IT 6423
IT System Acquisition & Integration

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Request for Proposal (RFP)

A — **Vendor** — Documents distributed to potential vendors to identify critical project elements

B — **Internal** — Internal (not made public) Documents

C — **Communication** — FAQs and Communication Templates (e.g.; memos, letters)

D — **Salient Features** — Briefing Slides and Materials

Documents Distributed to Potential Vendors to Identify Critical Project Elements

Defined IT System Addressed

Vendor Qualification Information

Assessment Overviews

Response Procedure

Applicable Standards & Regulations

Critical Business Processes

Business Need

Schedules

Terms and Conditions

Contact Information

Requirements: (Typical categories)

• Functional Requirements

• Technical Requirements

• Financial Requirements

• Service Requirements

• System Requirements

• Security Requirements

• Organizational Requirements

• Integration Requirements

• Implementation Requirements

• Training and Support Requirements

Internal (not made public) Documents

Alignment with Strategic and Operational Plans

Procurement Team Organization

Project Plans
- Implementation Plan
- Integration Plan
- Rollout Plan
- Support and Training Plan

Scoring Metrics and Procedures

Vendor Qualifications and Past Performance

Business Case

Briefing Slides

Financial and ROI Analysis

Approval Chain

FAQs and Communication Templates

FAQs

Emails

Letters

Memos

Briefing Slides and Materials

Problem

What is the specific problem we solve

Features

What are the salient features

Product

What IT system we propose

Impact

What are the impact using these features

HW2 Questions PART A: 25 Points Total

- HW 2 requires a ~10-12-minute individual presentation (in ~8-12 slides only). The student will prepare slides answering the following questions. The student MUST submit both slides and a video record of the presentation to the D2L submission window. The student MUST be visible (presenting) in the video.

- The grading will consider the following aspects of the discussion with the respective weight.
  - Technical Rigor and Merit of the Discussion (70%)
  - Oral Presentation Quality (15%)
  - Professional Slides Formatting (15%)

HW2 Questions: Question 1

Context and Question: (7 Points)

Review and analyze systems and SALC terms and concepts in relationship to IT. Wikipedia in https://en.wikipedia.org/wiki/Systems_engineering defines systems engineering as an interdisciplinary field that "focuses on how to design and manage systems over their life cycles." We will use this as a point of departure for understanding the IT SALC. Please complete the development of a list of the top ten words or concepts the IT professional should know along with their definitions about the IT SALC. Add five terms/concepts to those there already and briefly discuss them.

1. System ………..
2. IT System ………
3. Systems Engineering …….
4. IT SALC ………
5. Requirement ……..
6. ……….

HW2 Questions: Question 2

Context and Question: (8 Points)

In 2 slides, compare and contrast between the following typically used IT system acquisition life cycles (SALCs). (Hint: use a table.) Don't forget to cite your references!

- Agile versus Waterfall
- DAU versus ISO versus DOAS.

HW2 Questions: Question 3

Context and Question: (10 Points)

What is an RFP? Discuss the relevant 5 WH questions about RFP in the context of the System Acquisition Life Cycle. Your creativity and rigor in designing questions will also be evaluated! The purpose of this question is to ensure that you have some clarity about the RFP before we start.