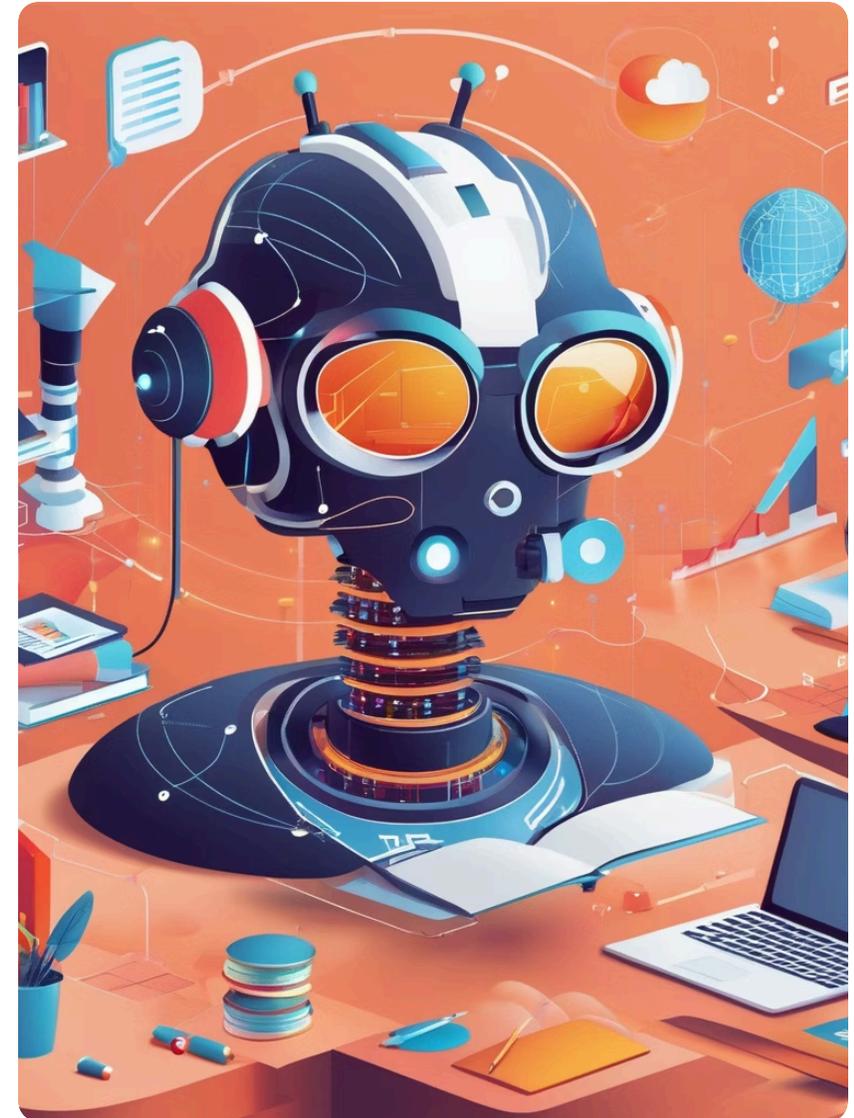
- **Clear Introduction:** RFPs typically begin with a brief overview of the organization and an engaging project summary to capture the interest of potential vendors.
- **Detailed Requirements:** The main section of the RFP thoroughly outlines the project's scope, specific needs, technical specifications, and expected outcomes.
- **Evaluation and Submission:** RFPs wrap up by providing guidelines for vendor responses, detailing the evaluation criteria, and offering a timeline to navigate the proposal process.
- RFP will include three large documents: External, Internal, and Miscellaneous.

Now, what to do in the Project?

- Each group will act like an (imaginary) client organization.
- The group will ideate an IT system that leverages advanced AI to solve/address one of the critical problems within the domains mentioned in the group formulation guidelines.
- Gradually, over different phases, we will fine-tune our product idea and answer several questions that will be crucial to developing an RFP. We will port and contextualize our assignment materials to the RFP template at the very end of the semester (Final assignment).
- So, now the first step is to form a team, fix our domain, find a compelling problem to solve, and ideate how you want to solve this!

AI Policy

- As a Georgia Governor's Teaching Fellow, I believe it is imperative to integrate AI into our educational system to meet industry demands. Students need to be proficient with AI tools to meet industry expectations and remain competitive in the job market.
- Also, we have to address that the integration of AI must be ethical and genuinely enhance students' learning and productivity.
- Research indicates that human skills like presentations and team building, which AI cannot easily replace, will be highly sought after by 2027.
- This class encourages the use of AI, promoting an inclusive approach to leveraging artificial intelligence in education.



AI Policy Vs. Grading Expectation

- Your assignment/presentation will be evaluated based on three criteria: (i) Scientific Merit and Rigor, (ii) Oral Presentation Quality and Engagement, and (iii) Formatting and Professional Slide Preparation.
- Mere use of ChatGPT and then copy and paste may not help you much to shine in the class. With great power comes great responsibility!

