

Huddersfield Union Website

22nd December 2020

The following terms used throughout shall be taken to mean as follows:

The Contractor: Adam Bardsley

The Client: Huddersfield SU

The System Provider: OneVoice Ltd

Purpose and Scope of Work

This work will train the staff to ensure they understand the various complexities causing the current issues. The existing problems will be used to demonstrate and practise the approach.

What will be provided

Training	Days	Details
Advanced CMS Usage	1	Training for all regular users on more advanced options for the CMS. This will help identify problems and resolve them in-house as well as have multiple ways to approach future design challenges.
CSS usage and structure	1	For those using CSS explanation of how the CSS in the system and general interacts. Will cover existing problems and resolve them as well as teach how to resolve going forward
JS	0.5	½ day of training in basic javascript to identify performance issues and understand why they can cause issues.
Consolidation support	1	2 half days to consolidate the learning. This will ensure the learning is embedded and existing staff will not need retraining. It also allows for a chance of additional problems to surface and be resolved.

Work Processes and Data Protection

Access to the administration of a test site will be provided to the Contractor. This test site will be requested by the Client from the System Provider. When transition is being undertaken the Client will provide access to the live system. The Contractor will use access simply to provide a transition to a new site. No access to data not related will be undertaken. During this period the Contractor will be acting as a Data processor for the Client and will not undertake any actions without specific direction.

Additional Work

The quote below specifies approximately 3.5 days of work to be completed. This will be spread out over the delivery period to be agreed separately. It assumes a certain amount of amends will be necessary. If these lead to more than 1 day of additional work any additional days on top of these

one and a half grace days would be charged at a day rate of £350 minus any discounts. This will be agreed prior to the work being undertaken and the Contractor will ensure the Client is aware of this possibility as soon as it is identified and within the 1 day grace period.

Intellectual Property & Other Rights

The work completed will have shared intellectual property rights between the Client and the Contractor. The Client will have rights to use, amend and change any of the work for delivery by and for the Client. It will not have rights to sell the work or amended work based on it. The Contractor will have rights to reuse amended versions of parts of the work as part of other delivery to organisations but shall not re-use or re-sell the entire work without amendment.

Costs & Timescales

Work	Days	Cost
Advanced CMS Usage	1	£350
CSS usage and structure	1	£350
JS	0.5	£175
Consolidation support	1	£350
Amends and changes	Max 1.5	FREE
10% H.E. Discount		- £122.5
Total	3.5	£1102.5

N.B. Adam Bardsley Tech Consultancy is not VAT registered so no VAT is applicable on the above prices