Tuesday: 5th September, 2017

The Director/Principal,

Name of the school,

Address,

State,

Dear Sir/Madm,

PROPOSAL TO IMPLEMENT SMARTERKIDDIES**­** SOLUTION

1.0 Introduction

We are to pleased to present our detailed proposal with respect to implementing the above named solution for your school. The solution seeks to extend the institution’s scope in service delivery. More importantly, our value-oriented solution is multi-pronged but effectively integrated to achieve the desired objectives.

The key objectives of this initiative include:

1. Keep track of your grades, divide them into terms, see average grade for each subject.
2. Collate and store date in the school database.
3. Access the data and generate any desired report regarding the school management activity from your home screen.

1.1 About Us – Our Name

Our Name is a registered Company that specializes in ICT solution delivery. Our ICT system are very well advanced that we can have your needs identified and ICT solutions developed, customized and developed within very record time of your order. We pride ourselves in our ability to identify and familiarize with our clients’ needs thereby proffering solutions to these needs in a very short time.

We are of the view that the world has become one big ICT village and owning to this , we employed capable personnel that pride themselves in their ability to sate the needs of all through ICT.

2.0 Our Proposed Solution

Our solution is built with flexibility to accommodate specific requirement of the school, as it develops.

Key aspects the school manager application includes:

1. Online sale of Application Forms:
2. Electronic Payment (ePayment) engine is set-up (remite/etranzant platform).
3. Interested applicants pay application fees at any branch of designated bank.
4. Applicants obtains payment voucher with Remita RE[etrival Reference (Remita- RRR)/Confirmation Order Number (Etranzact).
5. Applicants browse the school portal to access online application form.
6. Applicants fill, submit, and print acknowledgement slip.
7. Registration data for all applicants are stored in the school’s database.
8. Online Admission Module
9. Applicants are screened and qualified candidates are admitted.
10. All batches of admission lists are published online.
11. Cleared students are Registered/Identification N0.
12. Online Fees Payment Module(using the Remita/etranzact payment platform – for enhanced administrative capabilities and transparency in monitoring of all fees transactions)
13. School provides official fees schedule for the session.
14. School fees schedule is set-up on the ePayment engine (Remita/etranzact).
15. Students pay fees in designated bank at any location and obtain payment voucher with Remita Retrival Reference (RRR) code / confirmation Order Number.
16. Students register fees payment on school portal and print bar-coded receipts.
17. Details of fees payment are stored in the school database for access and monitoring.
18. Bursary staffs verify fees payment online through administration console.
19. Examination Processing & Management
20. Deploy Result Computation Application.
21. Set-up result upload interface.
22. Train relavant staff on upload mechanism.
23. Upload results online.
24. Uploaded results are automatically archived.

Other Possible functionalities of the system include:

* Examination photo ablum.
* Parent/Guardain event notification.
* Online Dormitory assignment.
* Personnel management application- Staff Records Management
* Feedback and Complaint resolution module, for the resolution of students’ complaints and queries.
* Record keeping, Management, collation and integration of continuous assessment data with examination/ test scores.
* Graduation year book
* Alumni profile management
* Customization options. The solution also comes with plug-ins for school-specific customization; that seamlessly integrate with existing systems.
* Flexible Gateways Provision that offers plug-in gateway options for 3rd party payment option such as smart cards, Prepaid Cards, Virtual Tokens, etc.

2.1 Solution Implementation Approach

In order to build an effective and efficient system, the project will run in well-integrated work streams to ensure that value is achieved at every stage. The work streams of the project are follows:

1. Stakeholder identification
2. Identification of key stakeholders/officers within the school environment.
3. Assign Roles to the identified stakeholders.
4. System development – Analysis, Design & Development (Portal)
5. Carry out requirement gathering on portal deliverables.
6. Web portal design and development to satisfy all requirements.
7. Design and develop necessary forms for online Application. Registration and so on.
8. Integration of the school manager Portal with renowned Nigerian payment /switching engine, Remita/etranzact(for fees payment).
   1. Systems security set-up.
   2. Domain name registration.
   3. Offshore hosting of the portal in a dedicated and high-end sever.
   4. Installation of a reliable firewall on the server and so on.
9. Capacity Building (Trainings)

Detailed training program on the functionalities of the new system is very critical for thesuccess of the project. It is also imperative that relevant staff be trained on the basic computer appreciation – including basic training on Microsoft windows and Microsoft office suite and also proper use of the internet.

The training programme will be divided into the following modules:

1. Train-the-Trainer Module – This involves training key “responsive and competent staff” of the institution.
   * System setup
   * User setup
   * Data entry interfaces
   * Security and access control
   * Management Information System (MIS) – Intelligent Reporting
2. Support Training – This involves training I.T and Support staff on how to efficiently and effectively support the platform and other systems.
   * System Operations.
   * Application Interface Management.
   * Customized Report Generation.
   * Remote Application Administration.
   * Troubleshooting Problems.
3. RDBMs Records and file Transfer Operations Management - Basic Computer Appreeciation training and training of Productivity tools for relevant staff which includes but not limited to:
   * Introduction to computer operation.
   * Introduction to basic Microsoft office tool.
   * File management.
4. Riot Run

Sometimes integration of the new system will require a meticulous implementation procedure. Various users and the project team will test the new system extensively for consistency and compliance with the core functions or roles envisaged.

Development bugs and other shortfalls in the system will be identified and fixed at this stage before full rollout . other activities during this phase include:

* Conduct User Acceptance Test (UAT).
* Sign-off on UAT.

1. Full Riot-out

other components include Project Management. Ongoing Support and System Upgrade.

2.2 Key Success Factor

Critical success factors include:

* Gelvanisation and enthusiasm of major stakeholder (School Manageent).
* Project ownership-committee with relevant skill must be responsible for monitoring the

progress of the entire project.

* Capacity Building Initiative – Adequate training skill transfer for all stakeholders.
* Seamless change Management.
* Ongoing Support Service.

3.0 Commercial Arrangements

Our proposal business modal recognizes the requirements and challenges faced by most institutions in our country. Particularly with regards to funding. Consequently, we have worked out a modal that will ensure that the implementation and ongoing support of this initiative does not place any financial burden on your institution.

Our Name will fund the development of the entire project; viz development, set-up, training and support services. Consequently, students and third parties will pay for certain e-services to be offered to them via the school management solution. Revenue and generated will be shared between the school and our Name in an agreed ratio.

Our Name will use the proceeds to defray the ongoing infrastructure deployment and implementation cost and also provide for ongoing support of the application. In addition, your institution stands to achieve significant financial independence from the income that will be accrue to them from the initiative.

4.0 Implementation Approach. Timeframe and Turn –Around Time (TAT)

Implementation details will be agreed and developed with the institution’s ICT department or other relevant authorities. However, the project will be deployed in well-integrated phases.

Our operating philosophy will be to recognize any ICT related projects already in the institution with the view of identifying areas for synergy. We will also necessary proprietary information to your institution in the shortest possible time. If required.

Consequently, the implementation team will comprise staff of Our Name and representatives of your institution. The team will work together to ensure a smooth and speedy implementation.

We will be pleased to have further discussions and answer your inquiry.’

Below is our contact information.

We will be delighted at the opportunity to partner with your school and assure you that the project will be given our professional attention.

Your sincerely.