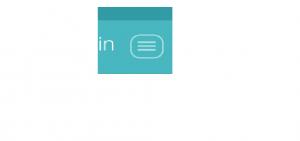
Requestion for Quotation

Response

**Motivated youth**



edt ltd

downstreet

asr, punjab, 143001

09 February 2015

RAHUL SINGH

# About this document

This document is provided as the Request for Quotation (RFQ) response format associated with the Motivated youth that will be run by edt ltd.

Do not respond to this document before you have thoroughly read and understood the associated Request for Quotation (RFQ) document.

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# 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.

|  |
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## 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 |
|  |  |  |  |  |
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## 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 |
|  |  |  |
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## 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 |
|  |  |  |
|  |  |  |
|  |  |  |

# 

# 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 | Mandatory |  |  |  |  |
| The data that needs to be stored for each contact can be configured | Important |  |  |  |  |
| The Contact Database provides multiple levels of hierarchy e.g. Organisation, Division, Contact | Nice to have |  |  |  |  |
| The Contact Database can be searched, filtered and segmented in a number of different ways | Nice to have |  |  |  |  |
| Via the Contact Database a person\'s complete relationship with the organisation can be viewed e.g. membership(s), event registrations, online store purchases, email communications | Nice to have |  |  |  |  |
| Subsets of the Contact Database can be exported for use externally | Nice to have |  |  |  |  |

Any notes or comments

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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  
  
Functional area Line items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Feature name | Importance | Fully complies | Partly complies | Work around required | Does not comply |
| All site content can be managed by non-technical administrators | Mandatory |  |  |  |  |
| Menu structures and Information Architectures (site maps) can managed | Important |  |  |  |  |
| Administrators can be limited in the sections of site content that can manage | Nice to have |  |  |  |  |
| Version control and archiving of content is available | Nice to have |  |  |  |  |
| Content approval workflow is supported | Nice to have |  |  |  |  |
| Generated site content is search engine friendly | Nice to have |  |  |  |  |

Any notes or comments

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## 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'.

# 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.

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## 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 |
|  |  |  |
|  |  |  |
|  |  |  |
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**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 |
|  |  |  |
|  |  |  |
|  |  |  |
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**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 |
|  |  |  |
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|  |  |  |
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Please describe your desired payment terms.

|  |
| --- |
|  |

# 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 |
|  |  |