

# A WORKING HIGH-LEVEL OUTLINE FOR YOUR RFP/ REQUIREMENTS DOCUMENT COULD BE:

## 1. CORPORATE REVIEW AND INFORMATION

- a. Description of the basic problem driving the project
- b. Corporate organization structure including a high-level organization chart
- c. Corporate locations in which the system will be used/installed
- d. Number of people who will use the system
- e. A listing of paper types and sizes by number count
  - i. Daily or monthly incoming (1000 8 1/2 by 11 documents per day)
  - ii. Document received already but still current equals 1.3 million
- f. A listing of electronic documents by type
  - iii. Microsoft Office documents
  - iv. PDF
  - v. Images such as TIFF
  - vi. Forms
- g. A listing of your legacy or line-of-business systems that may interact with the DM system such as Salesforce, SAP, Oracle, Fiserv, etc.
- h. Details of your existing technical infrastructure and network (type of servers, VMs, network capabilities such as a T3 line or Internet carrier and internal networking)

## 2. SCOPE OF WORK

- a. Paper capture to digital form
- b. Electronic documents indexed and organized
- c. Workflow technologies to automate manual business processes
- d. Collaboration capabilities within the company
- e. Collaboration capabilities with external parties
- f. Records management
- g. Search capabilities
- h. Printing capabilities
- i. Access and security requirements
- j. Integration with the line-of-business systems, such as Salesforce, that you are expecting to realize (could also be SAP, Oracle, etc.)

## 3. PROJECT IMPLEMENTATION – VENDOR TO PROVIDE A WORKING PROJECT PLAN

- a. Overall project plan
- b. Project staffing for both the vendor and you
- c. Project meetings descriptions and schedule
- d. Training
- e. Workflow design and implementation
- f. Acceptance testing
- g. Project go-live events
- h. System maintenance and support

## 4. PRICING

- a. Application Software pricing (request by separate and individual modules)
- b. Seat licenses (ask for concurrent or per seat and request a quantity for each such as 25)
- c. Implementation pricing
- d. Training pricing
- e. Maintenance and support pricing
- f. Payment conditions (phased payment based on project stages)

## 5. CORPORATE CONTRACT EXAMPLES

- a. NDA to be signed by the vendors
- b. Purchasing agreement