



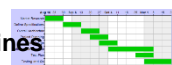







IT RFP Intake Checklist

To determine how best to assist you with your IT RFP content, please review and provide answers to the following IT RFP checklist items. The information provided will help us understand the purpose of the procurement for an IT solution and will be used to start discussions with you on drafting IT RFP content.

Submit your answers to this IT RFP Intake Checklist via email to ITRFPResourcing@xxxx.com . An IT RFP resource will be assigned to assist you.

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| Project Information  | <ol style="list-style-type: none"> 1. What is the name of the project? 2. What is the project number? 3. What is the name of the Project Sponsor, title, and department they represent? 4. What is the name of the Project Manager and which department are they from? 5. What is the name of the IT Lead and which department are they from? |
| Business Case  | <ol style="list-style-type: none"> 1. Describe the overall project. What is the purpose of the project? 2. What business need is this project trying to address? 3. If a business case has been prepared, please provide a copy. 4. Has the business case been approved? Please provide copies of the approval. |
| Business Requirements  | <ol style="list-style-type: none"> 1. What are the business requirements for this project? 2. Have the business requirements been fully documented or are they in progress? 3. If business requirements have been drafted, please provide a copy. 4. Is the business looking for an IT service, software, hardware, or a combination? 5. Is the business looking for an IT Cloud/SaaS, open source, or on-premise solution? |
| Budget  | <ol style="list-style-type: none"> 1. What is the budget for the project? 2. Does the budget cover the cost of the procurement? What is the estimated cost of the procurement? How was this estimate determined (i.e. through an RFI, discussions with vendors, online research, etc.)? 3. Are one-time implementation costs included in the budget? 4. Are ongoing/yearly licensing, support, maintenance, or subscription costs for the next 5 to 10 years included in the budget? 5. Who is paying for the project and all costs of the IT solution including one-time implementation costs and ongoing yearly costs including support and maintenance, and licensing or subscription costs? 6. Provide details on any costs estimated to date. 7. Please provide the accounting strings to which all costs for the implementation project and ongoing yearly costs will be applied. |
| Timelines  | <ol style="list-style-type: none"> 1. What are the timelines for the project? Start date? Implementation (go-live) date? 2. Are there any legislative, etc. requirements to have this implemented by a specific date? Please specify. |
| Purchasing Department  | <ol style="list-style-type: none"> 1. Has the business engaged the Purchasing Department? 2. Who is the buyer assigned to the RFP? 3. What is the RFP file number? 4. Was a Request for Information (RFI) previously done for this project? If yes, please provide a copy of the published RFI and supplier responses. |
| Suppliers / Vendors  | <ol style="list-style-type: none"> 1. Has the business area engaged with any suppliers of a potential IT solution? If so, provide a list of the suppliers and the engagement (discussion, demonstrations, other)? 2. NOTE: During the RFP process, staff of the corporation are not allowed to engage in discussions with suppliers – it might disqualify the suppliers from this RFP. |
| Project Resources  | <ol style="list-style-type: none"> 1. Do any of the project resources have current RFP experience at the corporation? If yes, please provide the resource names. 2. Have other IT resources been engaged for this project to-date? If yes, please provide their names. |