

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: EP500 EVALUATION AND PROCUREMENT

AIM OF MODULE:	To enable students to gain an understanding of the processes involved in evaluating hardware, software and suppliers, and of the mechanics involved in procuring computing resources.
CREDITS:	7
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	Pre 1996
PRESCRIPTION EXPIRY DATE:	November 2013

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Software Requirements Evaluation		*			25
2. Hardware Configuration Issues		*			25
3. Vendor Selection Criteria		*			25
4. Requests for Proposal		*			25
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LEARNING OUTCOMES

The student will:

- C 1 Be able to identify the steps involved in the hardware and software evaluation process.
- C 2 Demonstrate an understanding of the necessity to evaluate software and hardware vendors in terms of their ability to supply and to provide post-supply support.
- C 3 Demonstrate an understanding of the process of procuring hardware and software from vendors.
- C 4 Demonstrate an understanding of the requirements necessary for designing and producing requests for proposal.

CONTENT

1 SOFTWARE REQUIREMENTS EVALUATION

- Advantages and disadvantages of Package Software
- Advantages and disadvantages of In-house Development or Third-party Development.
- Software Evaluation Techniques.

2 HARDWARE CONFIGURATION ISSUES

- Hardware Requirements.
- Hardware Configurations.
- Hardware Evaluation Techniques.
- Site Preparation Issues.

3 VENDOR SELECTION CRITERIA

- The need to select Vendors carefully.
- Vendor Qualification Issues eg:
 - Ability to supply
 - Ability to support
 - Vendor longevity
- Other issues eg:
 - Environmental
 - Local versus Overseas Vendors
 - Local Manufacturer Content
 - Payment Terms
 - Time to Supply
 - Size issues affecting ability to supply and service.
 - Terms of Maintenance Contracts, etc.
 - Piecemeal purchasing versus integrated supply

4 REQUESTS FOR PROPOSAL

- Design and content of RFPs.
- Response expectations, eg.
 - Completeness
 - Warranties
 - Deadline Guarantees
 - Terms and Conditions
 - Subcontracting

NOTE

- This section (4) should be taught using examples of RFPs from live projects or examples based on real RFPs.