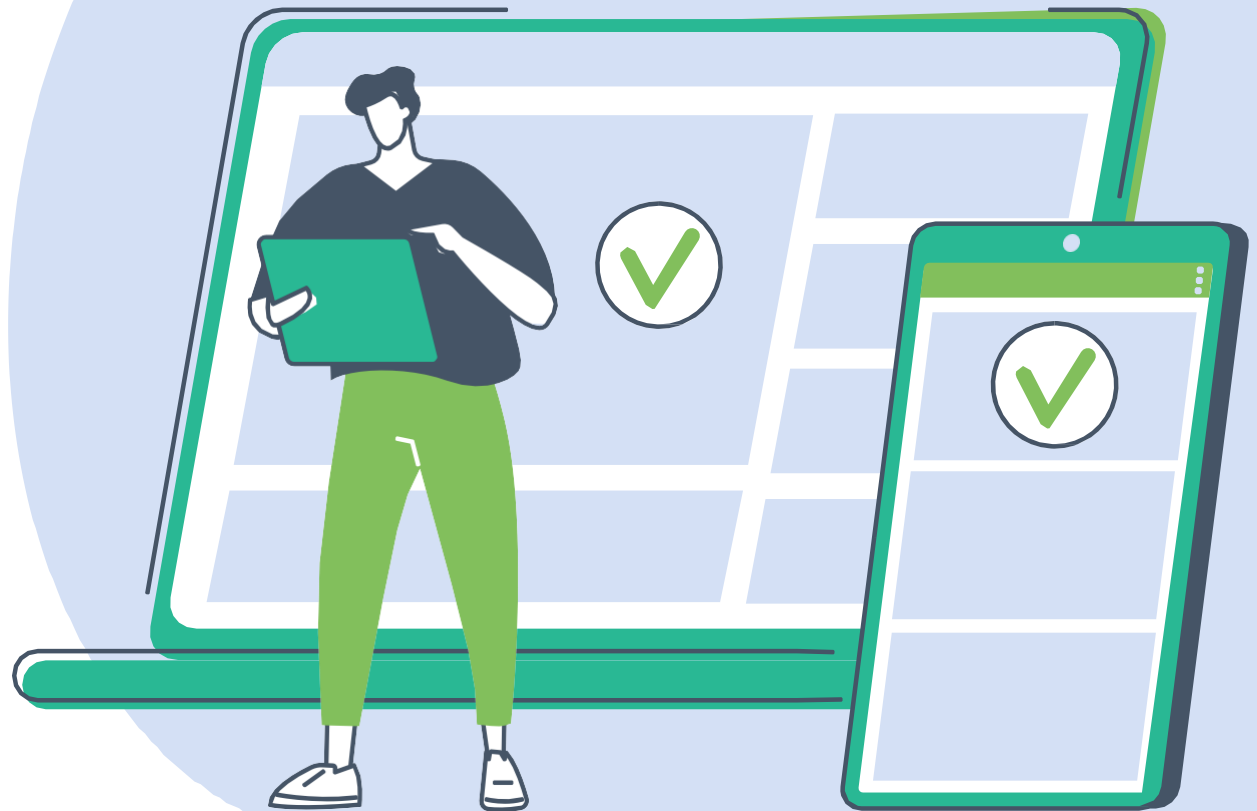


**How to request an offer from us?**



# What should a request for a proposal include?

With the help of a well-defined request for proposal, you can significantly reduce the costs of your digital project. With this summary, we try to make the process easier and simpler for you.

1

## Subject, purpose, and business needs of the request for proposal

First, formulate the general need, the background history and the current situation. It is important to see right from the start what the goal is and what the starting point is. The following set of questions will help with this:

- General description of the request, background history, current status
- Formulation of a business need
- (E.g., the existing system is outdated, or difficult to use, perhaps new tasks and functions became necessary as the company grew, etc.)
- Extra:
  - + What steps have you taken so far to start the project?
  - + External references  
(For example: If there is an online public page or an alternative system that can be presented that gave you an idea, you can put links here too)

2

## Detailed formulation of the business need

This point contains a more detailed description of the business need, which helps us see what and why you need even more clearly. If you can, prioritize these needs as well.

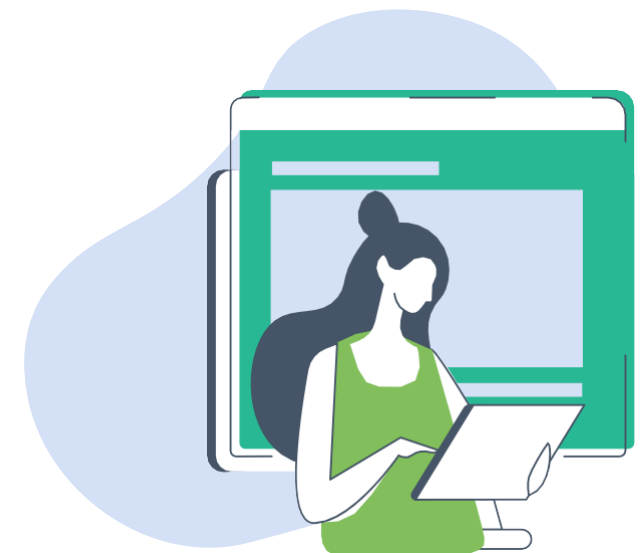
- Description of process(es) / process diagram
- If these are not defined or not clear, or if you need professional advice, note that in the document as well
- Main functions of the application / useful functions
- Formulation of user cases, with other ideas
- Description of identified user groups
- Planned authorizations, tasks

3

## Scheduling

It is important information for us if you indicate in the request for proposal that you would like to implement your project in one or more stages.

- To implement the planned application in several steps, you should group the individual processes and functions in the proposal request.
- It's good to elaborate on what kind of risk it carries for your business if the deadlines are violated.



4

## Operation / infrastructure

The following questions will help clarify all issues related to operation and infrastructure:

- Is the necessary infrastructure and specialist(s) available for operation?
- Cloud or on-premise operation is required (if undecided, should we put together an offer for this as well?)
- Planned number of visitors/users/visitor data
- Security, logging, or other special technical requirements
- Application support expectations after project handover

5

## Deadliness

To get a complete picture of your goals and to ensure smooth implementation, we need to know what deadlines to expect in the process:

- Deadline for submitting an offer
- The assessment process and system of criteria (if public to the supplier)
- Planned project launch time
- Project closure, planned time of activation of completed application



6

## Contacts

And last but not least, don't forget to name a contact person.

- Contact details and responsibilities of the person representing the requestor
- If the contracting authority has more than one specialist, their contact details

**Are you stuck or have a question?**

Look for **Ádám** with confidence!

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