



Course	Telecommunications and IT Industry - RFP Process																																										
Overview	<p>The Request for Proposal Process (RFP) is an integral part of the final Call for Bids or Proposals that ensures the procurement of equipment and services to public and private institutions.</p> <p>The reason why this is the preferred way for satisfying the needs of an institution is that it promotes competitive proposals from different vendors thus allowing for a broad spectrum of solutions and prices to be proposed. RFP therefore becomes the vessel via which the buyer and the seller can have a structured dialogue in a transparent way of defining requirements, deadlines and rules of participation with a common information set for all.</p> <p>Covered are the key objectives that RFP must satisfy along with the general creation processes used by most international companies to create and manage the RFP process. Participants will discover who is involved in the Creation of an RFP and the typical steps performed during the creation of the RFP document.</p> <p>It also specifies the process by which clarifications and new information is requested and disseminated to all interested participants.</p>																																										
Objectives	<p>In this seminar course we will cover the design and the anatomy of RFP and how the full text of the call of a bid can be composed. We will focus in particular in IT and Telco RFP's which pose particular interest because of the fast pace of progress in technology in these areas.</p> <p>This poses particular challenges, even threats of a complete change of the market landscape within a few months or the emergence of pitfalls in the selection process because of the changes in the technology. We will present case studies from Greece and abroad (Europe, USA) for an RFP in the public and private sector for hardware, software or services in IT and Telco markets.</p>																																										
Who should attend	Public and Private Organization Executives already or to be engaged in procurement processes, such as Procurement, Managers, Team Leaders, Project Leaders, Small Business Owners, Researchers																																										
Prerequisites	<ul style="list-style-type: none"> ■ No mandatory prerequisites ■ experience in related fields is recommended 																																										
Dates & Duration	<ul style="list-style-type: none"> ■ February 20,21,22 2012 ■ 3 days ■ 24 teaching hours 	<table border="1"> <thead> <tr> <th colspan="4">Class Daily Time Schedule</th> </tr> <tr> <th>Hr</th> <th>Starts</th> <th>Ends</th> <th>Intervals</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>9:30</td> <td>10:15</td> <td></td> </tr> <tr> <td>2</td> <td>10:15</td> <td>11:00</td> <td>11:00-11:15</td> </tr> <tr> <td>3</td> <td>11:15</td> <td>12:00</td> <td></td> </tr> <tr> <td>4</td> <td>12:00</td> <td>12:45</td> <td>12:45-13:00</td> </tr> <tr> <td>5</td> <td>13:00</td> <td>13:45</td> <td></td> </tr> <tr> <td>6</td> <td>13:45</td> <td>14:30</td> <td>14:30-14:45</td> </tr> <tr> <td>7</td> <td>14:45</td> <td>15:30</td> <td></td> </tr> <tr> <td>8</td> <td>15:30</td> <td>16:15</td> <td></td> </tr> </tbody> </table>		Class Daily Time Schedule				Hr	Starts	Ends	Intervals	1	9:30	10:15		2	10:15	11:00	11:00-11:15	3	11:15	12:00		4	12:00	12:45	12:45-13:00	5	13:00	13:45		6	13:45	14:30	14:30-14:45	7	14:45	15:30		8	15:30	16:15	
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Instructors	Course Led by Dr L. Polymenakos , AIT Professor																																										
Training Methodology	<ul style="list-style-type: none"> ■ Lecturing ■ Further Reading ■ Exercises ■ Case studies Workshop 																																										
Course outline	<p>Some of the topics that we will present are:</p> <ul style="list-style-type: none"> ■ What is an RFP <ul style="list-style-type: none"> Types Composition Anatomy of an RFP Bid-No Bid Decision Description of a request Technical Requirements Management of the process Vendors, Experience, Consultation Prices Contracts & License Agreements ■ Actions accompanying an RFP <ul style="list-style-type: none"> Before the RFP During the RFP After the Bid ■ Planning and preparation for RFP ■ Management of an RFP <ul style="list-style-type: none"> o Vendors o Time Plan o Bids: Initial, Final-Technical Requirements 																																										



	<ul style="list-style-type: none">■ Evaluation and final decisions<ul style="list-style-type: none">○ Process to be followed○ Scoring/Calculation Formulas○ Best price vs Best value■ Traps■ Questions/Objections■ Case Studies<ul style="list-style-type: none">○ Greek public and Private sector○ European examples■ USA examples
Expression of Interest	excedu@ait.gr please send your contact info, including program title in email subject line
Venue	Classroom 1A, Level 1 AIT, Building B7, INTRACOM Campus, 19 km, Markopoulou Av, Peania 190 02 How to Reach AIT: http://www.ait.edu.gr/ait_web_site/how_to_reach_us.jsp
Registration Form	http://hermes.ait.gr/registrations/multiple.php?prog=322
Tuition Fee	Single Participation: € 790,00 This course is also available for in-house training for 4-10 participants @ competitive pricing OAED funding may reach up to 100%, for more information please contact us. Discount Policy Cancellation Policy
Contact	Katerina Protonotariou, Executive Education Manager, AIT, kpro@ait.gr , +30 210 6682806, extn 5806

