Request for Quotation

**Skop es**



Art

Lane number 6 # 321 industrial Area -Mohali

Mohali, Punjab, ujy

02 October 2014

Neeraj Attri

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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 Art, 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 98 desired features, broken into 4 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  
  
  
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  
  
  
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  
  
  
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

## Project Timeline

The project duration is expected to be **23** days.

* The intended start date is: **01 September 2014**
* The target completion date is: **24 September 2014**

# About Art

## Our mission

To attain top position

## Our short / medium term goals

r

# 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

sdsd

## The projects contribution to our organisations current goals

dsd

# 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 a.

|  |  |
| --- | --- |
| Team member | Role (title) |
| a | p |
| a | g |
| afgrh | gl |
| tr | glgl |

# 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 **23** days.

* The intended start date is: **01 September 2014**
* The target completion date is: **24 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 September 2014 |
| 2: df | 10 September 2014 |
| 3: fd | 09 September 2014 |
| 4: de | 02 September 2014 |
| 5: sdd | 23 September 2014 |
| 6: dfdf | 17 September 2014 |
| 7: fdfd | 17 September 2014 |
| 8: fdfsf | 17 September 2014 |
| 9: fd | 17 September 2014 |
| 10: fdf | 17 September 2014 |
| 11: df | 17 September 2014 |
| 12: Project Completion | 24 September 2014 |

# Evaluation criteria

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

|  |  |
| --- | --- |
| Evaluation criteria | Weight |
| Locations and logistics | 10 |
| Warrantees (products & services) | 10 |
| Company history and stability | 10 |
| References (track record) | 10 |
| Strength of project process | 10 |
| Team (technical & relationship) | 10 |
| Organisational fit | 10 |
| Match to functional requirements | 10 |
| Value for money | 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 98 features, broken into 4 groups or functional areas. The functional areas are:

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.  
  
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 - Members can choose applicable options and levels  
 - Communications and payments are handeled by the system  
  
Features details

|  |  |  |
| --- | --- | --- |
| Feature name | Importance | Notes |
| 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 website | Nice to have |  |
| 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 |  |

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.   
  
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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  
  
Features details

|  |  |  |
| --- | --- | --- |
| Feature name | Importance | Notes |
| The details to be captured for an event can be configured and presented to the end user in a consistent layout | Important | The details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent layoutThe details to be captured for an event can be configured and presented to the end user in a consistent 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Features details

|  |  |  |
| --- | --- | --- |
| Feature name | Importance | Notes |
| Where event attendance attracts PD points, points are awarded automatically when attendance is confirmed | Nice to have |  |

# 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.