

# An Example RFP Checklist

Make sure you have all your technical requirements covered with this checklist as a starting point.

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Alarms/alerts</b>                     | Particularly for a utility management, public infrastructure or traffic management project, how does the vendor plan to handle remote monitoring and critical event detection?   |
| <input type="checkbox"/> <b>Certifications</b>                    | What industry standards and certifications (3GPP, IEEE, IoT Network Certified for Smart Connected Infrastructure™, NIST, ETSI, etc.) will your technologies, such as network devices, need to achieve, and how does the vendor plan to address this? Including industry certifications, such as IoT Network Certified for Smart Connected Infrastructure™, as part of your vendor requirements can help establish a standards-based cybersecurity baseline for the cellular network you plan to use. |
| <input type="checkbox"/> <b>Cloud infrastructure</b>              | If your project will be hosted in the cloud or manage data or handle analytics in the cloud, what cloud services and support does the vendor offer?  |
| <input type="checkbox"/> <b>Cybersecurity</b>                     | How does the vendor plan to protect hardware, software or electronic data from theft, damage, disruption or misdirection of services? This includes achieving cybersecurity certification for devices touching your network and setting a baseline set of cybersecurity standards.   |
| <input type="checkbox"/> <b>Data analytics</b>                    | What processes does the vendor have in place for inspecting, cleansing, transforming and modeling data and relaying it to you? The information that fuels a smart cities project is only as good as your capacity to interpret and respond to it.  |
| <input type="checkbox"/> <b>Data ownership</b>                    | How does the vendor plan to handle possession of and responsibility for information, including data ownership, compliance and access management procedures?  |
| <input type="checkbox"/> <b>Data retention</b>                    | What is the vendor's data retention policy? Does it align with your requirements (e.g., compliance with state and federal regulations), and what kind of plan and personnel will you need to collect and manage the data you need?   |
| <input type="checkbox"/> <b>Equipment</b>                         | What type of equipment does the vendor plan to use to implement your project? Is it compatible with your existing/planned infrastructure, and does it meet your resiliency and sustainability standards?   |
| <input type="checkbox"/> <b>Key Performance Indicators (KPIs)</b> | What kind of KPIs will the vendor use to evaluate the success of its service/solution?   |

<input type="checkbox"/>	<b>Lifecycle management</b>	How does the vendor manage the product lifecycle—from inception through design, manufacturing and service to disposal/end of life?
<input type="checkbox"/>	<b>Maintenance</b>	What is the vendor’s policy for hardware, network and software maintenance and support? Does this include preventive and remedial services? How much does it cost and how will you be charged (e.g., per incident)?
<input type="checkbox"/>	<b>Managed services</b>	If you need to outsource certain processes and functions to augment your internal resources, what managed services does the vendor offer, and how much will they cost?
<input type="checkbox"/>	<b>Metrics</b>	What measures, including and beyond KPIs, does the vendor plan to use to report key behaviors, activities and performance? How frequently will these be reported?
<input type="checkbox"/>	<b>Operations</b>	How does the vendor ensure efficiency and high performance?
<input type="checkbox"/>	<b>Physical infrastructure</b>	How will the vendor help you leverage current infrastructure?
<input type="checkbox"/>	<b>Redundancy</b>	Duplicating or backing up critical components and functions, referred to as redundancy, is key to network reliability and system performance. What redundancy services does the vendor offer?
<input type="checkbox"/>	<b>Reliability</b>	Reliability is a must-have feature for telecommunications networks, especially in public safety projects. How does the vendor plan to ensure reliability?
<input type="checkbox"/>	<b>Support</b>	Help with specific problems is often an ongoing cost. What type of support does the vendor offer, and how much will it cost?
<input type="checkbox"/>	<b>Systems integration</b>	How does the vendor plan to bring together components, subsystems, computing systems and software applications to act as a coordinated whole? What kind of experience does the vendor have in this area, and how will the vendor ensure that systems interact and perform as expected?
<input type="checkbox"/>	<b>Universal design/accessibility</b>	How does the vendor plan to make products and services usable by all individuals and communities? Evaluate the ability of a given technology to enhance access to services.
<input type="checkbox"/>	<b>Use cases</b>	Can the vendor provide examples of previous deployments involving similar technologies, applications and goals?