

# **MEMORANDUM OF UNDERSTANDING**

**Between:**

**LEE Funeral Home**

Address: Nairobi, Argwings Kodhek Road, Next to Nairobi Hospital, Nairobi

Phone: +254 722 514584

**And:**

**Peter Mumo – Software Infrastructure Consultant**

Date: \_\_\_\_\_

Email: infoweltallis@gmail.com

Phone: +254 740 045 355

## **1. Purpose**

This MOU sets out the terms for the provision of the **RestPoint Mortuary Management System (RMS)**, including installation, first-year preventive maintenance, hosting options, data migration, staff training, and data protection assurances.

## **2. Scope of Services**

### **2.1 Software Implementation**

- Installation and configuration of RMS for LEE Funeral Home.
- Migration of existing data, provided on a flash drive by the Client.
- Customization of the system to meet the Client's specific workflows.
- Staff training on using the RMS effectively.

### **2.2 Maintenance**

- First year: free preventive maintenance.
- Subsequent maintenance sessions will be agreed upon after the first year.
- Maintenance may occur 2–3 times per year depending on system performance.

## **2.3 Hosting Options**

- Client may host the system on the cloud, or
- Purchase hardware for in-house hosting.

## **2.4 Data Security**

- All data will remain fully secure and private.
- Data will not be shared with any third party.
- Backup and recovery mechanisms will be implemented to safeguard data.

## **3. Intellectual Property (IP) Rights**

- All software design, algorithms, APIs , architecture, code base, and GitHub repositories remain the sole property of the Developer (**Peter Mumo**).
- Client is granted non-exclusive, authorized use of the software as per this MOU.
- All data managed by the software will remain the property of the Client and will be securely stored and protected.

## **4. Payment Terms**

- **Total Project Cost:** \_\_\_\_\_
- **Initial Payment:** 60% of the total project cost is payable upon signing this MOU.
- **Remaining Payment:** 40% of the total project cost will be payable upon successful deployment and acceptance of the RMS by the Client.
- **Tax Deduction:** 5% KRA withholding tax will be deducted; the Client will provide a withholding tax certificate.

**Payment Method:** Direct Bank Transfer or Cheque to:

- Account Name: Peter Mumo Itumo

- Bank: Absa Bank
- Account Number: 2054862930

**Delivery Timeline:** The RMS will be fully delivered, customized, and ready for use within 2–3 weeks from the date of initial payment.

**Note:** Hardware payment (if any) is considered reimbursement for procurement and installation and does not constitute software income.

## 5. Recommendation (Optional)

- The Client may provide a letter of recommendation after successful deployment and acceptance of the RMS. This is **entirely optional** and not mandatory.

## 6. Signatures

This MOU is entered into and agreed upon by the undersigned representatives of the parties.

Name	Role	Sign	Date
------	------	------	------

Peter Mumo Developer \_\_\_\_\_ \_\_\_\_\_

Mr. Paul Director, LEE Funeral Home \_\_\_\_\_ \_\_\_\_\_