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| From: PPP  To: AAA  Subject: Timely need approval: Budget and Contract update  [Greeting and intro]  Hi Deanna,  I hope you are keeping well! This is an update on the contract and the team would like you to make a decision on the tablet contract.  [Body]  Terrific Tablets are no longer offering the one-time payment package including cover for all 40 tablets, the software, 24/7 support, customization, which cost $8000 in the first year. With the totally same service, they are now going forward with the $3,600 subscription-based service.  Noticeably, the customization is usually paid separately with other vendor, so Pro and Con of making decision on choosing tablet vendor are the following:   * If we contract with Terrific Tablets, the customization on the branding menus design is included in the contract. It also allows for consistent innovation of the menu tablets. * If we contract with another tablet vendor, it would likely delay the tablet rollout timeline, result in imprecise budgeting, as well as potentially increase the management difficulty in communication among multiple vendors.   [Conclusion]  Going with the OKRs that keep expenses low and our budget precise, I highly recommend you to approve the project to continue contracting with Terrific Tablets with revised terms.  [Email closing]  Looking forward to hearing your decision on whether to continue to contract, so that the team have time to review the contract term or initiate the new Request for Proposal on both tablet and branding menu design.  Thanks,  PPP |