

RFP - the Proposal

<System Name>

The proposed system is of the <ERP/CRM/DW/GIS/etc.> type and meets the accepted general domestic and international standards of the IT sector as well as meeting the requirements detailed in the RFP. The proposal is being submitted, and will later be implemented, in accordance with the MethodA version that is current as of the date of the RFP

This template is for use only as licensed by Methoda Ltd.

TABLE OF CONTENTS

0. Administration	2
1. Goals	8
2. Application	10
3. Technology and Infrastructure	11
4. Implementation	12
5. Cost	15
Appendices	16

©

- All rights reserved to Methoda Computers Ltd. -
- Usage of this product is permitted to licensees only -

0. Administration

Full responsibility for the proposal belongs to the bidder. Above all else, the proposal must answer the requirements of the specific RFP.

0.1 General

We, the bidder, have read and understood this section.

The proposed system is of the <ERP/CRM/DW/GIS/etc.> type and meets the accepted general domestic and international standards of the IT sector as well as meeting the requirements detailed in the RFP. The proposal is being submitted, and will later be implemented, in accordance with the MethodA version that is current as of the date of the RFP.

0.2 Definitions

We, the bidder, have read and understood this section.

Our proposal is written in accordance with the same definitions.

0.3 Work Procedures and Tools

0.3.1 Receiving the full RFP

Attached is the confirmation that we have duly purchased/received the full RFP. See appendix 0.3.1.

0.3.2 Liaison officer

We, the bidder, have read and understood this section.

All our communications with respect to this proposal during its preparation were routed solely through the designated liaison officer and in accordance with sections 0.3.3 and 0.3.4 of the RFP.

0.3.3 Procedure for questions and clarifications

See the response to 0.3.2, above.

0.3.4 Bidders' meeting

We, the bidder, < attended / did not attend > the bidders' meeting on <date> at <time>. Attached is a certificate. See appendix 0.3.4.

0.3.5 Submission of proposal

We, the bidder, have read and understood this section. Our proposal is being submitted to you in accordance with this section. < Your certificate of receipt for this proposal will be kept in our files and not transferred to any other party. >

0.4 The RFP

We, the bidder, have read and understood the RFP. We have dealt with the entire RFP, and our proposal is in keeping with the instructions of this section. < We attach an executive summary of our proposal [as required]. >

0.5 Classification of the RFP Components

We, the bidder, have read and understood this section. Our proposal is in keeping with the classifications within the RFP as well as with the other instructions that this section of the RFP contains.

0.6 Commitments and Approvals for Bidders

0.6.1 Bank guarantee for proposal

We, the bidder, have read and understood this section and we agree to it. Attached is the required bank guarantee. See appendix 0.6.1.

0.6.2 Certifications

Attached is proper certification attesting to valid methods of accounting and to VAT and income tax registration < as well as additional certification as required >. < The certification is attached in appendix 6.0.2 of this proposal. >

0.6.3 Term of the proposal

We, the bidder, have read and understood this section and we agree to it.

0.6.4 Proprietary rights

Attached is a declaration countersigned by an <attorney/accountant> as required.

0.6.5 Conflict of interest

Attached is a declaration countersigned by an <attorney/accountant> as required.

0.6.6 Demonstration and presentations

We, the bidder, have read and understood this section and we agree to it.

0.6.7 Service, maintenance and spare parts

All the components of the proposed solution (excluding software to be developed specifically for the needs of the system) are continuously serviced and maintained. To the best of our knowledge, and the knowledge of all the secondary suppliers involved

<Classification>

This document is the sole property of <Organization>

Based on a template of MethodA Computers Ltd.

in this proposal, no information exists regarding any planned cessation of support for them and there will be no problem in supplying parts and updates for a period of 5 years from the day of installation.

0.6.8 Reciprocal procurement

Attached [*if required*] is a certificate of reciprocal procurement from the Israel Industrial Cooperation Authority. See appendix 0.6.8.

0.6.9 Locally produced parts

Attached is a list of the locally produced parts contained in the proposed solution. The list specifies their monetary value (as a proportion of the bid) and the added value of the domestically produced portion. The declaration is signed by our accountant [*if required*].

0.7 Commitments and Certifications for the Proposal

The set of obligations and certifications in this section will be completed if the proposal is accepted and a contract is signed with us, the bidder.

0.7.1 Bank guarantee for project implementation

A bank guarantee is attached equal to 10% of the bid, payable to <organization>, linked to the COL index and including VAT, effective for the term of the project's implementation (the effective term of the contract). See appendix 0.7.1.

0.7.2 Overall guarantee

Attached is a declaration from us, the bidder, with respect to our overall responsibility for the implementation of the project, including responsibility for any proposed subcontractors who have been proposed and chosen.

0.7.3 MethodA procedure

The project will be implemented according to the MethodA methodology. Complementary methodologies and tools are presented in the appropriate sections of the technical part of this proposal, section 3.13 in particular. These tools and technologies < are / are not / can be > integrated with MethodA.

Attached is a copy of our MethodA license [*if required*].

0.7.4 Contract and technical appendix

We, the bidder, commit ourselves to sign the < name of contract > contract that < appears in the Contractual & Legal Aspects kit of MethodA / is included in the RFP > and the technical appendix that will be attached to the contract as an integral part of it. We will construct the technical appendix as required in the RFP and as

explained in the RFP kit and Design & Build kit of MethodA. The technical appendix will serve as a preliminary Design document for the system and will replace all previous technical papers for the system. The appendix will be completed no later than <time period> from the date of the contract.

We understand that <organization> intends the contract to be finalized and signed within a set time frame, and that if the contract is not finished and signed by the end of the period stated in the RFP, <organization> intends to approach the next queued bidder and negotiate a contract with that bidder.

0.7.5 Ownership and right to use the system

We, the bidder, have read and understood this section and we agree to it.

0.7.6 Guarantee, maintenance, and service

We, the bidder, have read and understood this section and we agree to it. We commit ourselves to the guarantee, the maintenance service, and the repair service stipulated in this section.

0.7.7 Condition of used equipment

We, the bidder, have read and understood this section and we agree to it. We will supply the necessary certifications and documents as required.

0.8 Rights of <organization>

0.8.1 Splitting the proposal

We, the bidder, have read and understood this section and we agree to it.

0.8.2 Canceling the RFP

We, the bidder, have read and understood this section and we agree to it.

0.9 The Proposal

0.9.1 Overall structure

We, the bidder, have read and understood this section and we agree to it. Our proposal follows the required structure.

0.9.2 Proposal structure: detail

We, the bidder, have read and understood this section and we agree to it. Our proposal matches the required structure and classifications.

0.9.3 Number of copies

This proposal has been submitted in <number> envelopes and in the required number of copies.

0.9.4 Number of proposals

In parallel with this proposal, we the bidder < are / are not > submitting another proposal. [The other proposal being submitted together with < bidding partner >.]

0.9.5 Proposal summary (Executive Summary)

Attached is a < proposal summary / executive summary > [as required].

0.10 Ownership of the RFP and the Proposal

0.10.1 Ownership and use of the RFP

We, the bidder, have read and understood this section and we agree to it.

0.10.2 Ownership and use of the proposal

We, the bidder, have read and understood this section and we agree to it.

0.10.3 Third party

We, the bidder, have read and understood this section and we agree to it.

0.11 Completeness of the Proposal and Overall Responsibility — Joint proposals and subcontractors

We, the bidder, have read and understood this section and we agree to it. Following is a list of the subcontractors who are included in our proposal, together with their specific roles in the proposed solution:

We provide further details in the appropriate sections of body of the proposal, including section 4.1.4.

0.12 Examining and assessing the Proposals

We, the bidder, have read and understood this section.

0.13 Jurisdiction

We, the bidder, have read and understood this section and we agree to it.

0.14 Prices

We, the bidder, have read and understood this section. Our proposal meets its requirements in the appropriate sections below.

0.15 Used Equipment

We, the bidder, have read and understood this section and we agree to it.

0.16 Security Classification

We, the bidder, have read and understood this section and we agree to it. We are working, and will continue to work, in compliance with this section's requirements.

<Classification>

This document is the sole property of <Organization>
Based on a template of MethodA Computers Ltd.

1. Goals

Full responsibility for the proposal belongs to the bidder. Above all else, the proposal must answer the requirements of the specific RFP.

1.1 Client / Application Expert (Principal User)

We, the bidder, have read and understood this section.

1.2 Goals and Objectives

We, the bidder, have read and understood this section. These goals and objectives are addressed in the present proposal.

1.3 Problems

We, the bidder, have read and understood this section. Our proposal < solves the problems / addresses the problems as phrased in the RFP / solves the following problems: a, b, c, etc. >.

1.4 Organizational/Business Context

We, the bidder, have read and understood this section. Our proposal fits the business context and the organizational objectives as phrased in the RFP.

1.5 Integration with Annual Workplan

We, the bidder, have read and understood this section. It is clear to us that the work is governed by the annual workplan of <organization>, both in general terms and with reference specifically to the IT unit.

1.6 Feasibility and Cost/Benefit

We, the bidder, have read and understood this section. Our proposal will generate these benefits and savings in the following manner ...

We expect < no / the following > feasibility problems ...

System feasibility as best predictable at this moment is ...

The expected risks for the project are ...

We have < no / the following > remarks regarding cost/benefit as stated in the RFP...

At each project milestone, system feasibility and cost/benefit will be analyzed as required in the RFP.

1.7 Time Frame

<Classification>

This document is the sole property of <Organization>
Based on a template of MethodA Computers Ltd.

1. Goals

We, the bidder, have read and understood this section. Our proposal fits the required timeframe in the following manner ... See the detailed workplan in section 4 (Implementation), subsections 4.2, ... below.

<Classification>

This document is the sole property of <Organization>
Based on a template of MethodA Computers Ltd.

2. Application

Full responsibility for the proposal belongs to the bidder. Above all else, the proposal must answer the requirements of the specific RFP.

Respond to each subsection of the Application section according to the RFP's specific requirements for that particular subsection.

3. Technology and Infrastructure

Full responsibility for the proposal belongs to the bidder. Above all else, the proposal must answer the requirements of the specific RFP.

Responds to each subsection of the Technology section according to the RFP's specific requirements for that particular subsection.

3.0 Technology Architecture – Highlights

Below is a diagram of the overall architecture and main technological components of the proposed system: computers, deployment, and network.

3.X Technological components

Below is our proposal for a < server / operating system / DBMS / client station >:

4. Implementation

Full responsibility for the proposal belongs to the bidder. Above all else, the proposal must answer the requirements of the specific RFP.

Responds to each subsection of the Implementation section according to the RFP's specific requirements for that particular subsection.

4.1 Parties Involved

We, the bidder, have read and understood this section.

4.1.4 Bidder details

Following are details of our company, including relevant subcontractors and overseas manufacturers, as required by the RFP:

4.2 Workplan

4.2.0 Development methodology

In light of the requirements in this section, and of our experience in implementing similar systems, the general methodology that we recommend for development/implementation of the system is < the methodology > .

4.2.1 Overall development plan

In light of the requirements in this section, and of our experience in implementing similar systems, we suggest a development workplan with the following main points (including primary milestones and deliverables):

4.2.2 Detailed plan

A detailed workplan for project implementation will be worked out together with you, the RFP issuer, during < timespan on calendar > and no later than the signing of the contract. The workplan will take into account the constraints on the organization's side, the possibility or impossibility of working within them, and the existence or nonexistence of any other constraints that require attention.

4.3 Next/Immediate Phase

We, the bidder, have read and understood this section.

4.4 Ongoing Operation

4.5 Documentation Index

We, the bidder, will provide the required documentation of the system as an integral part of the project. The progress of documentation will parallel the progress of system development and will be coordinated with the milestones defined in component 4.2 above.

4.6 Service and Maintenance

We, the bidder, will provide the following forms of service and maintenance for the system:

4.7 Integration into the Organization

Here is our response to the RFP's requirements regarding the system's deployment and its integration into the organization's ongoing work:

4.8 Robustness and Reliability

4.8.1 Test Plan

We, the bidder, have read and understood this section. We have noted all the requirements concerning our involvement and the involvement of additional parties in the processes of system testing and quality assurance, including refinement of the test plan, performance of unit and integration tests, cooperation with the party executing comprehensive system testing, and so on, all in accordance with the specifications in this section of the RFP. Completion of system development includes, among other things, making the system available to the tester and performing all required corrections.

Following is our response concerning the test plan defined in the RFP, including extensions and refinements that may be made in the course of system development:

- Management
- Test scenarios and scripts
- Integration of methodologies and tools
- ...

4.8.2 Availability and survivability

We, the bidders, will <provide / develop / design and build> a system that meets all the reliability requirements detailed in the RFP.

In order to ensure compliance with those parameters, we intend to employ the following methods and tools:

-

In order to measure the parameters, we intend to employ the following methods and tools:

-

In order to measure the parameters, we intend to employ the following methods and tools:

-

4.9 Configurations

Following are details of the configurations required for implementing and deploying the system. These configurations are based on the technology that was proposed in section 3 above, and they actualize the application defined in component 2, including component 2.21 (Workload, Performance, and Capacity) while enabling the system to be implemented gradually (by deployment in phases). The cost is detailed in section 5.3 below.

<Classification>

This document is the sole property of <Organization>
Based on a template of MethodA Computers Ltd.

5. Cost

5.1 Set-Up Cost (Development and Installation)

Following are the cost details for developing and installing the system, including a cost forecast divided into delivery units and extensions as specified in the RFP:

5.2 Ongoing Costs Following are the cost details for ongoing operation and maintenance of the system, including operation of the anticipated delivery units and additional extensions, over a period of < 5 or other number > years as specified in the RFP:

5.3 Cost by Configuration

Following are the cost details for the various system configurations as specified in the RFP:

5.4 Price List

The following table details our organization's price list for work hours according to types of activity, professional qualifications, and roles, as well as a price list for hardware and software items that may be required in the course of operating and extending the system.

5.5 Cost Summary

Following is a summation of the project costs according to our estimates, including the schedule of payments as linked to progress measured by the workplan.

Appendices

Appendix 0.3.1 Receiving the full RFP

Attached is the receipt showing that we, the bidders, purchased the complete RFP.

Appendix 0.3.4 Bidders' meeting

Attached is official confirmation that we attended the bidders' meeting.

Appendix 0.6.1 Bank guarantee for proposal

Attached is a bank guarantee as required.

...

Appendix 2.19: Security and Privacy

Possible ways of further strengthening system security, beyond the requirements of the RFP, if ever necessary.

Appendix 2.21 Workload, Performance and Capacity

Methodologies, formulas (tables), and tools for planning workload, performance and capacity, continuing through system operation and including addition of users, expansion of functionality, geographical dispersion, and so on.

Appendix 3.11: DBMS

Additional technical and business specification for the proposed database.

Appendix 4.1.4: Bidder details - References and Previous Projects

Further detailed information about successful projects performed in the past, including a detailed list of additional reference contacts.

<Classification>

This document is the sole property of <Organization>
Based on a template of MethodA Computers Ltd.