



PROPOSAL
“XXX INFRASTRUCTURE MIGRATION PROJECT”
(RFP 20XX.XX.XX)

PREPARED FOR:

CLIENT

Address

City, Province / State, Index

Contact: Name, Title

PREPARED BY:

VIMEX TECHNOLOGIES

604-126 West 3rd Street

North Vancouver, British Columbia V7M 3N1

Contact: Name, Title

VERSION:

DATE:

This Proposal is prepared in response to the Client Request for Proposal # XXX, including any addenda.

We have carefully read and examined the above-mentioned Request for Proposal and through submission of this Proposal agree to all of its terms and conditions.

With the signature of the VIMEX Technologies (Proponent) Authorized Representative, as applied below, the Company and the key Resource(s) it proposes confirm to agree to be bound by statements and representations made in this Proposal.

Proponent's Legal Name & Address:	VIMEX Technologies, 604-126 West 3rd Street, North Vancouver, BC V7M 3N1
Signature of Authorized Representative:	
Authorized Representative:	
Contact telephone and email address:	
Key Resource(s):	
Contact telephone and email address:	
Date:	

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1 Executive Summary

This Proposal is prepared in response to the Client Request for Proposal for ... information technology infrastructure.

The Client is one of the largest ... in The Client is a unique ... entity, operates about Branches / divisions, with annual revenue of \$XX Bln. The Client's unique business model and objectives predetermine the unique challenges being faced by the organization. Those challenges and associated corporate operational and financial needs, required the Client to implement appropriate business performance improvement initiatives. This led to an opportunity to plan and execute the ... initiative.

One of the key problems to be addressed through the initiative delivery is the implementation of a range of information technology infrastructure enhancements to several complex environments, including a production environment consisting of Oracle and multiple legacy systems. This in turn can be accomplished through acquisition and utilization of specialized and highly skilled project management expertise.

As demonstrated in this Proposal, VIMEX Technologies (VIMEX) represents an extensive project management and consulting experience, spanning business operations, process re-engineering, enterprise IT infrastructure, telecommunications and business software applications.

Our consultants have extensive expertise in effectively managing similar advanced technology projects, contracts and complex programs for the clients in public and private sectors. The requirements of those successfully completed projects were similar to the Client's initiative requirements. Those projects covered, similarly, management of multiple activities, ensuring deployment and operation of non-production and production environments on a timely basis, coordinating delivery of changes with testing facilities, scheduling production implementations with client various business departments, etc.

In a summary, the VIMEX consultants have successfully led and managed similar, on time, on budget, to scope delivery of quality projects, to the level of detail required for the size and complexity of the clients' requirements. The proposed project manager and other SME's are exceptionally well qualified to deliver the desired expertise, qualifications and client benefits, as required by the above mentioned RFP.

This Proposal, estimated at \$XX in professional services fees, offers a very competitive value to the Client and will ensure efficient delivery of the expected project benefits.

2 General Information

2.1 Proponent Background

VIMEX Technologies, as a Viable Information Management Expertise and Technologies company, offers professional services in business process analysis, re-engineering and optimization, information technology and telecommunications project portfolio and contract management. VIMEX represents a broad project management and consulting experience spanning complex

enterprise operations advisory, information technology infrastructure integration, software application development and implementation.

Through over decade of its operations, VIMEX Technologies successfully completed numerous professional services contracts, projects and programs, including those for high-profile, Fortune 500 clients. The company's engagements covered senior management consulting and advisory in business operations, process re-engineering, risk and change management, defining business strategies and directing plans and processes, negotiating and managing large-value and long-term outsourcing contracts and vendor relationships.

2.1.1 Professional Services Expertise

Along the company's major areas of engagements, VIMEX has been providing professional services, project management consulting and subject matter expertise in the delivery and support of leading-edge enterprise technology infrastructure systems and networks, business software application development, customization and implementation, including:

- Information Technology Solutions.
- E-business – Business Intelligence, ERP, CRM, HR software application solutions.
- Voice and Data Telecommunications VOIP Technology.
- Satellite and Wireless Telecommunications Networks.
- Advanced business, industrial and defense control and command systems.
- Applied Computer Sciences, Software Engineering and vocational training.

The company has an extensive expertise in effectively managing similar advanced technology projects, contracts and complex programs for the clients in public and private sectors. The requirements of those successfully completed projects were similar to the Client's FBIP initiative requirements.

2.1.2 Project Management Resources

The VIMEX's project managers successfully led and managed all aspects of the on time, on budget, to scope delivery of quality project deliverables to the level of detail required for the size and complexity of the clients' similar projects.

A typical VIMEX contract or project engagement would include assessment of the client business, operations and technology requirements, development of technical proposal and delivery of applicable solutions. VIMEX utilizes a customized e-consulting approach to leverage teams of professionals at multiple locations, on-site consultants, subject matter experts and online project delivery tools. This approach enables tight collaboration between VIMEX resources and client project teams to drive fast, cost-effective solutions.

VIMEX and its project management resources are exceptionally well positioned to deliver the desired expertise, qualifications and client benefits, as required by the above-mentioned RFP.

2.2 Understanding of Requirements

The Proponent has an extensive expertise in effectively managing similar advanced technology projects, contracts and complex programs for the clients in public and private sectors. Through the

previous similar engagements, VIMEX's resources have a solid knowledge of the business processes currently used and planned for future by the Client. We have relevant expertise and understanding of the development standards and information management infrastructure.

VIMEX's experts have carefully reviewed and analyzed the information available as related to the Client's business area, organizational objectives, environment and activities that might be affected by the project.

All that helped us to understand fully the RFP requirements, assess the underlying problems and recommend the solution, as offered in this Proposal.

2.2.1 Client Business Needs

In summary, the Client, operating as one of the largest ... of in ..., is a unique entity overseeing about Branches and divisions, with annual revenue of \$XX Bln. The Client's unique business model and objectives predetermine the unique challenges being faced by the organization.

It is our understanding that those challenges, as well as associated corporate operational and financial needs, required the Client to implement appropriate business performance improvement initiatives. This created an opportunity and requirement to plan and execute the project.

2.2.2 Key Challenges

As it was stated in the RFP, a key challenge to be addressed through the project delivery is the implementation of a range of information technology infrastructure enhancements to several complex environments, including a production environment consisting of Oracle and multiple legacy systems. This shall be accomplished through acquisition and utilization of specialized and highly skilled project management expertise.

2.2.3 Relevant Experience of Proponent

As previously outlined in this Proposal, VIMEX represents an extensive project management and management consulting experience spanning business operations, process re-engineering, enterprise IT infrastructure, telecommunications and business software applications. This experience includes effectively management of similar advanced technology projects, contracts and complex programs for the clients in public and private sectors. The requirements of those successfully completed projects were very comparable to the Client's requirements under the RFP in consideration. Those projects covered, similarly, management of multiple activities, ensuring deployment and operation of non-production and production environments on a timely basis, coordinating delivery of changes with testing facilities, scheduling production implementations with client various business departments, etc.

The VIMEX's project managers successfully led and managed all aspects of the on time, on budget, to scope and quality project delivery, to the level of detail required for similar in the size and complexity clients' projects.

All the above, as well as clear understanding of the RFP requirements, reached by VIMEX's experts, allowed us to prepare this Proposal as fully and entirely compliant with those requirements. As the result, we are able to recommend the excellent candidates for the roles required by the project, who have all the relevant and extensive experiences in information technology infrastructure project management.

3 Response To Requirements

3.1 Proposal Overview

VIMEX's project managers developed a unique expertise in bringing a unified approach to managing complex project engagements, including modern enterprise information technology infrastructure upgrades and migrations.

3.1.1 Project Management Expertise

The company follows the best project management practices and utilizes advanced project management processes and tools, to optimize the use of the company's project management, client and third party resources. VIMEX's project management strengths, solid industry expertise and credentials are supported by professional certifications from leading industry institutions, such as Project Management Institute, IBM and others.

VIMEX's project managers work constantly on increasing the team performance and allocating skills and talents to appropriate roles. They possess extensive knowledge of high-tech business professional services, organizational change, contract and project management best practices, methodologies, processes, and tools.

3.1.2 Relevant Experience of Consultants

The Project Manager and other consultants, recommended in this Proposal, have extensive previous experience in:

- Complex enterprise IT infrastructure and telecommunications deployment, migration and operations management.
- Implementation of a range of infrastructure enhancements to multiple non-production and production environments, including Oracle and multiple legacy systems.
- Managing delivery of medium to large projects on time, budget, to scope and quality.
- Formal project management training and certification, including PMI and IBM.

With all those project management skills and qualifications, outlined in more detail in p.5.2, the Project Manager, in particular, recommended by VIMEX will be fully capable and ready to take on the role right away, from the estimated project start date of ..., to deliver the Scope of Work on and above the expectations.

3.2 Scope of Work

As was previously outlined, the proposed Project Manager has all the required significant and extended experience in information technology infrastructure migration, deployment and operations management. This will ensure the full compliance with the RFP requirements and successful delivery of the Scope of Work.

3.2.1 High-Level Requirements

The Scope of Work, as the proponent understands it, covers the preparation for and implementation of a range of infrastructure enhancements to several complex environments including a production

environment and consisting of Oracle and multiple legacy systems in preparation for the go-live of the Client's initiative.

3.2.2 Major Activities

In particular, the Scope of Work will consist of a number of activities including:

- Ensuring the project has the non-production and production environments on a timely basis.
- Coordinating activities with the Integrated Test Lab to quality delivery of changes.
- Coordinating with various business departments to schedule implementations to production and related testing activities.
- Coordinating all technical resource activities and business resource activities for the initiative preparation and implementation.
- Managing all aspects of the on time, on budget, to scope delivery of quality project deliverables to the level of detail required for the size and complexity of the project(s).
- Working with the Sponsor, Project Manager, and other team members to understand and document the requirements, the goals and objectives.
- Managing expectations, reporting status, and escalating issues.
- Developing strategy and producing project management plans (scope, risk, quality, cost, change management, communications, procurement, work breakdown structure, and schedule) to deliver against it.
- Executing project in accordance with Project Management Office guidelines.
- Producing project deliverables and directing team leads.
- Identifying project risks and determining appropriate mitigation steps.
- Ensuring projects meet goals and expectations of Sponsor and stakeholders.
- Identifying project roadblocks and escalating responsibly.
- Working proactively with Project Manager, Sponsor, and team leads.
- Providing guidance and mentoring of team members.
- Ensuring effective knowledge transfer for sustainment.
- Reporting to the Program Manager and Sponsor on project status, presenting issues, risks, scope changes, and budget changes.
- Understanding goals and objectives of internal and/or external project stakeholders, managing expectations and communicating effectively to address needs.
- Ensuring business process changes are implemented and obtain buy-in/support from project team members and future users.
- Developing strategy to ensure the organization can gain the benefits of the project as outlined in the project charter and business case.

3.3 Proposal Advantages

Equipped with the VIMEX's highly effective and customizable approach in project delivery, the Project Manager will be able to ensure the unique advantages to the client, in efficient management of the required Scope of Work.

3.3.1 Viable Project Management

These advantages reflect the VIMEX's proprietary "viable" project management expertise in leveraging teams of professionals at multiple locations, on-site contractors, subject matter experts and advanced project delivery processes, procedures and tools. Such approach enables tight collaboration between all project team resources, client groups and stakeholders, to drive cost-effective solution delivery.

Project management success depends essentially on implementation of the best management practices. VIMEX's project managers offer a broad spectrum of expertise in client advisory services and relevant methodology to help in establishing and improving operations of a project management office (PMO), implementing and optimizing formal contract and project management processes within the organization. A key element in successful achievement of those objectives is availability of the company's specific, customized, clear and easy to implement contract and project management procedures and relevant documentation templates, based on the best project management practices.

3.3.2 Project Management Handbook

VIMEX's many years of contract and project management experience and expertise are summarized in a proprietary document - the Project & Contract Management Handbook - PMH©. When implemented, the client customized procedures presented in PMH shall ensure the best use of the company's resources, encourage the delivery of contracts, projects and work packages on time, within budget, and to the highest level of quality. The major expected outcome of the PMH utilization is the company's ability to execute complex advanced contracts and technology projects better, faster, and cheaper.

3.4 Details of Solution

In addition to his personal professional skills and experience, the Project Manager will be fully capable and ready to use and delivery the expertise accumulated in PMH, to enhance the effectiveness of the proposal scope of work delivery.

3.4.1 Best Practices

The PMH is intended to be a management guide for implementation of the best project management practices and most effective and customized contract and project management procedures for each engagement. It represents a systematic view of the major contract or project management activities and subject areas and covers all phases of the engagement life cycle. Being a manager's guide of the step-by-step implementation of all major contract or project management procedures, as well as repository of the key documentation templates, the PMH shall assure that there is very little learning curve for the project team members as they come on board, as well as the project stakeholders.

The PMH document also includes the basics of the PMO, as a company unit that is responsible for all aspects of the contract and project management.

3.4.2 Customisable Services

The PMO basics are followed in the PMH by the detailed step-by-step project management Procedures, developed by VIMEX Technologies. These Procedures cover all the five project life cycle Phases, as per the Project Management Institute (PMI) widely recognized methodology: Project Initiating, Planning, Executing, Controlling and Closing.

In accordance with the PMI's Project Management Institute Book of Knowledge (PMBOK) classification, those five project management Phases or Groups of Procedures are mapping the nine basic project management knowledge Areas: Project Integration, Scope, Time, Cost, Quality, Human Resources, Communications, Risk and Procurement Management.

As per PMBoK, these nine knowledge Areas cover in total the thirty-nine major project management Activities. All these project management Groups, knowledge Areas and Activities are represented in the PMH document with developed by VIMEX specific Procedures.

The expected ultimate success of the Project Manager in delivering the required scope of work is based on his high professional expertise and extensive previous similar project management experience and knowledge, as detailed further in this Proposal (see p.5.2).

4 Meeting Key Requirements

4.1 Summary of Response to Requirements

Based on a detailed analysis of the RFP requirements, VIMEX outlined the necessary responses to comply with and fully meet those requirements, as summarized in the Table 1 below:

Table 1 – Summary of the RFP Requirements Compliance

ID / #	Mandatory / Preferred Requirements	VIMEX Response
M1	At least five years of demonstrated experience leading and managing business and IT projects of increasing complexity and size	Compliant
M2	Ability to successfully drive completion of business and technology deliverables to scope, schedule, budget and quality	Compliant
M3	At least five years of technical experience in a broad spectrum of complex infrastructure and telecommunications solutions	Compliant
M4	Management and leadership experience with key infrastructure technologies, including operating systems (LINUX, WINDOWS). Storage Area Networks ad storage virtualization, Oracle (databases, Oracle Critical Patch Updates (CPU), Oracle RAC), and Vmware	Compliant
M5	Demonstrated ability to work at all levels including the senior executive / management level	Compliant
M6	Experience working within complex organizations both in the private and public sector	Compliant
M7	Effective at managing conflicting viewpoints and demonstrated ability to build consensus	Compliant

M8	Demonstrated ability to understand and interpret requirements and work with the team to synthesize different points of view in order to reach an acceptable solution	Compliant
M9	Demonstrated mentoring and coaching skills	Compliant
M10	Demonstrated knowledge transfer skills	Compliant
M11	Possess advanced interpersonal, facilitation, presentation and communication skills	Compliant
P12	Previous experience working in the Client’s Infrastructure/Tele-communications environment and business processes	Compliant
P13	Ability to work in diverse work environment	Compliant
P14	PMP or equivalent certification	Compliant
P15	Demonstrated experience with projects with a significant cultural change component	Compliant

4.2 Detailed Response to Requirements

Mandatory Requirement M1:

At least five years of demonstrated experience leading and managing business and IT projects of increasing complexity and size.

Response: The proposed consultants have each over fifteen years of demonstrated experience leading and managing business and IT projects of increasing complexity and size, as reflected in his resume and formal reference letters enclosed.

Mandatory Requirement M2:

Ability to successfully drive completion of business and technology deliverables to scope, schedule, budget and quality.

Response: The consultants have demonstrated ability to successfully drive completion of business and technology deliverables to scope, schedule, budget and quality, as reflected in his resume and formal reference letters enclosed.

Mandatory Requirement M3:

At least five years of technical experience in a broad spectrum of complex infrastructure and telecommunications solutions.

Response: The consultants have over twenty years of technical experience in a broad spectrum of complex infrastructure and telecommunications solutions, as reflected in his resume and formal reference letters enclosed.

Mandatory Requirement M4:

Management and leadership experience with key infrastructure technologies including operating systems (LINUX, WINDOWS), Storage Area Networks ad storage virtualization, Oracle (databases, Oracle Critical Patch Updates (CPU), Oracle RAC), and Vmware.

Response: The consultants have extensive, over fifteen years management and leadership experience with key infrastructure technologies including Operating systems (LINUX, WINDOWS); Storage Area Networks and storage virtualization; Oracle databases, Critical Patch Updates, RAC; VMWare.

Mandatory Requirement M5:

Demonstrated ability to work at all levels including the senior executive / management level.

Response: The consultants have demonstrated ability to work effectively at all levels of the personnel, including senior executive and management, as reflected in his resume and formal reference letters enclosed.

Mandatory Requirement M6:

Experience working within complex organizations both in the private and public sector.

Response: The consultants have an extended experience working within complex organizations both in the private and public sector, including government and Crown corporations, as reflected in his resume and formal reference letters enclosed.

Mandatory Requirement M7:

Effective at managing conflicting viewpoints and demonstrated ability to build consensus.

Response: The consultants have demonstrated well-developed skills and ability to effectively managing conflicting viewpoints and build consensus, as reflected in his resume and formal reference letters enclosed.

Mandatory Requirement M8:

Demonstrated ability to understand and interpret requirements and work with the team to synthesize different points of view in order to reach an acceptable solution.

Response: The consultants have demonstrated ability to understand and interpret requirements and work with the team to synthesize different points of view in order to reach an acceptable solution, as reflected in his resume and formal reference letters enclosed.

Mandatory Requirement M9:

Demonstrated mentoring and coaching skills.

Response: The consultants have demonstrated extended mentoring and coaching skills, as reflected in his resume and formal reference letters enclosed.

Mandatory Requirement M10:

Demonstrated knowledge transfer skills.

Response: The consultants have demonstrated extended knowledge transfer skills, as reflected in the resumes and formal client reference letters enclosed.

Mandatory Requirement M11:

Possess advanced interpersonal, facilitation, presentation and communication skills.

Response: The consultants possess advanced interpersonal, facilitation, presentation and communication skills, as reflected in his resume and formal reference letters enclosed.

Preferred Requirement P12:

Previous experience working in the Client's Infrastructure/Tele-communications environment and business processes is a strong asset

Response: The consultants have previous extensive experience working within the various levels of enterprise IT infrastructure and telecommunications environments and business processes, very similar to those at the Client, as reflected in the resumes and formal reference letters enclosed.

Preferred Requirement P13:

Ability to work in diverse work environment.

Response: The consultants have demonstrated extended ability to work in diverse work environments, delivering projects domestically, as well as internationally, as reflected in the resumes and formal reference letters enclosed.

Preferred Requirement P14:

PMP or equivalent certification.

Response: The consultants have an extensive project management training and certification, including those from PMI and IBM, as reflected in the resumes and formal reference letters enclosed.

Preferred Requirement P15:

Demonstrated experience with projects with a significant cultural change component.

Response: The consultants have extended demonstrated experience with projects with a significant cultural change component, managing engagements domestically, as well as internationally, as reflected in the resumes and formal reference letters enclosed.

5 Qualifications of Participants

As was previously outlined in this Proposal, VIMEX Technologies and its project management resources are exceptionally well positioned to deliver the desired expertise, qualifications and client benefits, as required by the above mentioned RFP.

5.1 Qualifications of Consultants

Mr. XXX is the proposed Project Manager in this Proposal (see his resume enclosed in the Appendix A). He is currently involved with VIMEX in XXX capacity, overseeing project portfolio and teams through the life cycle of client engagements.

In addition to his qualifications, as outlined in this Proposal, Mr. XXX has relevant credentials and certifications, which include ...

5.2 Consultant Experience & Skills

The expected ultimate success of the Project Manager and other consultants, in delivering the required scope of work is based on their high professional expertise and extensive previous similar project management experience and knowledge, including:

- Complex enterprise IT infrastructure and telecommunications deployment, migration and operations management.

- Preparation for and implementation of a range of infrastructure enhancements to multiple non-production and production environments, including Oracle and multiple legacy systems.
- Efficiently managing small to medium to large project portfolios on time, on budget, to scope and quality delivery.
- Plan development, executing and control, managing project scope, time, cost, quality, HR, communications, risk, procurement and integration.
- Proven aptitude in establishing and working in formal PMO environments, mentoring, coaching and delivering training in project management methodologies, frameworks, processes and tools.
- Effectively managing expectations, reporting status, and escalating issues.

Along with the above expertise, the Project Manager possesses additional crucial specific skills and experience, in compliance with in the RFP, which include:

- Previous experience working within the various enterprise IT infrastructure and telecommunications environments and business processes, very similar to those at the Client.
- Proven ability to work in diverse work environments.
- Extensive project management training and certification, including PMI and IBM.
- Demonstrated experience with projects with a significant cultural change component.

5.3 Consultant References

The Project Manager's and other consultant's formal reference letters (with contact information), confirming relevant qualifications and experience are enclosed in the Appendixes.

5.4 Qualifications of Related Resources

The work of the consultants will be fully supported by the relevant VIMEX Technologies expertise and resources, as required and outlined in this Proposal.

5.4.1 Professional Services

VIMEX specializes in providing diversified Professional Services, including expert consulting and engagement management, to help clients to deliver their small to medium to large and complex, multi-million dollar contracts and programs. These services include:

- Managing business process improvement, advanced technology and service optimization contracts, projects and large programs of multiple concurrent projects end-to-end.
- Ensuring contract engagement success and delivery on time and budget, achieving business objectives, expected benefits, internal and external customer confidence.
- Assuming overall responsibility for management of diverse engagement teams spanning VIMEX, client, sub-contractor, vendor, and partner professional resources.
- Providing leadership in controlling the contracts, change and risk management, planning and resolving conflicting priorities, resource issues and dependencies.

- Providing guidance and mentoring to the client contract and project managers.
- Bringing a unified approach to managing projects, following advanced management methodologies to optimize use of the consulting, client and third party resources.
- Assuring high team performance and allocating skills and talent to appropriate roles.
- Managing key performance indicators as per management methodologies utilized.
- Defining and maintaining proper reporting and communication processes.

5.4.2 Consulting Experience

VIMEX success in managing diversified portfolio of contracts and projects is based on high professional expertise and extensive management consulting and project management knowledge. We have many years of experience in running small, medium and large and complex technology contracts, projects and programs. This experience includes:

- Strong knowledge of the industry new products and services introduction processes.
- Solid expertise in the theory and practices of organizational change.
- Extensive training in formal contract and project management.
- Expert knowledge of best project management methodologies, practices and tools.

5.4.3 Business Expertise

Extended industry experience of the VIMEX's subject matter experts is supported by their broad business expertise, including the following:

- Strong organizational change, process reengineering and conflict resolution abilities.
- Ability to work effectively with all levels of the personnel, including senior executives.
- Excellent communication, documentation and presentation skills.
- Flexibility and adaptability to change.
- Ability to manage relationships and optimize resource requirements.
- Translating technical requirements into solutions and utilizing trade-offs.
- Assessing interdependences and cross-organizational impacts and implications.
- Influencing change of the policies and procedures to support project methodology.
- Identifying process gaps and initiating improvements.
- Gaining consensus on directions and issues at all levels.

5.5 Contract Commitment

The Proponent has immediate availability of resources to complete the work in the required timeframe. The consultants proposed by VIMEX are ready to attend the interviews and/or presentations, if / as required by the client.

The consultants are also ready to commence contract on expected start date of ... and complete the term of the agreement on, with an option to extend the contract up to ... months at the Client’s discretion.

6 Costs

6.1 Effort Quotation

As stated in the RFP, the time requirement estimate is at seven months on a full time basis, with the term of the agreement to commence ... and terminate ... and with an option to extend up to ... months at the Client’s discretion. In accordance with the RFP requirements, the following are the proposed effort estimates and quotation.

The estimated effort required by the Project Manager for the main and discretionary additional terms of the contract is summarized in the following Table 2.

Table 2 – Total Work Effort Per Role/Term

Role	Term / Involvement	Effort, Days / Hours	Comment
			Main term of contract
			Discretionary / additional term

The effort estimates in days are derived from the monthly workdays breakdown, as summarized in the following Table 3. The effort estimates in hours are based on a full-time effort of 7.5 hours per regular workday.

Table 3 – Monthly Work Effort Per Role/Term

		Effort, Days									
		20XX									
Role	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	

Additional (weekends, holidays), as well as overtime effort estimates, along with relevant hourly rates can be made and included in the contract, if required by the Client.

6.2 Cost Quotation

In accordance with the RFP requirements, the following Table 4 summarizes the proposed professional services hourly/daily rates and cost quotations based on the estimated effort required:

Table 4 – Professional Services Rates & Costs

Role	Hourly Rate	Daily Rate	Cost, Rate x Effort	Comment
				Main term
				Discretionary/additional term

The above (Table 4) rates and costs are quoted only for the consultants’ professional service fees, before applicable taxes, for regular full-time effort of 7.5 hours per workday.

VIMEX considers the quoted hourly rate as a very competitive, for a level of the consultants’ skills and qualifications required. This rate is being proposed with the consideration of the price caps for the project manager and other categories recommended by ...

Additional (weekends, holidays), as well as overtime effort costs / fees can be estimated, if required by the client. Those additional fees shall be based and invoiced at the consultants’ overtime hourly rate, which is going to be 50% higher than a regular rate quoted in the Table 4.

The Table 4 costs do not include travel and all other reimbursable expenses and costs and per diem rates, which shall be invoiced additionally, if / when those expenses and costs actually incurred through the duration of the contract, as required for the consultants to perform their duties and requested by the Client.

It is also assumed that the Client shall provide the consultants with all the required work place conditions and arrangements (office, hardware, software, connectivity, reserved parking, etc.), to ensure his normal daily work place access and conditions, to perform his duties effectively. If the Client cannot ensure those provisions, the consultants may be based at the VIMEX’s offices, with relevant additional expenditures and costs to be invoiced to the Client.

6.3 Payment Schedule

The Consultant’s Payment Schedule will be based on the monthly invoicing, including:

- Monthly invoicing of the Client for actual incurred effort costs / fees, plus any applicable additional costs, as noted in p.6.2 herein.

- The invoices will be submitted to the Client within the first week of each month, including the first work month, to cover (in advance) the estimated fees for the last month of work. The last month's invoice will include only the balance of the advanced first invoice amount and actual costs incurred in the last month of work.
- The invoices will be forwarded as per the monthly payment schedule in duplicate to the Client, Attention: Accounts Payable.
- A written statement of account will be submitted to the Client in a form satisfactory to the Client, upon completion of the Services.

VIMEX confirms agreement with all other relevant Client's payment terms, as reflected in the Client's Service Agreement template provided, in regard to the fees, supported expenses, etc. payments.

7 Conclusions

As was previously outlined in this document, we hope the key points of the Proposal, including value proposition, solution strategy, and client benefits, are fully compliant with the Client's RFP requirements and would be very difficult to match by other Proponents. Based on this, we strongly believe that our Proposal would be evaluated to the highest combined weighting and scoring marks, as per the key Client's Evaluation Criteria, including:

- Project Management experience and skills related to subject areas defined in scope of work and the Client line of business.
- Qualifications of resources related to required skills and experience.
- Start date.
- Hourly rate/per diem rate.
- Interviews/presentations readiness, if required.

We look forward to winning this bid, which would not only ensure a successful delivery of this particular FBIP initiative, to the full benefits of the organization, but also open a door to our further mutually rewarding relationship, through more project engagements to come.

APPENDIXES

Appendix A: Resumes of Consultants

Appendix B: Client Reference Letters