Request for Proposal – Annex 4

**Proposal structure template**

The supplier should use this template to answer to the RfP. As well he can provide other documentation as support material.

# 1. Provider presentation

[The candicate supplier is aksed to present himself by illustrating areas of expertiese, potential area of collaboration with EIT Manufacturing education activities and Skills.move, references and previous projects.]

# 2. Brand rework: concept and creative/graphic proposal

[The candidate supplier is asked to elaborate a preliminary visual proposal which would illustrate how the reworking of Skills.move’s brand identity could eventually be. The candidate is not asked to disrupt the already existing branding, but to further develop it so to allow for an extension to the other spheres that will live under the Skills.move umbrella.]

# 3. Website: technical specifications, design and UX proposal

[The candidate supplier presents a draft proposal of how the website fulfills UX standards, web accessibility regulations and guidelines (WCAG 2.1 AA). The proposal must set out how the candidate supplier intends to structure user navigation based on the specifications detailed in the RFP. The design will follow the visual identity that is delivered by EIT Manufacturing (e.g. brand books)].

# 4. Project plan and resources

[Detailed plan of the project and its process in accordance with the above proposed deliverables. The plan should take in consideration the requested milestones included in the RFP and, if needed, propose and motivate any changes.]

# 5. Costs

[The supplier should fill in the table below by adding effort, prices and notes.

This portion can be delivered in excel format.]

## Brand Rework and graphics

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sub-activity** | **Resources** | **Price €/day** | **Tot Price** | **Notes** |
| Activity 1 |  |  |  |  |
| Activity 2 |  |  |  |  |
| Activity 3 |  |  |  |  |
| … |  |  |  |  |
| **tot** |  |  |  |  |

## Website development

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity and sub-activity** | **Resources** | **Price €/day** | **Tot Price** | **Notes** |
| Activity 1 |  |  |  |  |
| Activity 2 |  |  |  |  |
| Activity 3 |  |  |  |  |
| … |  |  |  |  |
| **tot** |  |  |  |  |

## Training

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity and sub-activity** | **Target** | **Objectives** | **Tot Price** | **Notes** |
| Activity 1 |  |  |  |  |
| Activity 2 |  |  |  |  |
| … |  |  |  |  |
| **tot** |  |  |  |  |

## Recurring costs

|  |  |  |  |
| --- | --- | --- | --- |
| **Yearly costs (2 years)** | **Description** | **Price €** | **Notes** |
| Service 1 |  |  |  |
| Service 2 |  |  |  |
| Service 3 |  |  |  |
| … |  |  |  |
| **tot** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yearly costs (4 years)** | **Description** | **Price €** | **Notes** |
| Service 1 |  |  |  |
| Service 2 |  |  |  |
| Service 3 |  |  |  |
| … |  |  |  |
| **tot** |  |  |  |

# 6. Critical or not covered requirements

[The supplier should highlight here the requirements that, from his point of view, may make the solution inefficient and/or ineffective. As well, he has to list the task/requirements/featured not covered by proposed solution]

# 7. Input from EITM

[The supplier should list here the input information/material he expects to receive from EITM]