

WDM4413 RFP Response Assignment

For this assignment, you will assemble your team's formal response to the Fern Street Circus RFP. There is no "one correct way" to respond to an RFP, but you should include the following:

1. Title Page (Proposal name. Include your name/logo/company name)
2. Introduction (Summarize who you are and what you're proposing)
3. Discussion of the problem (restating what you think the client is asking for)
4. Proposal (What you will do, broken down into general tasks and solutions, who will do it)
5. Costs*
6. Experience (your qualifications and qualifications of any staff or subcontractors, relevant past projects)

You may also want to review the Vendor Response information from the Week 3 Wiki assignment for guidance.

Outline (Due Week 5)

- Title, headers, sub-headers for relevant sections
- Brief description of what will be covered below each section header
- Team member assigned to each section

Proposal (Due Week 6)

Your formal response proposal should be well organized, with clear headers and good use of informational space, including proper use of lists, tables, line spacing and indentation. It needs to be clear. And yes, grammar and spelling count.

*Leave out Costs section for now. We'll review cost-estimate techniques and strategies and add them to your proposal later.

Submit outline and proposal as .pdf files to the email address indicated on the RFP.