

HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

235

**Advanced Request for Proposal (RFP) in the
Information and Communications Technology
Industry**

Course or Seminar

Leading To:

DIPLOMA – POSTGRADUATE IN
*Advanced Request for Proposal (RFP) in the
ICT Industry (Quad Credit)*

Accumulating to

POSTGRADUATE DIPLOMA
Progressing To A Masters Degree –
MBA – MSc - MA

Course Co-ordinator:

Prof. Dr. R. B. Crawford – Director HRODC Postgraduate Training Institute

- PhD (University of London);
- MEd. M. (University of Bath);
- Adv. Dip. Ed. (University of Bristol);
- PGCIS (Thames Valley University);
- ITC (UWI);
- Member of the Standing Council of Organisational Symbolism (MSCOS);
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Academy of Management (MAOM);
- LESAN;
- Professor, HRODC Postgraduate Training Institute;
- Visiting Professor, Polytechnic University of the Philippines (PUP).

For Whom This Course is Designed**This Course is designed For:**

- Executive Directors;
- Board of Directors;
- Information Technology Project Managers;
- Process Coordinators;
- Project Managers;
- RFP Development Team;
- Purchasing Managers;
- Supply Officers;
- Contract Managers;
- Budget Officers;
- Government Employees;
- Employees in the Information and Communication Industry.

Duration: 4 Weeks (20 Days)

Cost: £20,000.00 Per Delegate

Please Note:

- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- Diploma – Postgraduate – in **Advanced Request for Proposal in the ICT Industry**;
or
- Certificate of Attendance and Participation – if unsuccessful on resit.

HRODC Postgraduate Training Institute's Complimentary Products include:

1. HRODC Postgraduate Training Institute's **Leather Conference Folder**;
2. HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad**;
3. HRODC Postgraduate Training Institute's **Key Ring/ Chain**;
4. HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
5. HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course Material;
6. HRODC Postgraduate Training Institute's **Metal Pen**;
7. HRODC Postgraduate Training Institute's **Polo Shirt**.

****Please see product images, as a separate file - Complimentary Products For Students and Delegates, from HRODC Postgraduate Training Institute.****

Daily Schedule: 9:30 to 4:30 pm.

Location: Central London and International Locations

**Advanced Request for Proposal in the Information and
Communications Industry
Leading to Diploma-Postgraduate in Advanced Request for Proposal in
the ICT Industry (Quad Credit)**

Course Objectives

By the conclusion of the specified learning and development activities, delegates will be able to:

- Understand the underlying principles of Request for Proposal and Request for information and differentiate one from the other;
- Describe the importance of Request for Proposal in the development of technical projects;
- Identify the different types of Request for Proposal;
- Emphasize the role of Request for Proposal in bringing about the success of a project;
- Develop and prepare a clearly written and properly organised Request for Proposal;
- Determine the criteria in evaluating Request for Proposal;
- Review Request for Proposal;
- Analyse the composition of a Request for Proposal;
- Learn about the project overview and the administrative requirements relevant thereto;
- Identify the technical and management requirements of a Request for Proposal;
- Know the information necessary in the supplier, pricing, and contracts and license agreement section of a Request for Proposal;
- Implement the activities involved in Request for Proposal;
- Identify the qualified suppliers for a specific project;
- Determine the criteria of qualified suppliers;
- Plan and organise the Request for Proposal effort;
- Schedule a project;
- Relate the importance of technology and supplier education in the process of developing Request for Proposal;
- Execute the other post-Request for Proposal activities;

Course Contents, Concepts and Issues

Part 1: Contextualising Request for Proposal

- Defining Request for Proposal;
- Defining Request for Information;
- The Importance of Request for Proposal;
- Different Types of Request for Proposals;

Part 2: Request for Proposal Activities

- Pre-Request for Proposal Activities:
 - Identifying Suppliers;
 - Qualifying Suppliers.
- Request for Proposal Activities;
- Post-Request for Proposal Activities:
 - Determination of the Best Value;
 - Best Value Analysis.

Part 3: Planning and Preparing Request for Proposal

- Pre-Request for Proposal Planning Considerations;
- Organising the Project;
- Project Scheduling;

Part 4: Parts of a Request for Proposal

- Project Overview and Administrative Information;
- Technical Requirements;
- Management Requirements;
- Supplier Qualifications and References;
- Suppliers' Section;
- Pricing Section;
- Contracts and License Agreements Section.

Parts of a Request Proposal: Detailed Discussion

Part 5: Request for Proposal Administration Section

- Administration Section Framework;
- Essentials of Request for Proposal;
- Supplier and Supplier Reference Information;
- Organisation Confidential Information;
- Intent to Bid;

Part 6: Request for Proposal Technical Requirements Section

- Writing Requirements for the Technical Section;
- Definition of a Requirement;
- Writer of the Requirements;
- Recognition of Requirements in Request for Proposal by the Suppliers;
- Specifications vs. Requirements in the Request for Proposal;

Part 7: Request for Proposal Management Requirements Section

- Writing Requirements for the Management Section;
- Poorly Written Requirements;
- Framework of a Request for Proposal Management Section;
- Project Plan;

Part 8: Request for Proposal Pricing Section

- Framework of a Pricing Section;
- Hardware;
- System Software;
- Application Software;

Part 9: Request for Proposal Evaluation Guidelines

- The Evaluation Team;
- Evaluation Considerations;
- Evaluation Criteria in the Request for Proposal;

Service Contract, incorporating Terms and Conditions

Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.

https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extenuating_Circumstances_Payment_Protocol_Location.htm

The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

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