

Request for Proposal

Assignment 3 Instructions

Use the *Best Practices and Corporate Due Diligence, Services*, and *Total Cost of Ownership* documents from HIMSS listed under the Course Content for Session 3 as a guide to complete the RFP assignment. Additionally it would be useful to review the *RFP Process* presentation for Session 3.

Deliverables to be included in the RFP:

- Complete a request for proposal.
- Use the consensus SOW from the previous assignment as a starting point.
- Make sure the RFP looks at all components of the costs and time needed to complete the implementation of the project.
- Have the vendor provide all components related to the cost and time based on their previous experience.
- What are the specific functional requirements of the system?
- What are the specific technical requirements of the system?
- Use the RFP template as a guide of what is required in the document. Do not simply copy and paste sections of the template into the submitted RFP.

Final RFP is due on October 30, 2011 at 11:55 pm (central time).

Formatting:

The RFP should be between 20–40 pages, double-spaced, 1-inch margins, Times New Roman, 12 pt. font. Cite all outside resources.