

**Website Redesign RFP**

**Proposal summary**

# Introduction

In accordance with the RFP ‘Instructions for submission’ document, the applicant is required to provide a summary of their proposal in the boxes provided per section.

Applicants are requested to refrain from embedding any files or documents within this document. Instead they should reference the specific documents, and send these additionally, or reference the sections of the full formal proposal document.

It is expected that this proposal summary document should be no longer than 8 pages of written content, but this is not mandatory.

# Executive Summary

Please provide a concise summary of your proposal with reference to at least:

1. Your understanding of the requirements

2. Your experience and capability to meet the requirements

3. The key components of the technical solution

4. The pricing and breakdown of costs

5. Any other key points you’d like to make about the value or opportunity for sportanddev.

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# Experience and capability

Please provide two relevant case studies that demonstrate you have the detailed knowledge and experience to meet the requirements of this RFP. Please also provide the contact details of the two clients chosen so that sportanddev may engage them, with prior permission, to confirm the case study details.

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# Technical proposal overview

Please provide an overview of your technical proposal along with information of the key integrated or third-party technologies you would use. Please structure this in the phases of work you would also suggest as part of project implementation.

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# Support and maintenance

Please provide an overview of your support and maintenance package(s) and what is included. Please detail what is included and not included in terms of routine website upgrades or monthly allowances for minor change requests. If there are tiered packages please detail the differences.

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# Pricing

Please detail the full costs associated with your proposal including a breakdown of costs per phase of work. The future ongoing costs for maintenance, support, and hosting, should also be identified as separate costs.

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# Proposal assumptions

Please detail any assumptions you have made in designing your proposal and recommended solution.

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