



WIT

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Women in Technology Systems Improvement Program Request for Quote (RFQ)

Women in Technology invites vendors to respond to a RFQ to undertake the first phase of our systems improvement program. The purpose of this program is to understand our system requirements as an organisation, and implement changes that will best support the professional operation of the organisation (benefiting our members, our partners, our board, our operations team, and the significant number of volunteers that work with us).

BACKGROUND

WiT is a membership-based organisation that is driven by our vision to Advance, Empower and Connect women in the fields of IT and Life Sciences.

As part of our operations we have involvement with many different stakeholders including our members, partners, vendors, board members and committee members. Over the years as our organisation has grown, our underpinning systems have remained relatively simple in an effort to minimise costs. After careful consideration, the WiT Board believe it is time to review our system needs at a holistic level and determine the best systems environment to implement to support the growing needs of our organisation.

Our current systems environment consists of:

- Office 365: used for email and calendar purposes across board Directors, and two operations roles.
- Confluence (Atlassian): our document management portal for all matters across the operations of the organisation (including board meetings).
- Wild Apricot: provides our website, event and membership management functions.
- MYOB: used by the Treasurer, the operations team and our bookkeeper to manage the financial transactions and reporting of the organisation.
- PayPal: Used for all payment purposes.

SCOPE

The scope of this RFQ is the first phase of our Systems Improvement Program. It includes:

- Identification of **systems requirements** across the organisation. We envisage this will involve interactions with individuals to represent the needs of the members, partners, vendors, operations team, bookkeeper, Board Directors, and committees.
- Undertaking a **high-level options analysis** to identify up to three cost effective and scalable options for our holistic system environment. Note, we do not expect to move to a single system and understand that all options will involve multiple systems. The analysis will provide advantages and disadvantages of each option, as well as a recommended solution. We understand that detailed costings for each option may be difficult at this stage, however high-level estimates should be provided as part of the analysis.
- A **3-5 year roadmap** for the next stages of the program, including any further vendor selection required, vendor negotiation, implementation, etc. that may be required to support our transition over the 3-5 period of the recommended toolset/s.

EVALUATION CRITERIA

RESPONSE CRITERIA/STRUCTURE	EVALUATION CRITERIA	WEIGHTING
<p>Detailed approach <i>In addition to an overview of your approach, please provide a high-level Gantt chart of the activities you will undertake, key stakeholders involved and timeframes. Please also include all assumptions and requirements of WiT.</i></p>	<ul style="list-style-type: none"> Quality of approach, including understanding of the tasks required to deliver, clarity of assumptions/ask of WiT, and the timeframes Experience in the market 	30%
<p>Program cost <i>Must disclose all costs. Also consider any partnership or in-kind arrangements you think may be appropriate in this section.</i></p>	<ul style="list-style-type: none"> Demonstrated value for money 	30%
<p>Citations and references</p>	<ul style="list-style-type: none"> Minimum 2 citations of previous work Minimum 2 referees 	20%
<p>Alignment to WiT's vision <i>WiT's vision is to advance, connect & empower women in technology & life sciences.</i></p>	<ul style="list-style-type: none"> Ability to describe how your organisation and the program align to the vision 	20%
<p>Maximum 5 page response submitted in either PPT or Word</p>		

TIMEFRAMES

- 27/03/18 - Submit RFQ via email secretariat@wit.org.au
- WiT representatives to evaluate and shortlist RFQ submissions
- 09/04/18 - Shortlisted vendors notified
- 16/04/18 - Shortlisted vendors to present program outline to WiT representatives (if determined necessary by the evaluation committee)
- 20/04/18 – Successful vendor announced
- 23/04/18 – WiT & vendor to finalise arrangement details & sign commercial agreement
- 30/04/18 – Commence Systems Improvement Program Phase One

For queries during RFQ process please contact Lisa Cawthorne on secretariat@wit.org.au or 0430 219 091. We will endeavor to respond within 48hrs of submission. **NOTE:** Last day for submission of clarification questions is 22 March 2018. We look forward to receiving your submission.

