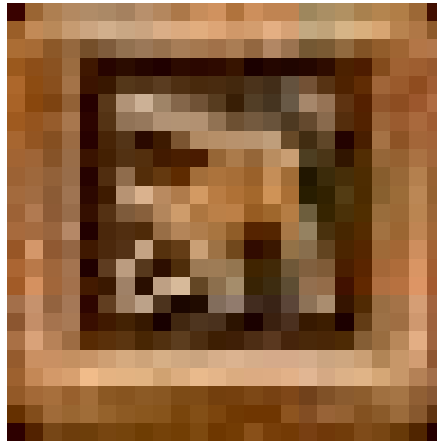


Request for Quotation

Test



test

test Two

test, sdfsafdsaf, 160048

28 January 2015

Kill Bill

Commercial in confidence

Project introduction document
28 January 2015

[Produced by Skopes](#)

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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 test, 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 93 desired features, broken into 1 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

Project Timeline

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

- The intended start date is: **02 October 2014**

- The target completion date is: **31 October 2014**

2. About test

Our mission

dsdsfsdfsfsd

Our short / medium term goals

fsdfsfsdfsfsdf

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

dsfg dsg dgssgdsgdgdg sdgdsg gjhgfju6u65u5

The projects contribution to our organisations current goals

gdsgdsg dsgdsgdsg

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 Vivek Mahajan.

Team member	Role (title)
Vivek Mahajan	Team lead
DigVijay R	Developer
sdfsfsdf	

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: **02 October 2014**
- The target completion date is: **31 October 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	02 October 2014
2: Supplier engaged	03 October 2014
3: Scoping and planning complete	03 October 2014
4: Interface design complete	04 October 2014
5: Development complete	04 October 2014
6: User testing complete	08 October 2014
7: Project Completion	31 October 2014

6. Evaluation criteria

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

Evaluation criteria	Weight
Value for money	10
Organisational fit	10
Team (technical & relationship)	10
Match to functional requirements	10
Strength of project process	10
References (track record)	10
Locations and logistics	10
Warrantees (products & services)	10
Company history and stability	10
Referees (your current clients)	10

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 93 features, broken into 1 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	Nice to have	sdsfds

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.