

# **FlexiNET Broadband**

## **REQUEST FOR SERVICES**

### **Marketing and Sales Services for the period November 28 2016 to March 31st 2017**

**Based on the following described scope of Services**

**Date: November 9, 2016**

#### **I. Description and Scope of Services**

***The Services to be provided by the Contractor shall include the following:***

1. A Marketing Strategic Plan – The purpose: to lay out a long term plan to increase the profitability of the company through increased Sales. A draft revised Plan to be delivered to the CAO of the KNC by December 15<sup>th</sup>, 2016.

2. Assists, supports and takes direction from the FlexiNET Management (Network Manager (NWM) on obtaining new opportunities for new customers as follows:

- Seeks new clients and new opportunities with target markets in accordance with approved Marketing Plan within the approved Marketing Budget and advises FlexiNET management on ways and means to attract new clientele.
- Contacts potential and new customers and advises on package, pricing, promotions, equipment purchase and site surveys. Prepares proposals as requested for review by FlexiNET management.
- Prepares new customer contracts in accordance with FlexiNET procedures. Obtains appropriate FlexiNET signature of NWM or Flexi-net Board designate on contracts. Forwards the original signed customer contract to FlexiNET for record management retention.
- Co-ordinates and supports the FlexiNET IT technical Staff on new customer installations. Follows up with new customers on coordination of new installation.
- Keeps records of new customer's statistics, by service/geographical area on a monthly basis and forwards same to the FlexiNET management and CAO of the KNC.
- To work with the FlexiNET Management and KNC in promoting and branding FlexiNET in accordance with Ktunaxa Nation principles and interests.
- To provide other miscellaneous minor contracted services, such as regular marketing reports to the KNC and FlexiNET management team regularly and upon request.

2. To clearly identify oneself as a contractor for FlexiNET – “Marketing and Sales”. To clearly indicate that one is not an agent nor an employee of either FlexiNET or the KNC nor hold authority to bind FlexiNET to contractual obligations.

The Contractor will not engage in activities deemed to be of an employer - employee relationship.

**II. Milestones and Delivery Dates - complete as applicable:**

Provide target dates and uptake detail for both existing and new customers by December 15, 2016

**III. Quote: Contract Price**

Base Contract Price - \$900 every 2 weeks for total of 18 weeks or 9 invoice periods for an upset limit of \$8,100.

To include the contracted services described above in Part I and Part II.

**IV. Payment Terms**

FlexiNET follows the KNC payment terms as follows:

**A. KNC PROCESSES INVOICES ON THE 15<sup>TH</sup> AND 30<sup>TH</sup> OF THE MONTH**

**Invoices must be submitted to the CAO of the KNC by the 15<sup>th</sup> of each month will be paid by the 30<sup>th</sup> of the month. Invoices submitted by the 30<sup>th</sup> of each month will be paid by the 15<sup>th</sup> of the following month.**

**V. Statement of Qualifications**

Provide a resume detailing experience in working in customer accounts, sales and marketing.

Diploma or Degree in Business, Marketing or Commerce.

Experience working with an Internet Service Provider is an asset.

References must be provided upon request.

**Please submit your Quote for Services by November 18<sup>h</sup>, 2016 to Darrin Jamieson, CAO, KNC**

**Email: DJamieson@ktunaxa.org**