

Request for Quotation Response

Skopes



Art

Lane number 6 # 321 industrial Area -Mohali

Mohali, Punjab, udy

02 October 2014

Neeraj Attri

1. About this document

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

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

- Membership Application

- Member Services/benefits

- Event Administration

- Continuing Professional Development

Process and pricing

- Process and milestones

- Pricing

- Project pricing

Authorisation

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:

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
Members can elect to include optional extras to their application e.g. sign up for Special Interest Groups	Nice to have				
Where appropriate fees can be paid via the	Nice to have				

website					
Corporations can apply for membership and nominate employees to receive membership benefits	Nice to have				
A range of membership types are supported	Nice to have				
Automated communications to applicant through application workflow are supported -e.g. application acknowledge, application approval	Nice to have				

Any notes or comments

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

Functional area Line items

Feature name	Importance	Fully complies	Partly complies	Work around required	Does not comply
Non-members (contacts or lapsed members) can also update details	Nice to have				

Any notes or comments

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Event Administration

The 'back-office' activities required when running an event can be extensive and time consuming. Many however can be automated to some extent, which represents a significant saving of time and money.

Key features include:

- Seating allocation can be done automatically but with manual override as required
- Name tags can be automatically generated for event
- Follow up emails can be sent to both attendees and non-attendees after event

Functional area Line items

Feature name	Importance	Fully complies	Partly complies	Work around required	Does not comply
The details to be captured for an event can be configured and presented to the end user in a consistent layout	Important				

Any notes or comments

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Continuing Professional Development

Many Associations focus on assisting in improve industry standards by providing, monitoring and rewarding members for undertaking ongoing professional development activities.

The steps and actions required to be taken by members in this process vary between industries, but many are based on points systems that require tracking. 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:

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Project introduction document
02 October 2014

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- CPD goals and points can be set-up flexibility in the system
- Members can be prevented from renewing their membership if CPD goal(s) have not been met
- Members can track and manage their own CPD record e.g. to add external activities that qualify for CPD recognition

Functional area Line items

Feature name	Importance	Fully complies	Partly complies	Work around required	Does not comply
Where event attendance attracts PD points, points are awarded automatically when attendance is confirmed	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