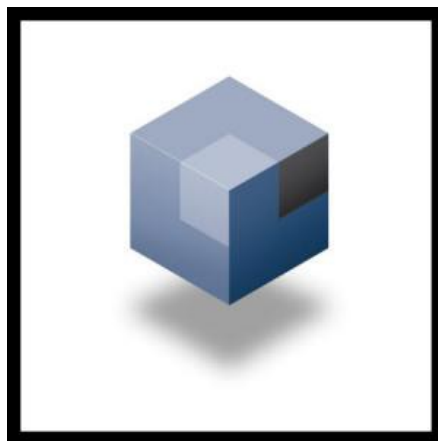


# Request for Quotation Response

## **Project L3**



LCubed

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# 1. About this document

This document is provided as the Request for Quotation (RFQ) response format associated with the Project L3 that will be run by LCubed.

Do not respond to this document before you have thoroughly read and understood the associated Request for Quotation (RFQ) document.

## Table of Contents

About this document

Your RFQ Response

- About your organisation

- Introduce your team

- Additional notes & credentials

- Reference projects

- Your referees, references clients or sites

Features and functions compliance

- Contact Database

- Membership Application

- Membership renewal

- Events Registration

- Website Content Management

- Resource Library

Process and pricing

- Process and milestones

- Pricing

- Project pricing

## 2. Your RFQ Response

### About your organisation

Please provide a brief overview of your organisation covering its history, current and high profile projects, locations and any other information you feel it relevant. This is provided for information only, there will be further opportunity to present your organisations credentials in the next step.

### Introduce your team

Please list your key team members including identifying those that would be involved with the project and their roles.

Name	Position	Project Role	Contact details	Comments

### Additional notes & credentials

Please provide any additional information that you feel will best present your case for winning the selection process and delivering our project.

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### Reference projects

Please provide a list of (up to five) similar projects that we can review as a reference to get a better understanding of your work and outcomes.

Project name	Client name	Notes & Comments

### Your referees, references clients or sites

Please provide three references that we may contact to ask about their experience with your products and service. Please ensure that each person is informed that we may be contacting them.

Client name	Contact name	Preferred contact method

### 3. Features and functions compliance

Please complete the table below indicating if your system provides the features and functions that we require.

**Fully Scoped Functional areas are as below:**

#### Contact Database

In almost all membership system builds, whether on or off line, the contact database is a central feature. It is mandatory to the implementation of a working membership system.

Your contact database records information on all of your constituency, independent of their relationship to your organisation. These attributes (for example, subscriber, current member, committee member) all refer back to the central contact database.

A list of functional line items are provided below for you to include or exclude and to provide a ranking of importance for your project.

Contact database features include:

- Adding new contact details
- Managing and editing contacts and status
- Manage access and user permissions

#### Functional area Line items

Feature name	Importance	Fully complies	Partly complies	Work around required	Does not comply
Contact Database can include both member and non-member details	Nice to have				

#### Any notes or comments

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## Membership Application

Automation of membership processes, and providing the ability for members to self serve, can represent a significant saving (operational efficiency) to your organisation at the same time as providing improved (self) service.

Online membership application and membership processing can also encourage quicker renewals and an increase the overall number of renewals and new member applications. A list of functional line items relating to Membership Application are provided below for you to include or exclude.

Key Membership Application features are:

- Individuals / corporations can apply for membership via the public website
- Members can choose applicable options and levels
- Communications and payments are handled by the system

## Functional area Line items

Feature name	Importance	Fully complies	Partly complies	Work around required	Does not comply
Individuals can apply for membership	Mandatory				
Automated communications to applicant through application workflow are supported -e.g. application	Mandatory				

n acknowled ge, applicatio n approval					
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Any notes or comments

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## Membership renewal

Allowing members to renew through your website in a simple and intuitive way will also create significant cost savings.

It also represents improved service and convenience to many who are happy using the internet to make payments. It allows members to renew any hour of the day or night from anywhere. This convenience can be the difference between the renewal and a lapsed member.

Key features include:

- Automated notifications of membership expiry
- Members can modify their membership types, interests and settings
- Online payments processed for renewals

## Functional area Line items

Feature name	Importanc e	Fully complies	Partly complies	Work around required	Does not comply
Renewals are open for a defined period of time	Mandatory				

Any notes or comments

## Events Registration

The management of events is a common activity and therefore requirement for Associations and non-profit systems. Its automation often represents dramatic savings because of the high level of manual processing required for each ticket and attendee for every event.

A list of functional line items relating to Event Registration are provided below for you to include or exclude and to provide a ranking of importance for your project.

Key features include:

- Events can be quickly and easily published onto the website
- Members receive different event pricing to non-members
- Registrants can purchase tickets to all events in a suite of events or purchase in groups

### Functional area Line items

Feature name	Importance	Fully complies	Partly complies	Work around required	Does not comply
Events can be quickly and easily published onto the website	Nice to have				

### Any notes or comments



## Website Content Management

Websites are a critical channel of communication for Associations. To keep a website up to date, fresh, relevant and attractive to search engines the content on the site should be modified and updated regularly. It is therefore essential that this task can be easily and quickly managed by non-technical personnel.

A list of functional line items are provided below for you to include or exclude and to provide a ranking of importance for your project.

Key features include:

- All site content can be managed by non-technical administrators
- Menu structures and Information Architectures (site maps) can managed
- Content approval workflow is supported

### Functional area Line items

Feature name	Importance	Fully complies	Partly complies	Work around required	Does not comply
All site content can be managed by non-technical administrators	Important				
Menu structures and Information Architectures (site maps) can managed	Important				
Administrators can be limited in the sections of	Important				

site content that can manage					
Generated site content is search engine friendly	Mandatory				

Any notes or comments

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## Resource Library

Many membership organisations have accumulated a considerable library of resources that need to be readily accessible to either to the public or, more often, available only to members as a benefit of membership.

The usefulness of this library is predicated on it being easily browsed or filtered via a variety of meta data relevant to the resources and their application.

Key features include:

- Resources within the resource library can be publicly available or restricted to members
- Metadata to be assigned to resources can be configured
- The resource library can be browsed by category or search/filtered by metadata

## Functional area Line items

Feature name	Importance	Fully complies	Partly complies	Work around required	Does not comply
Resources	Important				

within the resource library can be publicly available or restricted to members					
Metadata to be assigned to resources can be configured	Nice to have				
The resource library can be browsed by category or search/filtered by metadata	Nice to have				

Any notes or comments

Response types are:

- **Fully complies:** Your system has a feature that directly meets the stated requirement, and its intended use.
- **Partly complies:** Your system has feature(s) that partly meet the functional requirement, but not entirely.

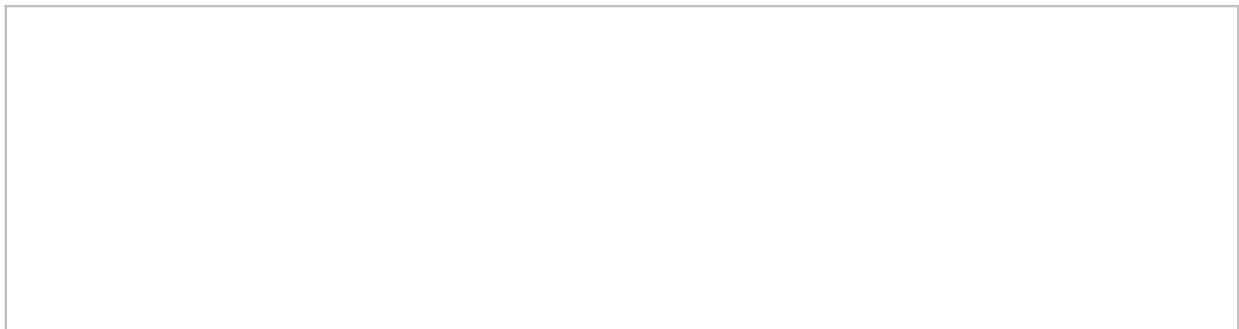
- **Work around required:** Your system does not have feature(s) that meet the functional requirement, but a simple manual work around could be used.
- **Does not comply:** Your system does not comply and a manual work around is not realistic.

Any other response labels used will be judged 'Does not comply'.

## 4. Process and pricing

### Process and milestones

Please outline your project delivery process, including the primary steps and any dependencies. You may wish to describe the benefits of your process, including why your process is successful and/or matches our timelines and milestones, and how it reduces risk.



### Pricing

Please outline all cost areas, including (but not limited to):

- Project implementation fees based on requirements provided
- Ongoing fees and maintenance
- Licence fees
- Transaction fees
- Add-on fees
- Third party fees

Please match your fees to the project milestones and deliverables as far as possible. Where a fixed quote cannot be provided please provide an estimate range.

## Project pricing

Please document your quotation for delivery of the platform / solution.

### Fees for services / project delivery

Project phase / milestone	Fee (including tax)	Notes & Comments

### Technology / licence fees

Please document any licence or technology fees that apply.

Description	Fee	Once off / yearly / monthly

### Third party fees

If your solution requires any fees be paid by us to a third party please detail these below.

Description	Fee	Once off / yearly / monthly

### Other details

Please provide any other details regarding pricing please do so below.

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Please also provide the hourly rates for key team members or project roles.

Role / name	Rate	Notes

Please describe your desired payment terms.

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## 5. Authorisation

Please authorise your quote.

By signing below you are submitting your quotation, and saying that it is complete and accurate. You agree that you are committing your organisation to delivering the product and services as documented here and have the authority to do so.

Full Name	Position