

Building A Better RFP

Duration

1 day

Instructor

Pamela Hollington

Class Limit

20 students

Prerequisite

None

Price

On-site

Please contact SPC for pricing (contact information on page 2)

Public Training

\$595 (1 day)

*Discount available for early registration

Materials Provided

- Student manual containing the course slides
- Student handouts with class exercises

IT projects are often characterized as complex, complicated and time consuming; too often, procuring the goods or services needed for the project's success is no less stressful!

Most RFP processes are cumbersome, time-consuming, and costly. Often, the RFP responses leave the buying organization bewildered as to how to make a selection choice that meets the needs of the project, and the organization.

This one-day, hands-on workshop gets participants exploring a better RFP structure and evaluation process so they can successfully develop, distribute, and evaluate RFPs.

Discussion topics include:

- Procurement choices
- RFP format
- Evaluating the RFP
- RFP Timeline

Objectives

On seminar completion, participants will have the knowledge to:

- Build a framework for selecting the right instrument
- Structure the RFP content based on the product / service / process being procured (and the value of using templates)
- Manage the RFP evaluation process
- Define the timeline, roles and responsibilities, for the RFP process in their organization

Intended Audience

This seminar is ideal for all stakeholders involved in the procurement process.

TRAINING

Building A Better RFP

Instructor

Pamela is an experienced professional with a strong knowledge of business processes and management issues, and a proven background in systems definition, implementation and project management. She has over twenty years experience, including work in the financial, manufacturing, distribution and retail industries as well as successful consulting assignments in the public and private sectors. Pamela's background includes work in many aspects of Information Technology and Business Strategy development and implementation.

She holds an MBA from the University of Toronto, and the professional designation of Information Systems Professional (ISP) from the Canadian Information Processing Society. She is an active member of the Project Management Institute and hosts local chapter meetings of the IS Specific Interest Group (ISSIG) in Vancouver.

Outline

Procurement Choices

- Discuss and understand different procurement options (RFI, RFQ, EOI, etc.)
- Understand the different processes linked to the options
- Understand the appropriateness of each option
- Build a framework for selecting the right instrument

For more information on this or other SPC Springboard courses, please visit www.spcspringboard.com or e-mail SPC at info@spc.ca

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Outline Cont'd

RFP Format

- Review and discuss different RFP formats (using real examples)
- Understand how to structure RFP content based on the product / service / process being procured
- Discuss the requirement structure, including the difference between Mandatory and Desirable requirements
- Review and understand the value of having an RFP template for your organization
- Understand how to customize the RFP template for different project needs

Evaluating the RFP

- Understand the context of RFP response evaluations
- Understand the requirements for building and preparing the RFP Evaluation team
- Understand the steps of the RFP evaluation process & how to manage it
- Learn how to build the RFP evaluation matrix
- Understand the requirements for managing the Vendor response and Vendor interaction
- Understand the link between RFP response and Contract Development (this course does not address the Contract Development process).
- Understand the value of wrapping up and reviewing the RFP project process

RFP Timeline

- Discuss the value of managing the RFP as a project, or sub-project of a larger project
- Understand what tasks are needed to develop, issue, and evaluate an RFP
- Using a template as a base, be able to define the timeline, roles and responsibilities, for the RFP process in your organization



TRAINING

