


# Step 4

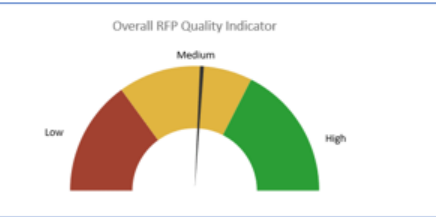
- Revise the scoring based on the information gathered from the member call.
- Complete the final deliverable using the Deliverable Template.

## Request for Proposal Final Evaluation Report



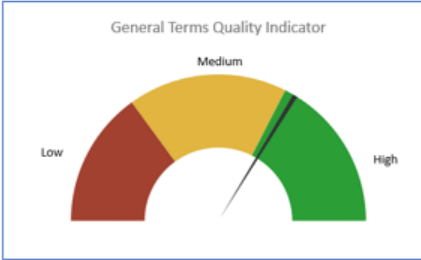
Value Proposition	Recommendations
<b>IT IS</b> An assessment to provide an indication of the overall quality of the RFP <b>THAT</b> Help you get quality responses from the vendors. <b>FOR</b> Anyone preparing an RFP or other Requests such as an RFI <b>UNLIKE</b> Contract Negotiation	Identify top 10 features one of which should be strong integration capabilities.

Overall RFP Quality Indicator




Findings	Recommendations
Can't identify top 10 features that are important	Clearly state the top 10 high level features essential to the Company
Implementation is very prescriptive	Remove implementation details from RFP. Let vendors describe their practices
Accountability seems to be shared	Accountability starts and ends with the Company. See our blueprints on governance.

General Terms Quality Indicator



Findings	Recommendations
Avoid specific Award dates in schedule	Remove or be as general as possible on award date and subsequent dates.
Missing clauses that protect organization	Add clauses for non-collusion, solicitation of employees and others to protect Company
Bidder conference happens too soon after RFP release	Move conference to 3-4 weeks post RFP release.

Specific Terms Quality Indicator



Findings	Recommendations
Unclear what the most important features are	Identify top 10 features
Integrations appear to be important but are buried in RFP	Given the importance make integration a top 10 feature
Level of detail in requirements varies significantly	Reduce details in RFP to high level processes or those unique and and/or important to Company

next steps

Contract Review

Governance and Management of Enterprise Software Implementation

**Attachment:** Annotated RFP document(s)

The RFP Review service and its deliverables are provided on best-effort basis upon review of the client's documentation, and should not be construed as a purchase recommendation or legal advice. Clients should consult with their lawyers to obtain advice specific to contractual language within RFPs.

