

Research and Development Management System

PROJECT PROPOSAL

**UPWARD S OL UT I ONS**

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**RESEARCH AND DEVELOPMENT MANAGEMENT SYSTEM (RDMS) PROPOSAL**

**For Jose Panganiban National High School**

**Project:**

This Proposal is put forward on July , 2024 between:

UPWARD SOLUTIONS located at LEGAZPI CITY and JOSE PANGANIBAN NATIONAL HIGH SCHOOL located at JOSE PANGANIBAN, CAMARINES NORTE.

**Products/Services**

1. **Provision and implementation of a comprehensive Research and Development Database Management System (RDMS)** tailored to the specific needs of Jose Panganiban National High School.
2. **Comprehensive training for IT staff and research personnel** 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 infrastructure for efficient research data management and collaboration.

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 RDMS to enhance research data management, collaboration, and reporting processes.

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

c. Conducting training programs to demonstrate the benefits of improved research 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 research data management technology, and a track record of successful partnerships with various educational institutions.
2. The Proposing Company is requesting funding from MARLO FIEL P. SULTAN. Upward Solutions is seeking a mutually beneficial relationship to support both the growth of the institution and success with funding and support from MARLO FIEL P. SULTAN.
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 research management, streamline operations, and support digital transformation. Objectives are as follows;

* **Streamlined Administration:** To automate routine research management tasks, reducing manual workloads and minimizing errors.
* Enhanced Collaboration: To facilitate collaboration between researchers within the institution and with external partners.
* Improved Data Management: To provide a secure system for managing and tracking research data, ensuring data integrity and accessibility.
* **Data-Driven Insights:** To offer advanced reporting and analytics tools for gaining insights into research activities, funding utilization, and publication trends.
* **Increased Visibility:** To showcase the institution's research achievements and enhance its reputation in the academic community.

1. Scope of Work

a. System Design and Planning

* **Assessment:** Collaborate with stakeholders to gather requirements and understand the specific needs of the institution.
* **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 Research and Development Management System, including modules for user management, project management, funding management, publication tracking, and collaboration tools.

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 Management:** Different levels of access for administrators, researchers, and collaborators.
* **Project Management:** Create, update, and track research projects from inception to completion.
* **Funding Management:** Manage funding sources, grants, and budgets for research projects.
* **Publication Tracking:** Record and organize research publications, including journal articles, conference papers, and books.
* **Collaboration Tools:** Facilitate collaboration between researchers within the institution and with external partners.
* **Reporting and Analytics:** Generate reports on research activities, funding utilization, and publication metrics.
* **Security:** Robust security features to protect sensitive research data and ensure data integrity.

1. Benefits

* **Improved Efficiency:** Streamline research-related processes and reduce administrative overhead.
* **Enhanced Collaboration:** Facilitate collaboration between researchers within the institution and with external partners.
* **Data-Driven Insights:** Gain valuable insights into research activities, funding utilization, and publication trends.
* **Increased Visibility:** Showcase the institution's research achievements and enhance its reputation in the academic community.
* **Cost Savings:** Reduce operational costs through efficient research management.

**Marketing**

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

* Direct engagement with educational institution administrators to highlight the benefits of improved research management and collaboration.
* Demonstration programs to showcase the positive impact of reliable research data management on academic 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 | Research and Development Management System (RDMS) |  |  |
| 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 RDMS | Installed research management system | 1 week |
| Training for IT staff and research personnel | 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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