

# RFP

**Request For  
Proposal**

**Pricing is based on volume of  
Work / Time to complete as  
well as level of difficulty.**

**Customer Provides: Stated Problem(s) with their best comprehensive description, Budget Limitations, additional relevant information.**

**Objective: Define refined plan to overcome Problem(s) / Solution(s), Answer Detailed questions, Create Detailed Plan, Outline Costs. To be as specific as possible limited by available information and Budget Limitations.**

**LC Completes:**

1. Thorough Research.
  - A. Internet
  - B. Phone calls
  - C. Engineering / Science Research
  - D. Visits potential solution providers
2. Organize Information.
3. Define/Answer Thorough Questions
  - A. How to engineer, design, build request?
    - i. Detail Steps required
      1. Design
      2. Process
      3. System
  - B. What must be developed?
    - i. Detail Steps required
      1. Design

- 2. Process
- 3. System
- c. Existing purchased solution
  - i. Detail Steps required
  - ii. Integration / Modification
    - 1. Design
    - 2. Process
    - 3. System

#### **4. Report Findings**

A. Detailed steps to overcome the problem.

#### **5. Detail LC steps to overcome the problem.**

- A. Engineering
- B. Design
- C. Prototype
- D. Testing
- E. Develop

#### **6. Complete Detailed Plan.**

##### **A. Deliverables**

##### **i. Descriptions**

##### **ii. Answer Detailed questions**

- 1. How large can it be made?**
- 2. How much will it weigh?**
- 3. How will it work?**
- 4. How will it be integrated?**
  - 1. How does it fit?**
  - 2. Who installs it?**
  - 3. What tools are used?**
  - 4. How long does it take?**

##### **B. Project Timeline Estimate**

##### **i. Steps**

- 1. What does LC or Supplier do?**
- 2. LC task list**

- 3. Supplier(s) Task list**
  - 4. Gantt chart**
- c. Detailed cost estimate**
- i. define the cost/value stages if any exist**
  - ii. BOM (Bill of Materials)**