



## Your project plan is your RFP

**It is important to note that an RFP process is not always applicable. Increasingly we are seeing the need for RFP's diminish since companies are now able to access a greater level of information from websites and web meetings to enable them to make more informed decisions. A traditional RFP exercise is time-consuming and labor-intensive, often taking months to compose, distribute, collect, and review responses. Therefore, if you feel like you can gather information and narrow down vendors by your own means, you should do so.**

It can be beneficial at this stage (but not mandatory) to deliver a secondary set of questions that will enable you to learn more about the vendor's organization without going through the RFP process. Understanding the company size, level of experience, and stability of the potential partner should be evaluated during your selection process. This questionnaire should also cover full project quotations, implementation timelines, training options and integration and migration management. The statement "your project plan is your RFP" suggests that if an organization has a well-detailed project plan, with some editing, it can serve as a Request for Proposal (RFP):

- **Clarity of Requirements:** An RFP typically outlines the requirements of a project so that vendors can propose solutions. A detailed project plan, by its nature, will already break down the project's scope, objectives, deliverables, timelines, and constraints. If these are clear and comprehensive, the project plan can communicate to potential vendors precisely what is expected.
- **Cost Estimates:** A robust project plan will have detailed cost estimates, which can help potential vendors provide more accurate bids or proposals.
- **Timeline and Milestones:** The project plan outlines key milestones with project timelines. Information essential for vendors to understand and commit to the project's deadlines.
- **Stakeholder Engagement:** The key stakeholders and their roles listed in the plan can be used by vendors to understand the decision-making process and the people involved.
- **Assumptions and Constraints:** By outlining the project's assumptions and constraints, potential vendors can get a clear picture of the project environment and any limitations they might face.
- **Technical Details:** The plan will include technical specifications, infrastructure details, or any other pertinent information, to provide vendors with an understanding of the project's technical aspects.

Reduce the prep time by half by using your modified project plan as your RFP. It is essential to note that the plan is an internal document guiding how a project will be executed and controlled. An RFP is typically an external document used to solicit bids or proposals from external vendors

or service providers. If you are using a project plan in place of an RFP, ensure it contains all the details vendors would typically expect in an RFP, and consider the audience when sharing the document.