

Requestion for Quotation Response

ede



Student

Lane Number 65
Mohali, Punjab, 177214

09 March 2015

Neeraj Attri

1. About this document

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

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

- Contact Database

- Membership management

- Membership renewal

- Member Directory

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.

--

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:

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

Functional area Line items

Feature name	Importance	Fully complies	Partly complies	Work around required	Does not comply
Contact Database can include both member and non-member details	Nice to have				

Any notes or comments

--

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-rata etc)
- Membership levels and pricing can be configured
- Membership reporting tools

Functional area Line items

Feature name	Importance	Fully complies	Partly complies	Work around required	Does not comply
Membership pricing can be configured including early bird discounts, joining fee, late fee	Nice to have				

Any notes or comments

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

Functional area Line items

Feature name	Importance	Fully complies	Partly complies	Work around required	Does not comply
Automated communications to member through renewal workflow are supported -e.g. renewal reminder, renewal acknowledgement	Nice to have				

Any notes or comments

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

Functional area Line items

Feature name	Importance	Fully complies	Partly complies	Work around required	Does not comply
Details to be included in the directory can be configured	Nice to have				

Any notes or comments

Response types are:

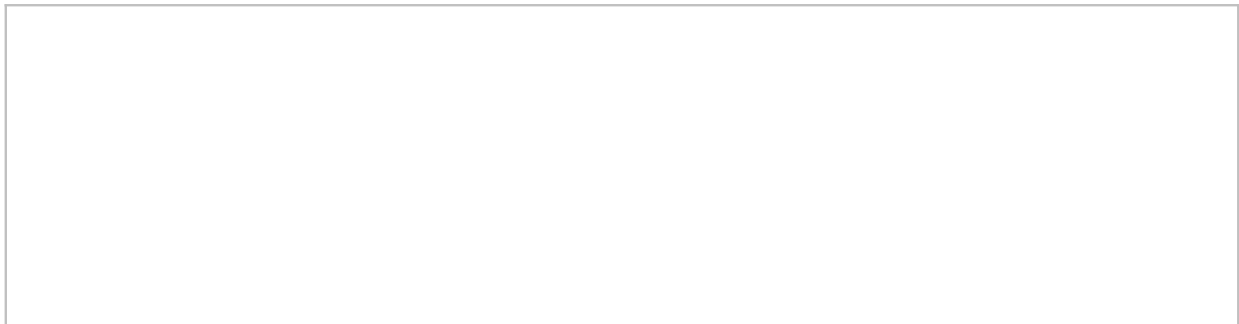
- **Fully complies:** Your system has a feature that directly meets the stated requirement, and its intended use.
- **Partly complies:** Your system has feature(s) that partly meet the functional requirement, but not entirely.
- **Work around required:** Your system does not have feature(s) that meet 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.

--

Please also provide the hourly rates for key team members or project roles.

Role / name	Rate	Notes

Please describe your desired payment terms.

--

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