Request for Quotation

**Skop**

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Chandigarh, Punjab, 177214

26 August 2014

Neeraj Attri

**Table of Contents**

[1. Executive summary 3](#_Toc384282164)

[Key Objectives 3](#_Toc384282165)

[Project Scope 3](#_Toc384282166)

[Timeline & milestones 4](#_Toc384282167)

[2. About Skop 5](#_Toc384282168)

[3. Project objectives and benefits 6](#_Toc384282169)

[Introduction 6](#_Toc384282170)

[Objectives 6](#_Toc384282171)

[Fit with organisational goals 6](#_Toc384282172)

[4. Roles and Responsibilities 7](#_Toc384282173)

[Project team 7](#_Toc384282174)

[5. Process and timelines 8](#_Toc384282175)

[Timeline & milestones 8](#_Toc384282176)

[6. Evaluation criteria 9](#_Toc384282177)

[7. Scope: Features and functions 10](#_Toc384282178)

[Functional areas 10](#_Toc384282179)

[Features by Functional area 10](#_Toc384282180)

[8. Submitting your response 11](#_Toc384282181)

# Executive summary

## Key Objectives

sd

## 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](#_Scope:_Features_and).

In total there are 135 desired features, broken into 2 Functional areas or groups.

## Timeline & milestones

The project duration is expected to be **24** days.

* The intended start date is: **05 August 2014**
* The target completion date is: **29 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 | 05 August 2014 |
| 2: Project Completion | 29 August 2014 |
| $MS\_Number$: $MS\_name$ | $MS\_Date$ |

# About Neeraj

To get profit

## Key project Objectives

Leadership

# 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.

## Objectives

sds

## Fit with organisational goals

sd

# 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.

## Project team

The project team leader is Vivek M.

|  |  |
| --- | --- |
| Team member | Role (title) |
| Vivek M | wq |
| neeraj | q |

# 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

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| --- | --- |
| Milestone name | Date |
| $MS\_Number$: $MS\_name$ | $MS\_Date$ |
| $MS\_Number$: $MS\_name$ | $MS\_Date$ |

# Evaluation criteria

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

1. $Eval\_P1$ - $Eval\_P1\_Weight$
2. $Eval\_P2$ - $Eval\_P2\_Weight$
3. $Eval\_P3$ - $Eval\_P3\_Weight$
4. $Eval\_P4$ - $Eval\_P4\_Weight$
5. $Eval\_P5$ - $Eval\_P5\_Weight$
6. $Eval\_P6$ - $Eval\_P6\_Weight$
7. $Eval\_P7$ - $Eval\_P7\_Weight$
8. $Eval\_P8$ - $Eval\_P8\_Weight$
9. $Eval\_P9$ - $Eval\_P9\_Weight$
10. $Eval\_P10$ - $Eval\_P10\_Weight$

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.

# Scope: Features and functions

## Functional areas

This project will see the delivery of 135 features, broken into 2 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 **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:  
  
 - 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

$FA1\_title$

$FA2\_title$

$FAN\_title$

## $FA1\_title$

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Feature name | Importance | Fully complies  (to be removed) | Partly complies  (to be removed) | Work around required  (to be removed) | Does not comply  (to be removed) |
| $FE1$ | $FE1\_Importance$ | (to be removed) | (to be removed) | (to be removed) | (to be removed) |
| $FE2$ | $FE2\_Importance$ | (to be removed) | (to be removed) | (to be removed) | (to be removed) |
| $FE3$ | $FE3\_Importance$ | (to be removed) | (to be removed) | (to be removed) | (to be removed) |
| $FEN$ | $FEN\_Importance$ | (to be removed) | (to be removed) | (to be removed) | (to be removed) |

# 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.

You will be asked 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

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