*Request for proposal (RFP)*

An RFP is a document provided to vendors that asks them to propose hardware and system software that will meet the requirements of a new system.

Background:

You are part of the systems design team for a new interface system. Your task is to gather information for software that fits the interface design.

Integrated system is used to convert manually input data into reports for the hospital. Basically, this means new printers, new computers, a dedicated server and software for the server, software for the data input , reporting software, and production software (such as the Microsoft Suite) will be needed.

You realize at this point an RFP is the appropriate way to get the information and software needed.

Task:

Read the document “RFP Writing Guide”. The guide presents the proper format and contents for a completed RFP. However you will use this information to prepare a draft. Your draft should include:

* 1. Purpose for RFP
  2. discussion of the hardware,
  3. discussion of the software, and
  4. organizational issues presented in chapter two..

NOTE

1. The draft should be presented in APA format.
2. Minimum 2 pages, not including the cover and reference page