

College Management System

PROJECT PROPOSAL

**UPWARD S OL UT I ONS**

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**Legazpi Heights Subd. Rawis, Legazpi City 4500**

**COLLEGE MANAGEMENT SYSTEM (COMSYS) PROPOSAL**

**For Jose Panganiban National High School**

**Project:**

This Proposal is put forward on the 1st of July between:

UPWARD SOLUTIONS located at [INSERT ADDRESS] and JOSE PANGANIBAN NATIONAL HIGH SCHOOL located at JOSE PANGANIBAN, CAMARINES NORTE.

**Products/Services**

1. **Provision and implementation of a comprehensive College Management System (COMSYS)** tailored to the specific needs of community colleges in the Philippines.
2. **Comprehensive training for IT staff and end-users** on the use and maintenance of the system.
3. Ongoing technical support and service maintenance.
4. Information regarding the scope of work can be found in number 11 and Schedule 1 at the end of this Proposal.
5. We recognize the following challenges:

a. Limited existing digital infrastructure in community colleges.

b. High initial setup costs for comprehensive management systems.

c. Potential resistance to new technology from educational staff and students.

1. The following are ways we can address these challenges:

a. Utilizing a robust, cloud-based College Management System to enhance administrative efficiency.

b. Offering flexible financing options to spread the initial setup costs over time.

c. Conducting training programs to demonstrate the benefits of improved digital management and streamline the transition process.

**Executive Outline**

1. The Proposing Company, Upward Solutions, is one of the best supplier of the said product/service and in a strong position for growth of the agencies and success. We have extensive experience in implementing large-scale IT projects, a knowledgeable team with expertise in educational technology, and a track record of successful partnerships with various educational institutions.
2. The Proposing Company is requesting funding from [INSERT PROPOSAL RECEIVER NAME]. Upward Solutions is seeking a mutually beneficial relationship to support both the growth of the institution and success with funding and support from [INSERT PROPOSAL RECEIVER NAME].
3. All information regarding the project is included within this proposal.

**Goals and objectives**

1. **UPWARD Solutions Inc.** is committed to delivering state-of-the-art IT solutions tailored to the specific needs of educational institutions. Our goal is to enhance administrative efficiency, streamline operations, and support digital transformation. Objectives are as follows;

* Enhance Administrative Efficiency: Automate tasks such as admissions, enrollment, and course scheduling.
* Support Digital Transformation: Enable seamless integration of digital services and online platforms.
* Improve Operational Efficiency: Facilitate efficient communication and data exchange.
* Ensure Security: Implement robust security measures to protect sensitive information and maintain data integrity.

1. Scope of Work

a. System Design and Planning

* **Assessment:** Conduct a comprehensive assessment of current infrastructure and future requirements.
* **Design:** Develop a detailed system design tailored to the specific needs of the institution.
* **Planning:** Create a step-by-step implementation plan including timelines and milestones.

b. Hardware and Software Provisioning

* Hardware: Supply high-quality computers, and other necessary hardware.
* Software: Provide the College Management System, including modules for administration, finance, curriculum, and student services.

c. Implementation

* Installation: Perform on-site installation of all hardware and software components.
* Configuration: Configure system settings to optimize performance and ensure compatibility.
* Testing: Conduct thorough testing to ensure the system meets all performance and security standards.

d. Training and Support

* Training: Offer comprehensive training programs for IT staff and end-users.
* Support: Provide ongoing technical support and maintenance services.

1. Key Features

* User-Friendly Interface: An intuitive and user-friendly interface accessible on both desktop and mobile devices.
* Multi-Layered Security: Robust security measures to protect sensitive data, including encryption and authentication protocols.
* Customization: The system can be tailored to meet the specific needs and requirements of each community college.
* Scalability: Designed to accommodate the growth and evolving needs of the institutions.
* Integration: Seamless integration with existing systems including finance, HR, and learning management systems.
* 24/7 Support: Ongoing technical support, training, and maintenance to ensure smooth operation.
* Cloud-Based Option: The system can be hosted on the cloud for easy accessibility and scalability.

1. Benefits

* Enhanced Productivity: Improve productivity by automating administrative tasks and providing reliable access to digital tools.
* Cost Efficiency: Reduce operational costs through efficient system management and maintenance.
* Future-Proofing: Ensure the system can adapt to future technological changes and demands.
* Improved User Experience: Enhance user satisfaction with faster, more reliable access to information and services.

**Marketing**

1. The products and/or services will be marketed as follows:

* Direct engagement with educational institution administrators to highlight the benefits of improved management and operational efficiency.
* Demonstration programs to showcase the positive impact of a comprehensive management system on educational outcomes.

**Financial Proposal**

1. See below a comprehensive framework of the proposed pricing, schedule of payment, and our offered payment terms.
2. **Pricing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qty | Unit | Item Description | Amount | Total Amount |
| 1 | set | College Management System (COMSYS) |  |  |
| Total | | |  |  |

1. **Schedule of Payment**
   * Initial Payment:
     1. 70% of the Project Cost upon signing the contract.
   * Final Payment:
     1. 30% of the Project Cost upon completion of installation and initial testing and final acceptance of the project.
2. **Payment Terms**

* Payment Methods: We accept payments via bank transfer, credit card, or cheque.
* Invoices: Invoices will be issued 15 days prior to the due date.
* Late Payments: Late payments will incur a fee of 1.5% per month.

**Terms and Conditions**

1. This Project Proposal defines the terms and conditions of the Agreement between Upward Solutions and Jose Panganiban National High School.
2. Both parties agree to be bound by the terms highlighted in the Business Proposal.

**Schedule 1- Scope of work**

|  |  |  |
| --- | --- | --- |
| **Description of Services/product** | **Deliverable(s)** | **Timeline of project** |
| Provision of Starlink equipment | Installed management system | 1 week |
| Training for local IT staff | Training sessions and manuals | 1-3 days |
| Ongoing technical support | Regular maintenance and support services | all year round |

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the date stated above.

**SIGNATURES**

|  |  |
| --- | --- |
| **Upward Solutions** | **Jose Panganiban National High School** |
| **KENNETH L. CANTELA** |  |
| **Printed name over signature** | **Printed name over signature** |
| **designation** | **designation** |



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