

EVALUATION MATRIX

Administrative support for a non-profit membership group

June 2020

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# Evaluation Matrix

The WBN will evaluate proposals based on the technical score and on price on each weighted at 50% of a total score.

Please note that there is no minimum technical score to be considered for this contract.

**Technical**

Please demonstrate your skills/experience/situation as it related to our technical criteria using the matrix below:

|  |  |
| --- | --- |
|  /10 | Describe your experience using **Wild Apricot** to do perform each of the following tasks:* Manage events listings and registrations
* Manage membership database including processing of membership renewals
* Manage email subscribers list and format and send emails to members
* Make updates to a website
* Mange billing and payments processing for memberships and ticketed events

(2 points awarded on demonstration of experience in each area to a maximum of 10 points)*If you have experience using a similar membership management tool to Wild Apricot please name the tool(s) that you’ve used in the past and explain how they are similar.* |
|  |
| /3 | Describe your experience **using Dropbox** to do each of the following tasks:* Using dropbox to save and share documents within an organization or group
* Setting and following naming conventions and filing instructions for documents
* Managing permissions for multiple participants on document

(1 point awarded on demonstration of Dropbox experience for each of the following, for a maximum of 3 points):*If you have experience using a tool similar to Dropbox please name the tool(s) that you’ve used in the past and explain how they are similar.* |
|  |
| /4 | Describe your experience **posting content to social media** platforms on behalf of an organization or group on each of the following platforms:* Facebook company pages
* Instagram
* LinkedIn company pages
* Twitter

(1 point awarded on demonstration of experience posting to social media for each of the following for a maximum of 4 points): |
|  |
| /7 | Experience in **event planning**, specifically as it related to each of the following tasks:* Venue selection
* Budgeting and managing a profit and loss on events
* Setting up online registration for events
* Managing events registrations,
* Processing payment for tickets
* Communicating event details with registration prior to an event
* Coordinating communications between event organizers and presenters

 (1 points awarded for demonstration of experience in each of the following related to event planning for a maximum of 7 points) |
|  |
| /5 | Describe your experience creating content for websites and social media, specifically as it related to the following types of content: * Social media graphics
* Blog content
* Event descriptions
* Email content
* Social media posts

(1 point awarded on demonstration of creation on behalf of an organization for of each of the following for a maximum of 5 points) |
|  |
| /5 | Describe your experience reporting to a non-profit board. (5 points) |
|  |
| /5 | Is the organization or individual applying based in the National Capital Region of Canada? Please answer: Yes/No (5 points) |
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| /5 | Is the individual or organization applying is a woman or woman-owned organization? Please answer: Yes/No and name the business’ owner or the individual applying. (5 points) |
|  |
| /5 | Is the individual or organization a member of the WBN? Please answer: Yes/No and name the individual or organization with an active WBN membership at time of application (5 points) |
|  |

**Price**

Please indicate your price for providing the services described in the scope of work using the matrix below.

|  |
| --- |
| Please indicate a fixed price for up to 15 hours of support per week. Please indicate the price in a $ per week expression and a $ per year expression. |
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| Please indicate an hourly rate in a $ per hour expression. This rate will be billed in excess of 15 hours of support per week and/or should the WBN decide to award a contract on an hourly rate basis. |
|  |

**Other**

There is no minimum technical score to be considered for this contract.

For individuals submitting a proposal, please include a resume in addition to your proposal.

The WBN reserves the right to award to the bidder that presents the best value to The WBN as determined solely by its board in its absolute discretion. The WBN also reserves the right to not award a winning bid.