 

**IT Proposal for New Computer Equipment**

**JUNE 03, 2017**

**Issued by: Patricia Harrington**

**BUSINESS SOLUTIONS - SANTANA REY, PROPIETOR**

**Replacement of The Current Computerized System**

**Telephone: 860 965-5000**

**Introduction & Background**

The objective of this Request for Proposal is to locate a source that will provide the best overall value to **BUSINESS SOLUTIONS**. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

**Business Solutions** firm offer collaborative methods to their business and IT challenges with revolutionary ideas that are embraced by their customers. In today’s increasingly virtualized and globalized workplace, business need new ways to innovate, allot resources and reinvent processes benefiting the latest [business technology consulting](http://sjainventures.com/).

**Business requirements:**

* **Dell Inspiron 3650 Desktop Recommended Configuration**

**(**Processor Intel Core i3-6100 Processor 3.7 GHzOSWindows 7 Pro 64 (includes free Windows 10 Pro upgrade) GraphicsIntel HD Graphics (Multiple displays supported) RAM8 GB DDR3L 1600 MHz (Expandable up to 16 GB) Hard Drive1TB Display

**OR**

# 2016 Dell Inspiron 3250 Premium High Performance Small Desktop PC, Intel Core i3-6100 Processor 3.7GHz, 4GB RAM, 1TB 7200 rpm HDD, DVDRW, HDMI, VGA, Bluetooth, Windows 7 / 10 Professional 64Bit

* **Expansion plan for Business Solutions**

**The Elements of Growth:**

* Can-do culture of innovation and success
* Skilled and motivated team of employees with training plans in place
* Realistic plan with achievable targets along the way
* Enthusiastic management team with a variety of complementary skills
* Organizational structure with procedures that are simple and meaningfully defined
* Leadership ability and the ability to communicate it.
* **System expectations:**

**Expansion Room**

Most minitower and some small-form-factor (SFF) budget desktops will have a measure of expansion. You'll find space for at least one extra internal hard drive, a PCI Express (PCIe) x16 video card slot, a selection of PCI or PCIe expansion slots, and maybe space for another optical drive.

You may also find extra DIMM slots, which will let you upgrade your memory later. Eventual upgrades in a business PC are likely to be modest: the 125- to 350-watt power supply in these budget PC won't be able to power more than a midlevel graphics card or more than two internal hard drives, though, of course, in most cases they won't need to.

**• Volume of anticipated transactions each month**

 **(200 – 350)**

**• Background of the business:**

Business Solutions company provides technological solutions to address current and emerging business requirements of clients who grow at the pace of technological innovation. [Infinite](http://www.infinite.com/) is one of these companies that provides [business technology solutions](http://www.infinite.com/business-technology-solutions/).

Our Business Technology Solutions have been designed to address current and emerging business requirements of clients who grow at the pace of technological innovation.

Our solutions have been shaped by our deep domain knowledge of emerging business trends, built by harnessing our prowess in next generation technologies across Cloud, Analytics, Mobility and Internet of Things (IoT) and backed by our superior delivery experience, agile execution philosophies and a key focus on quality.

**Five scholarly resources and fully explain the business operations, system requirements, and the anticipated timeline for implementation of a new system.**

**1,** With any major [software implementation](http://multichannelmerchant.com/opsandfulfillment/warehouse/build-buy-best-breed-software-whats-right-04052016/), you are changing the entire operation of the company and everyone’s responsibilities. And if it’s not done correctly, you can create costly disruptions to your business, as well as have major budget overruns and longer-than-planned implementations. International IT studies show that 50% of all major IT projects are not implemented on time or within budget.

Assuming you have done a thorough [systems selection job](http://multichannelmerchant.com/opsandfulfillment/warehouse/5-reasons-rfp-crucial-system-selection-20122016/)and have procured the right system for your ecommerce or direct-to-customer business, you now have to map out the critical issues for an implementation. Paying close attention to these 7 factors will help make your project a success.

## {Project management, Process improvement and best-practice implementation, System parameter configurations vs. modifications, Successful file conversions, Multiple instances of the software and database, Software training and procedures, and Thorough testing}

(**Curt Barry)** **cbarry@fcbco.com**

[**http://multichannelmerchant.com/blog/7-steps-to-successful-systems-implementation/**](http://multichannelmerchant.com/blog/7-steps-to-successful-systems-implementation/)

**1** Anchorage in the top management

It may sound obvious that a project that involves all parts of an organization needs top management involvement, but in order to inspire and build credibility, top management is crucial. They drive the opinion and culture in the organization and their early adaption gives a synergy effect on the whole organization. So get them involved!

## **2.** Project manager

When you are implementing a new CRM system the most important person is the one that has the overall management and the mandate to run the project. The selected person should drive the project so that the steps get done and the goals are met. It does not have to be someone from the management, but a do-er with enthusiasm, passion and focus on details.

## **3**. Super-user

A super-user or a CRM responsible is not the same as a project manager. This is the person in your organization which is assigned as the super-user of your new system. He or she just loves the new system and wants to learn everything about. When others in your organization have problems or need support, this is the internal person to go to, the “know-it-all”. This person is also often the contact point towards the vendor, and will be the first to get information about new version etc.

## **4.** Launch with a BANG!

The mantra for real estate agents is location – location – location. For the project manager it should be motivation – motivation – motivation. Sell it!

Internal marketing is sometimes underestimated, but when implementing a new CRM system you need to sell it to your colleagues. Make a cool article on your intranet, a poster, a special launch t-shirt, internal launch party etc. It doesn’t have to cost a lot of money, but something to mark the launch and create enthusiasm. But unfortunately you can’t rest on your laurels, now the lobbing starts. Walk around, ask people how it’s going and help them along.

## **5**. Internal guidelines

As mentioned before in [other blog posts on this site](http://www.superoffice.com/blog/), a CRM system is only as good as the data put into it. It is essential that some common guidelines are set. For example how to include new company data or register a sale. If Trine, Steven and Marie all register their sales in the CRM system, but Michael doesn’t, then it is difficult for the sales manager to take out correct sales statistics and [coach his sales team](http://www.superoffice.com/blog/coach-your-sales-team/). And it also makes it difficult for Michael to track the teams [sales pipeline](http://www.superoffice.com/blog/sales-pipeline-management-tips/).

The guidelines should be written down and can be published for example on your intranet.

## **6.** Training

We are all different; some people get a kick out of a new system and start to use it right away. Others may be skeptical to a new way of working. The project manager should have strategies to handle both user groups. You can choose classroom training from a vendor, or if you have assigned an internal super-user he or she can do the training in your office. You should also include an introduction to your [CRM system](http://www.superoffice.com/blog/4-reasons-why-your-crm-system-is-your-most-valuable-asset/) in the internal training program for new employees. New employees will then, from the start, get on the right track.

## **7.** Strategy

CRM is, as mentioned earlier, not just technology but a philosophy.

When you implement a CRM system your whole organization needs to re-think all routines and each individual needs to change their work pattern. This is a challenge and requires a strategy to cope with negative attitude on all levels. Despite the fact that over the last 10 years it has been written a lot about CRM, clarifying the shift from only a sales perspective to a [3600 view](http://www.superoffice.com/blog/360-degree-overview/), many people still look at CRM as only a sales tool.

**Posted by** [**Camilla Graue**](http://www.superoffice.com/blog/author/camillag/) **on** [**19 April, 2017**](http://www.superoffice.com/blog/7-tips-to-a-successful-implementation-of-your-new-crm-system-2/)

**<http://www.superoffice.com/blog/7-tips-to-a-successful-implementation-of-your-new-crm-system-2/>**

# Implementing New Technology

For all the dollars spent by American companies on R&D, there often remains a persistent and troubling gap between the inherent value of the technology they develop and their ability to put it to work effectively. At a time of fierce global competition, the distance between technical promise and genuine achievement is a matter of especially grave concern. Drawing on their long study of the difficulties managers have had in closing this gap, the authors identify half a dozen key challenges that managers responsible for implementing new technology must surmount: their inescapably dual role, the variety of internal markets to be served, legitimate resistance to change, the right degree of promotion, the choice of implementation site, and the need for one person to take overall responsibility.

 [**Dorothy Leonard-Barton**](https://hbr.org/search?term=dorothy+leonard-barton)

[**William A. Kraus**](https://hbr.org/search?term=william+a.+kraus)

[**https://hbr.org/1985/11/implementing-new-technology**](https://hbr.org/1985/11/implementing-new-technology)



**<http://www.erpsoftwareblog.com/2009/11/5-steps-to-a-successful-implementation-of-your-new-accounting-system/>**

**10 Change Management Keys to Effective Software Implementation**

**Published on December 26, 2013**



**One of the most challenging processes any organization can go through is installing new software systems. A robust change management system is essential to successful implementation**

###### **By Samantha E. Velez**

Overcoming organizational politics and resistance to change is a daunting challenge for any organization implementing new software systems. First, managers have to work hard at agreeing on the initiative and deciding what would be best for the organization as a whole and not only for their particular area of expertise. Once on the same page and all politics are set aside, they have to collaboratively deal with their staff.

[**http://www.24x7mag.com/2013/12/10-change-management-keys-to-effective-software-implementation/**](http://www.24x7mag.com/2013/12/10-change-management-keys-to-effective-software-implementation/)