



IT 6423: IT System Acquisition & Integration

Group Research Assignment 5

Assignment 6 requires developing a Request for Proposal (RFP) package for IT procurement that will be useful in the acquisition and integration of IT systems. Your team's final project is a total RFP package based on the research product you worked on throughout the semester--RFP and associated materials and resources, including (but not limited to):

PART A

The RFP document to be distributed to potential vendors identifying, e.g.:

- IT System Addressed is Defined [**Covered in Phase 2**]
- Business Needs [**Covered in Phase 1**]
- Critical Business Processes [**Partially Covered in Phase 1**]
- Requirements (measurable needs) and how they will be managed. Typical categories include: [**Covered in Phase 4**]
 - Functional requirements
 - Technical requirements
 - Financial requirements
 - Service requirements
 - System requirements
 - Security requirements
 - Organizational requirements
 - Integration requirements
 - Implementation requirements
 - Training and support requirements
- Information required from the vendor, e.g., qualifications and bonding
- Assessment Overviews [**Covered in Phase 4**]
- Applicable Standards and Regulations
- Schedules (Provide a one-year schedule to specify deliverables)
- Response Procedure
- Contact Information
- Change Management [*Not required as not directly relevant to academic learning outcome*]
- Terms and Conditions [*Not required as not directly relevant to academic learning outcome*]

PART B

Internal (not made public) documents, e.g.,

- Alignment with strategic and/or operational plans [**Partially Covered in Phase 1**]
- Evaluation Scoring metrics and procedures [**Covered in Phase 4**]
- Business case [**Covered in Phase 1**]
- Financial and ROI analysis [**Covered in Phase 2**]
- Procurement team organization [**Partially covered in Phases 1 and 4**]
- Approval chain [**Covered in Phase 4**]
- Briefing slides [**Covered in Phase 2+ System Architecture/Framework + UI Sample (Phase 3)**]
- Project plans, e.g.,
 - Implementation plan
 - Integration plan
 - Rollout plan
 - Support and Training plan
- Vendor qualifications and past performance

PART C

Miscellaneous documents, e.g.,

- FAQs
- Communication templates [*Not required as not directly relevant to academic learning outcome*]
- Vendor lists [*Not required as not directly relevant to academic learning outcome*]
- References and Acknowledgements