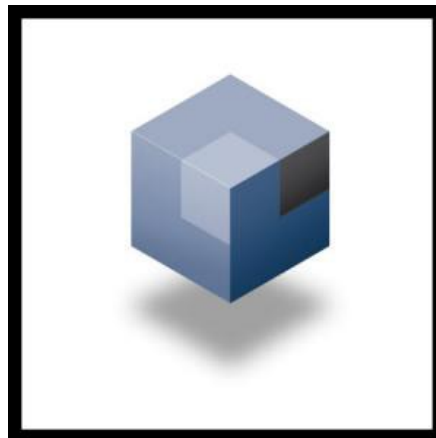


Request for Quotation

Project L3



LCubed

Level 1, 228 Swan Street
Richmond, VIC, 12

03 December 2014

Juliana Koh

Commercial in confidence

Project introduction document
03 December 2014

[Produced by Skopes](#)

Table of Contents

Executive summary

Key Objectives

Project Scope

Timeline & milestones

About Project L3

Project objectives and benefits

Introduction

Objectives

Fit with organisational goals

Roles and Responsibilities

Project team

Process and timelines

Timeline & milestones

Evaluation criteria

Scope: Features and functions

Functional areas

Features by Functional area

Submitting your response

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 93 desired features, broken into 6 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

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

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

Website Content Management

Websites are a critical channel of communication for Associations. To keep a Commercial in confidence

Project introduction document

03 December 2014

[Produced by Skopes](#)

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

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

Project Timeline

The project duration is expected to be **61** days.

- The intended start date is: **01 July 2014**
- The target completion date is: **31 August 2014**

2. About LCubed

Our mission

Organisations Mission Lorem ipsum dolor sit amet, assum animal suscipiantur cu pri, at nisl complectitur mea. Ius zril vivendo denique te. At eripuit blandit volutpat ius. Ad vix natum eligendi. Solet intellegebat te mei, posse causae eloquentiam sed ad.

Our short / medium term goals

Organisations goals Lorem ipsum dolor sit amet, assum animal suscipiantur cu pri, at nisl complectitur mea. Ius zril vivendo denique te. At eripuit blandit volutpat ius. Ad vix natum eligendi. Solet intellegebat te mei, posse causae eloquentiam sed ad.

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, assum animal suscipiantur cu pri, at nisl complectitur mea. Ius zril vivendo denique te. At eripuit blandit volutpat ius. Ad vix natum eligendi. Solet intellegebat te mei, posse causae eloquentiam sed ad.

The projects contribution to our organisations current goals

Project contribution to (medium term) organisational goals Lorem ipsum dolor sit amet, assum animal suscipiantur cu pri, at nisl complectitur mea. Ius zril vivendo denique te. At eripuit blandit volutpat ius. Ad vix natum eligendi. Solet intellegebat te mei, posse causae eloquentiam sed ad.

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 Dionne Davena.

Team member	Role (title)
Dionne Davena	Supervisor / Team Manager
Bryant Austin	Research Team
Jaycob Harrison	Design Team
Hilary Kortney	Functional Manager
rfrfe	

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 **61** days.

- The intended start date is: **01 July 2014**
- The target completion date is: **31 August 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 July 2014
2: Supplier engaged	15 July 2014
3: Scoping and planning complete	26 July 2014
4: Interface design complete	02 August 2014
5: Development complete	06 August 2014
6: Changed from User testing complete	16 August 2014
7: Training complete and system live	17 August 2014
8: Additional Milestone	29 August 2014
9: Project Completion	31 August 2014

6. Evaluation criteria

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

Evaluation criteria	Weight
Match to functional requirements	30
Warrantees (products & services)	20
Strength of project process	10
Company history and stability	10
Organisational fit	10
Value for money	10
Locations and logistics	5
Team (technical & relationship)	3
Referees (your current clients)	2
References (track record)	0

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 6 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	qweq

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
Individuals can apply for membership	Mandatory	
Automated communications to applicant through application workflow are supported -e.g. application acknowledge, application approval	Mandatory	

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

Features details

Feature name	Importance	Notes
Renewals are open for a defined period of time	Mandatory	

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

Features details

Feature name	Importance	Notes
Events can be quicklyand easily published onto the website	Nice to have	bbvcbvcbvcbvcbvcbvcbvc

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

Features details

Feature name	Importance	Notes
All site content can be	Important	

managed by non-technical administrators		
Menu structures and Information Architectures (site maps) can managed	Important	
Administrators can be limited in the sections of site content that can manage	Important	
Generated site content is search engine friendly	Mandatory	

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

Features details

Feature name	Importance	Notes
Resources within the resource library can be publicly available or restricted to members	Important	
Metadata to be assigned to resources can be configured	Nice to have	
The resource library can be browsed by	Nice to have	

category or search/filtered by metadata		
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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.