Information and Content Management System Proposal

DATE:

James Ian Colby (HKID holder, “M277620(6)”), an Information Technology (IT) Professional based within the boundaries of Hong Kong (hereinafter referred to as “JC”) is pleased to provide the following IT Project Proposal to Headstart Group Ltd. With an address of **2502 Nanyang House, Kwun Tong, Hong Kong** (hereinafter referred to as “Headstart”) in support of Headstart's Information and Content Management System (hereinafter referred to as the “CCIS”).

By the signature of Headstart's authorised representative hereunder, this proposal constitutes JC's formal offer to provide the services and/or the deliverables described herein no the terms and conditions described herein.

This proposal will be valid fo the period of 14 days following from the date first set forth above.

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**1. Executive Summary**

Headstart has identified a need for a Client Information System, Content Management Service and relevant hardware platform and is looking for a qualified IT service professional to perform the following:

* Centralised and locally hosted Client/Content Management and Information system
* Hardware platform to support the aforementioned.
* Remote Support services
* Temporary Network Administration duties

**2. About JC**

**3. Statement of Work**

JC will provide the following services in support of the CCIS project:

a. Implementation of hardware platform to support the CCIS project.

b. Implementation and implementation of the CCIS project.

c.

**4. Pricing**

The proposed system is of a modular nature, and as such individual modules are priced separately. As the proposed CCIS is to be tailor-made to suit Headstart's specification, an overall package price is unavailable. The total price for the implementation, including all of the below modules and a year-long remote support package, is $45,000 Hong Kong Dollars (HKD) which has been arrived at by adding all of the module prices and the support package (detailed below) together. There is no recurring fee or licence to speak of. The only exception to this is the optional extension of remote support, which is renewable on a 12 month, 24 month and 60 month basis.

**5. Assumptions**

This project proposal and the pricing and the schedule data herein assumes the following:

a. Mutually accetpable tems and conditions will be negociated between Headstart and JC, which will govern the work to be performed.

b. Headstart will provide reasonable prompt feedback on any interim and final deliverables. Any delay to provide feedback or approval could impack the estimated schedule for the project. In addition, the estimated schedule and number of hours assumes only one round of comments on final deliverables.

c. All relevant staff of Headstart will be accessible throughout this project.

d. JC and associated personnel will have remote/physical access to the on-premise infrastructure for the duration of the project.