Request for Proposal [Mandatory]

A request for proposal (RFP) document is developed based on the Terms of Reference and software specifications. Evaluation criteria should also be developed to guide the evaluation process. The RFP and evaluation criteria should cover the following:

1.Technical capabilities of the vendor. This includes:

a. Experience of the vendor in successfully delivering similar projects
b. Experience and qualifications of the proposed vendor team

2. Strengths of the proposed solution. This includes:

a. Fit of the proposed solution and how it addresses the institution’s requirements
b. Proposed methodology and approach for implementation

3. Financial proposal which includes assessing the total cost of ownership of the proposed software

> **Outputs:** Request for Proposal, Evaluation criteria

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