

Request for Proposal – HKCRA IT System

Project Description

The HKCRA will undergo a series of IT enhancements which includes: Membership system, event registrations platform, courses registrations features and facilities reservation features, The implementation of the above will be split into several phases and the 1st phase are expected to be launched in April 2022.

The new system is expected to provide a user-friendly interface, efficient work-flow, accurate data-processing, is easy to add or modify content, reliable and security intrusion. In particular:

Phase 1: April 2022 - Membership and Event/ Races Registration platform:

1. The system should include both online membership registration and online race registration;
2. The system should include an admin and user interface.
3. The online membership should include registration for different categories of membership with different status (e.g. affiliated clubs' membership or individual membership);
4. The online membership should link up with the event registration to access the membership status;
5. Memberships are able to renew on a rolling basis, 3 months, 6months and annual basis and with auto subscription features.
6. The system to linkup with payment gateway with HKCRA.
7. The membership database can facilitate social media and other forms of mass communication;
8. The system must allow HKCRA to easily manipulate the information collected in order to allow for race coordination, marketing or other purpose;
9. The system needs to provide structured membership database with export function to produce reports for management, finance review and analysis;
10. For event registration, design should incorporate with the membership system, which enables group or individual registration. Registration form would need to be created for all the races, courses and other activities
11. Confirmation will require QR code generation for operational demands.

References Links:

1. https://enduranceui.active.com/new/events/69809353/select-race?_p=5312806230983305&error=login_required&state=c0e280fd-0b22-4ff7-81e3-0ad6b7404caa
2. <https://juven.co/hktriathlon/events>



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中國香港賽艇協會

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Phase 2 1st June 2022 – Courses Registration Features

Similar to the events registration platform – the courses registration should provide users with simple and friendly access to course registration purposes.

1. The system should include an admin and user interface.
2. A calendar view of course availability upon selection.
3. Live updates on courses availability “remaining seats”
4. The system to linkup with payment gateway with HKCRA.
5. The system needs to provide structured with export function to produce reports for management, finance review and analysis;
6. Confirmation will require QR code generation for operational demands.

Sample Links

1. <https://www.hkrugby.com/courses/2021-summer-rugby-training-course-mini-fun>
2. <https://opgf.pure-international.com/hk>

Phase 3 1st November 2022- Facilities Hire Platform

1. The system should include an admin and user interface
2. By selection of equipment, a calendar then a session view of availability is required.
3. Documentation uploads required for certification of hiring abilities.
4. The system needs to provide structured usage and sales reports for management, finance review and analysis;
5. Confirmation on hiring will require QR code generation for operational demands.

Generic Points

1. The service provider should also be able to provide prompt response for any problem and modification of the system;
2. All features must be compatible with mobile phone and tablets.
3. The system must also be completely secure against intrusion;
4. Provider must provide preparation service to import all the current members' information into the system;
5. The HKCRA is open for professional advices on the system setup and features adjustments.

For detailed breakdown of all host and users' interfaces requirements please refer to this link:-

<https://docs.google.com/spreadsheets/d/1QoTuWsoffm3o4ZmbkNtLD5D2IZuRApk/edit?usp=sharing&oid=103186569737750356360&rtpof=true&sd=true>



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Proposals submitted must include Bidders should provide the following items as part of their proposal for consideration:

1. Background of the organization
2. Introduction of the online system
3. Description of experience in planning, building, and hosting organizations' System
4. List of how many full time, part time, and contractor staff in your organization
5. Examples of system organized and implemented by your organization
6. Testimonials from past clients on web site building and hosting work
7. Anticipated resources you will assign to this project (total number, role, title, experience)
8. A full testing plans
9. Timeframe for completion of the project
10. A full budget plan, all pricing should be clearly described and listed in the proposal, in one-time bases or project bases
11. A statement that the system fulfils all related legal requirements under Hong Kong law Proposal Guidelines

This request for proposal represents the requirements for an open and competitive process. Proposals will be accepted until **9th February 2022**.

Any proposals received after this date and time will be returned to the sender. If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal.

Additionally, all costs included in proposals must be all-inclusive to include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. all contractual terms and conditions will be subject to review by HKCRA and will include scope, budget, schedule, and other necessary items pertaining to the project.

Enquiry For further information and submission of RFP, please email to michael.w@rowing.org.hk address and cc. stanley.t@rowing.org.hk

HKCRA does not bind itself to accept the lowest tender (or the highest combined score for a tender which adopts a marking scheme) or any tender, and reserves the right to negotiate with any tenderer about the terms of the offer.