February 3, 2020

Dr. Joan Smith  
Oregon Medical Association

Re: Enclosed Software Proposal

Dear Dr. Smith,

Please find enclosed our proposal for development of a conference web app for the OMA.

We want you to know that we are committed to delivering a product that delights both you and your end users. We will do this by listening closely to your requirements so that we fully understand your needs. We will continue to get your feedback at each step of the way as we develop your conference app. We also know that cost and timeliness are important to you and are committed to keeping the project within your budget and timeframe.

Our team, consisting of John Jones, Jane Doe and I have experience writing a variety of different web apps, mobile apps and desktop apps. We love designing software solutions that do exactly what the end users need.

We look forward to discussing the details of this proposal with you further and making any adjustments that might be needed. Once we have fine-tuned the proposal we will send you a contract document for review and signatures.

All the best,

Brenda Bright, Team Lead

CIT Capstone Project

brendab@my.lanecc.edu

123-456-7890 (mobile)

1. **Project Overview**

The goal of this project is to develop a mobile app to be used by OMA conference organizers and attendees. The app will have similar functionality to the AMA (American Medical Association) conference app. In particular, for each conference, it will have these features:

* 1. Main agenda
  2. My Schedule—personal schedule for the attendee
  3. Exhibitors
  4. Speakers
  5. Attendees
  6. Handouts—downloadable pdfs or links to conference web site pages
  7. Surveys
  8. Sponsors—advisements can be added to conference content

There will be both Android and iOS versions of the app.

There will also be a cloud-based “back-end” with a web page that provides a means for conference organizers to enter conference information into a cloud-based database from which the mobile app will pull conference information.

1. **Deployment**

The Android and iOS apps will be distributed through the Google Play store and the Apple App store.

The cloud-based “back-end” will be hosted on the Microsoft Azure cloud.

1. **Documentation**

The app will feature built-in “help” documentation. We will provide an online administrator’s guide for entering conference information via the back-end web page.

1. **Estimate of Effort**

We are providing two sets of estimates. The first estimate is for a system that includes all the features that were originally requested. The second estimate is based on a subset of those features.

* 1. Full featured system

Mobile App

* + 1. Home View: Displays buttons for each section of the app.  
       *4 hours*
    2. Login page: Allows users to sign in or sign up with the app.  
       *4 hours*
    3. Navigation menu: Drop-down menu accessed from the app's navigation bar.  Allows for quick access of sections of the app (same as the home view), and allows the user to sync data from the back-end.  
       *12 hours*
    4. Main Schedule & Personal Schedule: Displays all events in the conference, and events that the user has added to their schedule, respectively.  Lists are organized by day.  Items can be added to the device's calendar, and can be located using the map.   
       *16 hours*
    5. Posters: List of posters, organized by day appearing.  
       6 hours
    6. Exhibits: List of Exhibits at the conference, sortable by name or level.  
       *6 hours*
    7. Sponsors: List of conference sponsors, sortable by name or pledge level.  
       *6 hours*

Back-end

1. Deploy: Deploy back-end, integrate with the mobile app.  
   *16 hours*
2. Data stores: create data stores for each list, and implement data-syncing.  
   *16 hours*
3. Login back-end: Implement sign-in/sign-up on back-end.  
   *16 hours*
4. Maps: Integrate Bing maps with the app.  
   *8 hours*
5. Data entry: Create web-app for user-friendly data entry.  
   *30 hours*

Project Management

1. Planning and tracking  
   *5 hours*
2. Writing documentation  
   *5 hours*

***Total for Mobile App and Back-end: 150 hours***

* 1. System with reduced features

Mobile App

* + 1. Home View: Displays buttons for each section of the app.  
       *4 hours*
    2. Navigation menu: Drop-down menu accessed from the app's navigation bar.  Allows for quick access of sections of the app (same as the home view), and allows the user to sync data from the back-end.  
       *12 hours*
    3. Main Schedule & Personal Schedule: Displays all events in the conference, and events that the user has added to their schedule, respectively.  Lists are organized by day.  Items can be added to the device's calendar.  
       *10 hours*
    4. Posters: List of posters.  
       *4 hours*
    5. -Exhibits: List of Exhibits at the conference, sortable by name or level.  
       *4 hours*
    6. Sponsors: List of conference sponsors, sortable by name or pledge level.  
       *4 hours*

Back-end

1. Deploy: Deploy back-end, integrate with app front-end (16 hours)
2. Data stores: create data stores for each list, and implement data-syncing (16 hours)
3. Data entry: Create web-app for user-friendly data entry. (30 hours)

Project Management

1. Planning and tracking  
   *5 hours*
2. Writing documentation  
   *5 hours*

***Total for Mobile App and Back-end: 110 hours***

We have carefully estimated the time required to implement each part of the system, but estimation is never exact. The actual time required may be somewhat more or less than the estimate.

1. **Timeframe and Workflow**

We will use an “agile” approach in which we work in two week “sprints”. In each sprint we will implement a subset of the application’s features. Each sprint will progress in this way:

* At the beginning of each sprint we will meet with you to decide:
  + Which features to implement and their priorities.
  + The maximum number of hours you authorize us to work.
* We will implement and test the features.
* At the end of the sprint we will meet with you to:
  + Demonstrate the features we’ve added to the app.
  + Get your feedback on any changes you would like us to make.

We can allocate at least 20 hours per week of developer time to this project. We may be able to allocate more, or less, at your request. At 20 hours per week, here are the projected project durations for each variant of the project:

* ***Full featured app and back-end:******two months.***
* ***Reduced feature app and back-end:******one and a half months.***

1. **Cost Estimate and Payment Terms**

Since OMA is a non-profit organization we are offering a discounted hourly rate of *$0 per hour*. (Our normal rate is $75 per hour for development and $125 per hour for management.) At the discounted rate, these are the cost estimates:

* ***The full featured app and back-end: $0***
* ***The reduced feature app and back-end: $0***

At the end of each month, we will send you an invoice for the hours worked during that month. If we are working 20 hours a week on the project, that will be approximately $0 for a full month.

In the unlikely case of late payments, an interest rate of 5% per month will be charged.

Contract—needs to be edited

1. **Possible Issues**

These are features that may take longer than estimated due to unforeseen technical issues:

* Layout of cut list design schematics – accommodating large format printing on various printers.
* Cut-list waste measurement.
* Optimization of parts layout in cut list panels.
* Specifics related to cabinet building: joints, drawer boxes and guides, mounting, moulding finishes, etc.

1. **Deployment**

The software will be distributed with an install package that can be downloaded onto a thumb drive. The application will be compatible with the Windows operating system.

(IF YOU WOULD LIKE A SUBSEQUENT CONTRACT FOR MAINENTENANCE WE COULD SET THAT UP – INCLUDING BUT NOT LIMITED TO BUG FIXES, NEW FEATURES, PERFORMANCE IMPROVEMENT)

1. **Pricing**

Phase 1 of development will be billed at a discounted hourly rate of $30 for a maximum of 250 hours. The total amount will be $7500.

Phase 2 encompasses the remaining estimated hours for the project, and it is estimated to be $44,760. This is calculated at an hourly rate of $60.

The total amount for this project is estimated to be $52,260.

1. **Payment Terms**

At the end of each month, we will send you an invoice for the hours worked during that month. For Phase 1 development, assuming 40 hours a week for 6 weeks, the total fee of $7500 can be paid in minimum monthly installments of $625. The balance can be paid earlier at any time. Phase 2 development is expected to be paid within 30 days of invoicing. If we are working 40 hours a week on the project, that will be approximately $9,600 for a full month.

In the unlikely case of late payments, an interest rate of 5% per month will be charged.

1. **Contact Us**

You can get in touch with us in any of the below ways:

By Phone

Ryan – 541-206-4151

Brian – 541-393-2284

By Email

[ryans@ccybers.com](mailto:ryans@ccybers.com)

[brianb@ccybers.com](mailto:brianb@ccybers.com)

1. **Software Development Agreement**

This Software Development Agreement (the “Agreement” or “Software Development Agreement”) states the terms and conditions that govern the contractual agreement between Creative CyberSolutions having its principal place of business at 819 Jannette Ct, Springfield, OR 97477 (the “Developer”), and Steve Ferguson having his principal place of business at 84895 Harry Taylor Rd, Eugene, OR 97405 (the “Client”) who agrees to be bound by this Agreement.

WHEREAS, the Client has conceptualized the Cabinet Design Software (the “Software”), which is described in further detail the specification (described in the first section of this document), and the Developer is a contractor with whom the Client has come to an agreement to develop the Software.

NOW, THEREFORE, In consideration of the mutual covenants and promises made by the parties to this Software Development Agreement, the Developer and the Client (individually, each a “Party” and collectively, the “Parties”) covenant and agree as follows:

A. DEVELOPER’S DUTIES. The Client hereby engages the Developer and the Developer hereby agrees to be engaged by the Client to develop the Software in accordance with the specification described above in the MVP and any changes requested by the client during the development process.

B. DELIVERY.

We will practice continuous delivery by working in two or three week sprints in which we will implement a subset of the application’s features and deliver working software for the client’s evaluation. The deliverables for each sprint will be agreed upon by the client and the developer.

Upon completion of each Sprint, the Client shall review the functionality of the Software and communicate both aspects with which they are satisfied and aspects which they would like to be changed.

If there is a delay in delivering the features or changes planned for a sprint, the Developer and the Client shall discuss in good faith at the next Sprint Review Meeting and the Developer shall make use of all available resources to deliver those features or changes in the next sprint.

3. COMPENSATION.

In consideration for the Service, the Client shall pay the Company at the rates described in this proposal (the “Pricing”), in accordance with the payment terms.

4. INTELLECTUAL PROPERTY RIGHTS IN THE SOFTWARE.

The Parties acknowledge and agree that the Client will hold all intellectual property rights in the Software including, but not limited to, copyright and trademark rights. The Developer agrees not to claim any such ownership in the Software’s intellectual property at any time prior to or after the completion and delivery of the Software to the Client.

5. CONFIDENTIALITY. The Developer shall not disclose to any third party the business of the Client, details regarding the Software, including, without limitation any information regarding the Software’s code, the Specifications, or the Client’s business (the “Confidential Information”), (ii) make copies of any Confidential Information or any content based on the concepts contained within the Confidential Information for personal use or for distribution unless requested to do so by the Client, or (iii) use Confidential Information other than solely for the benefit of the Client.

6. INDEMNIFICATION. The Developer agrees to indemnify, defend, and protect the Client from and against all lawsuits and costs of every kind pertaining to the software including reasonable legal fees due to the Developer’s infringement of the intellectual rights of any third party.

7. APPLICABLE LAW.

This Software Development Agreement and the interpretation of its terms shall be governed by and construed in accordance with the laws of the State of Oregon and subject to the exclusive jurisdiction of the federal and state courts located in Lane County, Oregon.

IN WITNESS WHEREOF, each of the Parties has executed this Software Development Agreement, both Parties by its duly authorized officer, as of the day and year set forth below.

DEVELOPER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Ryan Sankey, COO, Creative CyberSolutions Date

CLIENT

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Steve Ferguson Date