Assignment – Proposal Writing (all levels)

Context: We want to understand your writing style and experience in analysing the RFPs. There is some background provided below from one of the one of the government RFP. **Contractor** is a technology company in the US named Ekagra Solutions who is bidding for the government agency Public Building Services' (PBS) project. PBS wants to understand the capabilities and solution approach/roadmap of the contractors/vendors to evaluate them for various IT tasks mentioned in the RFP. For your assignment reference, three of the key tasks have been outlined below.

Contractor/Vendor: Ekagra Solutions (http://ekagra.com/services.html)

Client: Public Building Services

After going through the below RFP context, please respond to **2 questions** of this case study given after the RFP content. Please note you have to research and write a generic solution approach but technically flavored and make assumptions where required. The assignment evaluates your response on how well you articulate the value proposition of the vendor, how well you capture the understanding of scope, how strong is the solution approach and how concisely it is presented or packaged.

RFP Context

Introduction and Background

Public Buildings Service (PBS) agency acquires space on behalf of the government through new construction and leasing, and acts as a caretaker for government properties across the country. The Public Buildings Service (PBS) has the responsibility of supporting the all government agencies' buildings *(as their customers),* which includes approximately 1000-leased buildings and 1,200 Government-owned buildings. **PBS's Chief Information Officer (CIO)** division (PBS CIO) manages information technology (IT) resources for the PBS including:

– Manages the design, development, and implementation of all PB-ITS software applications and system
– Ensures that the PB-ITS strategy for using state-of-the-art technology systems aligns with current and future business strategy
– Presents the strategic IT direction and the major IT investments in support of the critical business processes to PBS senior executives

The PB-ITS Associate CIO is prepared to select and run critical initiatives that will set their organization on a path toward the future they began defining in previous years. In order to support these goals, the PB-ITS Associate CIO is requesting proposals with **specific solution approach and capabilities** to provide IT support services for the following 3 services (task areas):

Custom Application Development and Support (Task Area 1)
The Contractors shall develop customized applications utilizing any preferred technologies, leveraging **agile methodologies.** The Government is actively moving towards mobile and cross- browser enablement of existing applications. The Government defines cross- browser enablement as meaning multiple browsers (i.e. Internet

Explorer, Edge, Mozilla, Safari, Chrome, and mobile versions of the same). The Contractors shall also be tasked with migrating applications to different platforms, using PBS standard databases (e.g., MS SQL Server, Oracle, AWS RDS). These applications are envisioned to provide additional functionality to features, content, and information provided by the Government Program Manager (PM).

Application Operations and Maintenance Support for PB-ITS Applications (Task Area 2)
The Contractors shall provide application and information system management, database administration, security compliance and project management services to PB-ITS as well as the management and operation of PB-ITS Information Technology Systems by providing resilient, flexible, and secure technologies and services. The Contractor shall provide an effective and efficient service delivery model based on Information Technology Infrastructure Library (ITIL) best practices for tasks including but not limited to:
• Designing and Implementing a Service Strategy
• Day to Day Operations
• Systems Engineering Support
• Release and Change Management
• Application Help Desk

See next page for your response template for 2 questions.

Question 1: Write one pager **Executive Summary** that can be presented to the Chief of Public Building Services (PBS) to provide the required and capable staff to execute the above-mentioned services. Make assumptions where required.

Your Response:

Question 2: Write a generic solution approach (technically flavored) to the above mentioned 2 task areas **(for ANY 1 task area of your choice)**; including your understanding of scope, solution approach and Value Proposition of the Vendor. Make assumptions where required, research and write a generic roadmap.

Our Understanding of requirements (0.25 page)

Contractor understands … *(provide your understanding of PBS' requirements and why PBS wishes to implement in this section)*

Vendor's Solution Approach (1-page max.)

Focus on HOW you will implement the proposed solution, maximum 1 page for 1 task area

Task Area 1 – Custom Application Development
Your response to solution approach in 5-6 paragraphs

Task Area 2 – Application Operations & Maintenance
Your response to solution approach in 5-6 paragraphs

You can email this assignment to seema@worxwide.com or consult@worxwide.com