Request for Proposals: Report for Decision Making
(also known as Assignment #3: Proposal)
ENG 271

Background and Description
In the course of ENG 271, Technical Communication, enrolled students will become familiar with the proposal and the analytical report, also known as the report for decision-making. These two types of documents are common forms of professional and technical documents, and so ENG 271 students will write a proposal and a report as part of the requirements of the course.

This RFP calls for students in ENG 271-01 to create and submit proposals pertinent to the final report they will write for their class. Additional information about the final report (Assignment #6) is available on the class Web site. Proposals should include the following content: background/problem statement; a project overview/objective; and a plan to produce the final report.

Dates in the RFP Process
- Respondents will have an opportunity for a five-minute long, one-on-one meeting to review proposal drafts with the RFP publisher on Thursday, February 23. Individuals who intend to respond to this RFP are strongly encouraged to attend this meeting as it will increase the probability that respondents will submit a successful proposal.
- Proposals are due before the start of class on Tuesday, February 28.

Submission Guidelines
Submit proposals via e-mail to gretchen.haas@mnsu.edu. Be sure to include “ENG 271 <your last name> Proposal” in the subject line of your message.

Proposal Evaluation Criteria
- Your proposal conforms to the formatting requirements set out in this RFP
- Your proposal is received by the date and time specified in this RFP
- Your problem statement and your proposed solution are clearly stated
- You provide sufficient background information for the reviewer to assess the merits of the proposed report
- You anticipate audience objections to your objective/project
- Your plan includes sufficient detail
- The proposal is free from common editing problems
- The proposal’s design reinforces the proposal’s organization

Additional Required Materials
Note that proposals will not be accepted if submitted without a paper on your rhetorical choices. Respondents to this RFP may consider the following questions when submitting this additional required material:
- How did you come to settle on this topic?
- Which sections of the proposal were difficult to write?
- What possible objections did you anticipate that your audience might present in response to your argument? How did you respond to potential audience objections?
- Which elements of your plan required the most thought and planning?
- What was the most difficult part of this assignment?