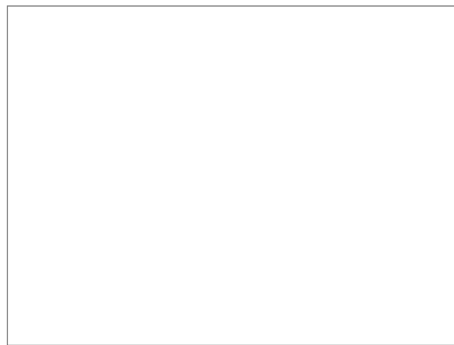


Request for Quotation

Juliana Project



[Click here to see Company Logo](#)

34 Soft Interactive Pvt Ltd

E 196 Phase 8B Industrial Area

Mohali, Punjab, 160055

18 September 2014

Vivek Mahajan

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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 34 Soft Interactive Pvt Ltd, 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 5 Functional areas or groups.

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

Membership management

Members are the lifeblood of the organisation, delivering services to them and enhancing their lives is a key priority. Membership Management is therefore an essential function for Associations and many other other non-profits groups.

The level of functionality required to support the management of your membership data and membership interactions will vary with the complexity of your membership structures and the overall level of automation and interaction you require.

Closely tracking and growing membership numbers is often a primary goal and key revenue generator, so storing and (quickly and flexibly) accessing information on them is essential.

Key Membership Management features include:

- Membership cycles can be defined (calendar year, pro-rater etc)
- Membership levels and pricing can be configured
- Membership reporting tools

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

Member Services/benefits

Providing the ability for members to self serve, can represent significant savings to your organisation as well as an improved service. It can also encourage quicker renewals and processing and an increased number of renewals and new members.

Being able to cost effectively provide members with additional online services and membership benefits and being able to provide different levels of services to different membership levels can increase the attractiveness of your offerings, enable you to upsell your memberships and encourage members to continue to maintain their membership.

Key features include:

- Members can update there own details at any time
- Different levels of memberships can have access to different information/services
- Non-members (contacts or lapsed members) can also update details

Member Directory

In some cases the publication of certain membership details back to the website is necessary. This often occurs amongst networking groups or where members are organisations and the organisational details are being published.

These directories or lists can be published publicly or log in only areas. 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:

- Members receive directory listings as part of their membership benefits
- Details to be included in the directory can be configured
- The member directory can be filtered by a range of custom options

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 **9** days.

- The intended start date is: **22 August 2014**
- The target completion date is: **31 August 2014**

2. About 34 Soft Interactive Pvt Ltd

Our mission

Becomes to be the Software Giant

Our short / medium term goals

Becomes to be the Software Giant

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

dd

The projects contribution to our organisations current goals

Becomes to be the Software Giant

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	asASA
34	
45	
23	
23	
43	
343	

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 **9 days**.

- The intended start date is: **22 August 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	22 August 2014
2: Supplier engaged	23 August 2014
3: Scoping and planning complete	24 August 2014
4: Interface design complete	25 August 2014
5: Development complete	26 August 2014
6: User testing complete	27 August 2014
7: Training complete and system live	29 August 2014
8: Project Completion	31 August 2014

6. Evaluation criteria

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

Evaluation criteria	Weight
Referees (your current clients)	10
Locations and logistics	10
Warrantees (products & services)	10
Company history and stability	10
References (track record)	10
Strength of project process	10
Value for money	10
Organisational fit	15
Team (technical & relationship)	10
Match to functional requirements	5

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 5 groups or functional areas. The functional areas are:

Membership management

Members are the lifeblood of the organisation, delivering services to them and enhancing their lives is a key priority. Membership Management is therefore an essential function for Associations and many other non-profits groups.

The level of functionality required to support the management of your membership data and membership interactions will vary with the complexity of your membership structures and the overall level of automation and interaction you require.

Closely tracking and growing membership numbers is often a primary goal and key revenue generator, so storing and (quickly and flexibly) accessing information on them is essential.

Key Membership Management features include:

- Membership cycles can be defined (calendar year, pro-rater etc)
- Membership levels and pricing can be configured
- Membership reporting tools

Features details

Feature name	Importance	Notes
Pro-rata membership pricing is available for a number of time periods, e.g. daily, quarterly	Nice to have	

Membership renewal

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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
Automated communications to member through renewal workflow are supported -e.g. renewal reminder, renewal acknowledgement	Nice to have	

Member Services/benefits

Providing the ability for members to self serve, can represent significant savings to your organisation as well as an improved service. It can also encourage quicker renewals and processing and an increased number of renewals and new members.

Being able to cost effectively provide members with additional online services and membership benefits and being able to provide different levels of services to different membership levels can increase the attractiveness of your offerings, enable you to upsell your memberships and encourage members to continue to maintain their membership.

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Features details

Feature name	Importance	Notes
Members receive directory listings as part of their membership benefits	Nice to have	

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.