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 \*\*\*\* **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 “ICMS”).

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 for the period of 14 days following from the date first set forth above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ James Ian Colby Date:

**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 James Colby**

**[input]**

**3. Statement of Work**

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

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

b. Implementation and integration of the ICMS project.

c. Customisation of the ICMS projects.

d. Development of complimentary mobile app.

e. Yearly 24/7 support on all system.

**4. Pricing**

The proposed system is of a modular nature, and as such individual modules are priced separately. As the proposed ICMS 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 $48,888 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.

Price layout for each module and app.

**Hardware: $1,000**

* **Power supply**
* **Network Cabling**
* **Single-board Server Computer**
* **MicroSD card with fully established OS.**

**Modules: $2,500 each**

* **Teacher**
* **Courses (Projects)**
* **Teacher Attendance**
* **User management / Admin control**
* **Payroll/Finance/Accounting module**
* **Reporting Module**
* **Downloads / Dropbox Solution**
* **Schedule / Timetable**
* **SMS / WhatsApp Notify**
* **Sales Module**

**Core System**

* **ICMS Core (System) Module - $8,888**

**Roles: $2,500 each**

* **Teacher**
* **Client**
* **Administration**
* **Management**

**App: $5,000 for both**

* **Andoid**
* **iOS**

**Support Package: $10,000**

**12 months, 4 hour turnaround, ticket-based remote support package. Including one free replacement of server hardware within the 12 month period.**

**5. Assumptions**

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

a. Mutually acceptable terms and conditions will be negotiated between Headstart and JC, which will govern the work to be performed.

b. Headstart will provide reasonably prompt feedback on any interim and final deliverables. Any delay to provide feedback or approval could impact 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.