

## **WDM4413 RFP Cost Estimate and Revised RFP Response**

### **Cost Estimate**

Working with your teammates, put together a worksheet to estimate your team's estimated budget for the project. Use one of the worksheets reviewed in class and/or any methods reviewed in class to document your estimate.

### **Revised RFP Response**

In your revised RFP response, add the following

- Bid Price (based on your cost estimate)
  - Combined estimate for whole project and/or
  - Estimates for specific items in project
  
- Revisions and additions based on instructor critique

Assignments due at beginning of class Week 7.

## Grading Rubric

Criteria	Description	Points
<b>Title Page</b>	(9 – 10 pts) Strong layout includes proposal name, bidder name and logo	/10
	(6 – 8 pts) Adequate layout, includes some information	
	(1 – 5 pts) Has title page, but not much on it.	
	(0 pts) No title page	
<b>Introduction</b>	(13 – 15 pts) Concise, accurate presentation of who you are and what you're proposing	/15
	(10 – 12 pts) Good presentation, but may be missing some minor points or add unnecessary verbiage	
	(5 – 9 pts) Introduction included, but doesn't present relevant information	
	(0 – 4 pts) No real introduction	
<b>Discussion of Problem</b>	(17 – 20 pts) Excellent discussion of problem, identifies all major elements	/20
	(13 - 16 pts) Solid presentation and discussion of problem, covers most points, although a few could be clearer	
	(8 - 12 pts) Touches on some elements of problem, unclear, not well-organized	
	(0 – 8 pts) No discussion of problem	
<b>Proposal</b>	(17 – 20 pts) Excellent discussion of problem, identifies all major elements	/20
	(13 - 16 pts) Solid presentation and discussion of features, covers most points, although a few could be clearer	
	(8 - 12 pts) Covers some features, but not all, not well-organized, lacks details	
	(0 – 8 pts) No discussion of problem	
<b>Bid/Costs</b>	(17 – 20 pts) Bid is well presented and clear, makes logical sense based on proposal	/20
	(13 - 16 pts) Bid is well presented, although some elements of pricing may not be completely clear, leaves some room for confusion	
	(8 - 12 pts) Bid price and costs seem out of line based on proposal, unclear.	
	(0 – 8 pts) No bid presented	
<b>Experience</b>	(13 – 15 pts) Provides compelling picture of team skills, qualifications and experience, likely to instill confidence in client.	/15
	(10 - 12 pts) Provides good overview of team skills, qualifications and experience, may lack detail, or conversely, provide unnecessary information.	
	(5 - 9 pts) Presentation of team skills is minimal, extraneous or confusing.	
	(0 – 4 pts) No presentation of team skills and experience	
<b>Total</b>		/100
<b>Comments:</b>		