



RFN ASSESSMENT

 **The Request for Needs (RFN) was built over years of research, testing, and application.**

The RFN is Simplar's BEST PRACTICE tool to create any project's Statement of Work (SOW), gather requirements, and detail critical project parameters.

Having the right content in an RFP is important, as a poor SOW is the #1 source of cost overruns, delays, and missed objectives.

Will an RFN Benefit Your Project?

Take this assessment and find out

The RFN is different than a traditional Request for Information (RFI) process because an RFN has been proven to:

- ✔ Speed up the procurement timeline
- ✔ Decrease the amount of effort and resources to develop the SOW
- ✔ Improve vendor proposals & pricing
- ✔ Attract the most qualified team members from the vendor community

Criteria	Points	Your Score
PROJECT TYPE (30)		
IT Software or Hardware project?	Yes = 0 No = 15	
Using a new delivery method? (DB, CMAR, IPD, P3, etc.)	Yes = 0 No = 5	
Project is high profile or influenced by political forces?	Yes = 0 No = 10	
PROJECT SCALE (10)		
Contract will be a multi-year commitment?	Yes = 0 No = 5	
Large dollar value?	Yes = 0 No = 5	
EXPERIENCE (25)		
# of times similar projects have been procured in the past 3 years?	0 Times = 0 1-3 Times = 3 4-6 Times = 6 7+ Times = 15	
How did similar projects go?	0-10 (0 = poor; 10 = successful)	
STATEMENT OF WORK (35)		
Confidence with Future State & Requirements	0-5 (0 = low; 5 = high)	
Confidence with Current Conditions	0-5 (0 = low; 5 = high)	
Confidence with the Budget & Schedule	0-10 (0 = low; 10 = high)	
Do you have a clear benchmark for vendors to bid to?	Unsure = 0 Yes = 10	
Can a single vendor handle the entire SOW?	Unsure = 0 Yes = 5	
TOTAL SCORE:		

RECOMMENDATION

- 1** If the Total is above 80: Although an RFN may not be necessary, it is still a useful tool that is always helpful to the project!
- 2** If the Total is between 60-80: An RFN is strongly recommended and is the best practice to fill gaps in your SOW and address other project concerns.
- 3** If the Total is below 60: An RFN is needed and will have an extreme impact in helping the project be more successful

To learn more about Simplar's RFN tool - and how we can apply it on your project - contact the experts at Simplar.

This tool is too important not to have in your toolbox!

