Request for Quotation

**Project L3**

[Click here to see Company Logo](http://beta.skop.es/wp-content/uploads/companylogos/thumbs/129/cubed_me-01.jpg)

LCubed

Level 1, 228 Swan Street

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22 September 2014

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# 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 LCubed, 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](#_Scope:_Features_and).

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 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 handeled by the system  
  
  
Marketing Communications  
  
Moving your communications from the traditional posting of letters also represents significant savings and flexibility. Many organisations are in-fact being pushed by there members and constituents to stop sending letters, in preference to email.   
  
 Whilst for many the transition from letters to email can take some time, even moving 50% of your communications will save money and benefit the environment. 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:  
 - Newsletters (as well as notifications to individuals) can be sent from the system  
 - Subsets of database can be chosen based on a range of profile information and/or custom segments  
 - Statistics are available to allow analysis of success of communication  
  
  
Events Registration  
  
The management of events is a common activity and therefore requirement for Associations and non-profit systems. Its automation often represents dramatic savings because of the high level of manual processing required for each ticket and attendee for every event.   
  
 A list of functional line items relating to Event Registration are provided below for you to include or exclude and to provide a ranking of importance for your project.  
  
 Key features include:  
  
 - Events can be quickly and easily published onto the website  
 - Members receive different event pricing to non-members  
 - Registrants can purchase tickets to all events in a suite of events or purchase in groups  
  
  
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  
  
  
Online Store  
  
Online stores, or mechanisms to purchase products and resources can drive considerable revenue for Associations. They are also becoming quicker and easier to build into online platforms. In combination with a willingness to purchase online, this means that the ability to generate revenue from selling merchandise and products via your website is becoming increasingly attainable and popular.   
  
 Online stores can range dramatically in complexity and sophistication, so truly specifying and costing this area of functionality can be difficult.   
  
 Key features include:  
  
 - Any number of categories/subcategories of products can be defined  
 - Online payment can be taken flexibly via payment systems  
 - Different shipping methods and pricing can be configured

## Project Timeline

The project duration is expected to be **87** days.

* The intended start date is: **01 July 2014**
* The target completion date is: **26 September 2014**

# About LCubed

## Our mission

Organisations Mission Lorem ipsum dolor sit amet, no urbanitas persecuti vis. Ex sea habeo munere, et scripta vivendo per. Primis tacimates partiendo et qui, has decore qualisque persequeris ei. Eam agam tota ex, qui ex scripta salutandi, erat tation facilisi eum cu.

## Our short / medium term goals

Organisational goals Lorem ipsum dolor sit amet, no urbanitas persecuti vis. Ex sea habeo munere, et scripta vivendo per. Primis tacimates partiendo et qui, has decore qualisque persequeris ei. Eam agam tota ex, qui ex scripta salutandi, erat tation facilisi eum cu.

# 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

Projects contribution to your organisations mission Lorem ipsum dolor sit amet, no urbanitas persecuti vis. Ex sea habeo munere, et scripta vivendo per. Primis tacimates partiendo et qui, has decore qualisque persequeris ei. Eam agam tota ex, qui ex scripta salutandi, erat tation facilisi eum cu.

## The projects contribution to our organisations current goals

Project contribution to (medium term) organisational goals Lorem ipsum dolor sit amet, no urbanitas persecuti vis. Ex sea habeo munere, et scripta vivendo per. Primis tacimates partiendo et qui, has decore qualisque persequeris ei. Eam agam tota ex, qui ex scripta salutandi, erat tation facilisi eum cu.

# 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 Jannah Tristen.

|  |  |
| --- | --- |
| Team member | Role (title) |
| Jannah Tristen | Test |
| Sharla Anna | Test |
| Dorris Edric | Test |
| Kinley Finnegan | Test |
| Kiarra Sean | Test |

# 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 **87** days.

* The intended start date is: **01 July 2014**
* The target completion date is: **26 September 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 | 01 July 2014 |
| 2: Supplier engaged | 07 August 2014 |
| 3: Scoping and planning complete | 11 August 2014 |
| 4: Interface design complete | 13 August 2014 |
| 5: Development complete | 16 August 2014 |
| 6: Changed from User testing complete | 17 August 2014 |
| 7: Training complete and system live | 30 August 2014 |
| 8: Additional Milestone | 01 September 2014 |
| 9: Project Completion | 26 September 2014 |

# Evaluation criteria

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

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

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 93 features, broken into 5 groups or functional areas. The functional areas are:

**Complete Specified Functional Areas are not available.**

# 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.