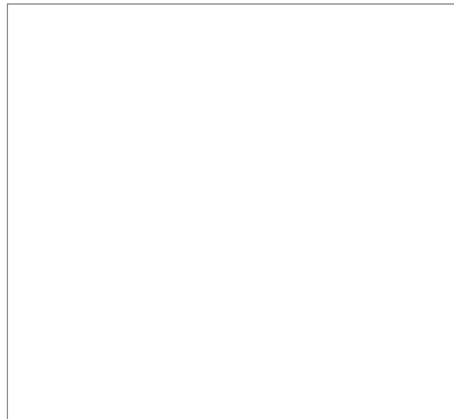


Request for Quotation

Project L3



[Click here to see Company Logo](#)

LCubed

Level 1, 228 Swan Street

Richmond, VIC, 3121

17 September 2014

Juliana Koh

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1. Executive summary

About this document

This document has been created to brief you and your organisation on our upcoming project and to gather detailed information on how your organisation and technology platform can deliver our requirements.

The document contains background information about LCubed, our mission and the project objectives. It also details the functionality that we wish the project and platform to support.

Project Scope

The full project scope contains functional areas and features within each of these functional areas. Each of the features can present operational improvements, or benefits to stakeholders. A breakdown of these [features and functions is provided below](#).

In total there are 94 desired features, broken into 2 Functional areas or groups.

In this project we wish to implement the following high level functional areas:

- **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

- **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

Project Timeline

The project duration is expected to be **29** days.

- The intended start date is: **01 September 2014**
- The target completion date is: **30 September 2014**

2. About LCubed

Our mission

Organisations Mission Lorem ipsum dolor sit amet, an per zril oblique. Has et nostrum consetetur, eam vidit moderatius cotidieque ut, ne eum ignota latine labores. Te duo impetus scripta dissentiunt, est ut veri habeo epicurei. Semper ponderum scripserit in vel, in quo rebum fierent. Suas vocent mei cu, falli eloquentiam sed ea, sit possit platonem ei. Nostro mentitum eu nec. Te pro erat platonem oportere.

Our short / medium term goals

Organisational goals Lorem ipsum dolor sit amet, an per zril oblique. Has et nostrum consetetur, eam vidit moderatius cotidieque ut, ne eum ignota latine labores. Te duo impetus scripta dissentiunt, est ut veri habeo epicurei. Semper ponderum scripserit in vel, in quo rebum fierent. Suas vocent mei cu, falli eloquentiam sed ea, sit possit platonem ei. Nostro mentitum eu nec. Te pro erat platonem oportere.

3. Project objectives and benefits

Introduction

This section presents the motivations for the project. These include project our objectives, how these fit with our organisational strategy and other benefits.

The projects contribution to our organisations mission

Projects contribution to your organisations mission Lorem ipsum dolor sit amet, an per zril oblique. Has et nostrum consetetur, eam vidit moderatius cotidieque ut, ne eum ignota latine labores. Te duo impetus scripta dissentiunt, est ut veri habeo epicurei. Semper ponderum scripserit in vel, in quo rebum fierent. Suas vocent mei cu, falli eloquentiam sed ea, sit possit platonem ei. Nostro mentitum eu nec. Te pro erat platonem oportere.

The projects contribution to our organisations current goals

Project contribution to (medium term) organisational goals Lorem ipsum dolor sit amet, an per zril oblique. Has et nostrum consetetur, eam vidit moderatius cotidieque ut, ne eum ignota latine labores. Te duo impetus scripta dissentiunt, est ut veri habeo epicurei. Semper ponderum scripserit in vel, in quo rebum fierent. Suas vocent mei cu, falli eloquentiam sed ea, sit possit platonem ei. Nostro mentitum eu nec. Te pro erat platonem oportere.

4. Roles and Responsibilities

Successful execution of the project will require the input and participation of a number of team members, these are listed below along with their anticipated roles and responsibilities.

Our project team

The project team leader is Patrick Jenkins.

Team member	Role (title)
Patrick Jenkins	Resp 1
Betty Price	Resp 2
Melissa Lopez	Resp 3
Irene Cook	Resp 4
Douglas Perry	Resp 5
Donald Patterson	Resp 6

5. Process and timelines

We are expecting the project to be delivered during the following period, the project is broken into key milestones shown:

Timeline & milestones

The project duration is expected to be **29** days.

- The intended start date is: **01 September 2014**
- The target completion date is: **30 September 2014**

The project will include key milestones, these will help us monitor and keep the project on time and budget. The milestones are not finalised, but are likely to include:

Milestone name	Date
1: Project Commencement	01 September 2014
2: Supplier engaged	12 September 2014
3: Scoping and planning complete	14 September 2014
4: Interface design complete	10 September 2014
5: Development complete	17 September 2014
6: Changed from User testing complete	19 September 2014
7: Training complete and system live	21 September 2014
8: Additional Milestone 7	23 September 2014
9: Project Completion	30 September 2014

6. Evaluation criteria

Your response will be evaluated on the following criteria in priority order:

Evaluation criteria	Weight
3: Value for money	0
9: Locations and logistics	10
10: Warrantees (products & services)	10
11: Company history and stability	10
8: Referees (your current clients)	10
6: Strength of project process	10
4: Organisational fit	10
5: Team (technical & relationship)	9
2: Match to functional requirements	30
7: References (track record)	1

We are following a fair and transparent engagement process, supported by well structured documentation. Please follow this process and do not modify the format of the documentation.

We will not be releasing our individual assessments for each response, however we will be sticking to the assessment mechanism.

7. Scope: Features and functions

Functional areas

This project will see the delivery of 94 features, broken into 2 groups or functional areas. The functional areas are:

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

Features details

Feature name	Importance	Notes
Contact Database can include both member and non-member details	Important	Notes entered 17/09/2014
The data that needs to be stored for each contact can be configured	Mandatory	

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

Features details

Feature name	Importance	Notes
Members can elect to include optional extras to their application e.g. sign up for Special Interest Groups	Mandatory	

8. Submitting your response

Thank you for taking the time to review our Request for Quotation.

We have provided an associated Request for Quotation response document, which contains a structured format for your response.

In the RFQ response we also ask you to provide further background and supporting information about your company and services, as well as how your system matches our functional requirements.

Our cut off date for responses is: **\$RFQ_reponse_date\$**

Once these responses are submitted we will assess them on their merits and contact vendors with further any questions, or the outcome of our decision.