



PROPOSAL KIT SAMPLE

Business Continuity Services Sample Proposal

Scroll down to read the first part of this sample. When purchased, the complete sample is 10 pages long and is written using these Proposal Pack chapters:

Cover Letter, Title Page, Table of Contents, Executive Summary, Cost Summary, Threats, Disaster Recovery Plan, Hardware and Software, Logistics, Back Page

This sample was created using **Proposal Pack Telecom #4**. In the retail Proposal Pack you get the entire collection of samples (including this one) plus thousands of editable templates for creating an unlimited variety of custom proposals and other business documents.

[Click here to purchase Proposal Pack Telecom #4](#)

The sample below **does not** include all of the sample's content. The complete version is included in every retail Proposal Pack product and must be purchased to see the rest of the content and to get the editable Word format version.

Read this article for more help - [How to Write a Security Business Proposal](#)

Frank Warshaw
CEO
Tarton Insurance Corporation
592 Applevue Ln
Gulfport, MS 39501

Mr. Warshaw,

Tornados. Floods. Earthquakes. Hurricanes. Terrorist attacks. Blackouts.

None of us wants to imagine the toll that a natural or man-made disaster can take on our businesses. In the event that your business facility is rendered unusable, how will your business survive? Your employees and your customers depend on you to be there.

When you contract with Continual Protection Inc., you'll have the peace of mind of knowing that your business has an actionable recovery plan in place. CPI guarantees that your operations, both internal and external, can continue with minimal interruption.

Sincerely,

Alicia Newton
Marketing Lead
Continual Protection Inc.
555-526-9900
an@CoProInc.com
www.CoProInc.com



PROJECT

Business Continuity Disaster Recovery

Prepared for: Frank Warshaw
CEO

Prepared by: Alicia Newton
Marketing Lead





TABLE OF CONTENTS

Executive Summary	2
Cost Summary.....	3
Threats.....	4
Disaster Recovery Plan.....	5
Logistics	6
Hardware and Software.....	7





EXECUTIVE SUMMARY

The Objective...

Tarton Insurance Corporation's customers depend on the company to react in a timely manner in the event of a disaster. Tarton Insurance Corporation must develop a disaster recovery and business continuity plan so that its operations can continue in the event of a disaster.

- ▶ Develop a communications center that can operate when the main switchboard goes down.
- ▶ Develop a backup computer center that can continue servicing clients and employees when the main computer center goes down.

The Opportunity...

Tarton Insurance Corporation seeks an appropriate partner company to develop and put into effect a disaster recovery plan and business continuity plan.

- ▶ Locate alternative business site we could use in case of disaster.
- ▶ Develop and put into place a plan to continue computer operations in the case of a disaster to our main facility.
- ▶ Develop a plan for emergency communications with our executives.

The Solution...

Continual Protection Inc. is in the business of creating and managing disaster recovery and business continuity plans for large companies. Continual Protection Inc. has three large physical facilities in the United States and Canada that can be used for business continuity functions. Continual Protection Inc. also has a satellite cell phone system that is likely to work when local phone systems are down. Further, Continual Protection Inc. owns two corporate helicopters that can be used for emergency transportation when needed.

- ▶ Create an exact image of Tarton Insurance Corporation's vital software systems and put into effect an automated plan to pass system updates and backups of vital records from Tarton Insurance Corporation to Continual Protection Inc. on a weekly basis to keep backup storage up to date.
- ▶ Identify key personnel for Tarton Insurance Corporation's operations, issue them Continual Protection Inc. satellite cell phones for emergency use and develop emergency communications plan.
- ▶ Develop recovery plan for getting Tarton Insurance Corporation's computer operations online and Tarton Insurance Corporation's needed business offices up and running in Continual Protection Inc.'s secure facility.





COST SUMMARY

Development Costs	Qty	Amount
Project Development	1	\$74,000.00
License Fees (est.)	1	\$1,800.00
Equipment Costs (est.)	1	\$1,200.00
Total Development Costs:		\$77,000.00
Ongoing Yearly Costs		
Maintenance Fees	1	\$579,000.00
Total Ongoing Yearly Costs:		\$579,000.00
Miscellaneous Costs		
Helicopter flights	1	\$75/mile flown
	Total Amount First Year	\$656,000.00
	Total Yearly Maintenance	\$579,000.00

Standard Disclaimer: The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.



The rest of this sample is included in the retail Proposal Packs and Proposal Kit Professional bundle. Purchase any Proposal Pack in the design theme of your choice and you will have everything you need.

How do I customize or create my own version of this sample?

Using the included Proposal Pack Wizard is the best way to make customized versions of the samples. Using the Wizard and any Proposal Pack you can recreate any of the samples in the visual design theme you purchased as well as branding it with your own logo and design.

- 1) After purchasing, downloading, and installing your Proposal Pack and Wizard software add a new project in the Wizard.
- 2) Click the Pick Documents button then click the View Samples tab.
- 3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.
- 4) Customize the chapter list as needed to suit your situation. You can add additional chapters from the library of 2000+ topics, reorder chapters, remove chapters.
- 5) When you save your project, the Wizard will build you a custom version of this sample in the visual design theme Proposal Pack you purchased applying all your customizations (logos, font types, color schemes, contact information, etc.).
- 6) Open and edit the Word document to complete your work.

This sample is included in the [Proposal Kit Professional](#) and [Proposal Pack](#) products.

This sample has been truncated to only show the first few pages. The complete version of this sample including an editable Word version is included with all Proposal Kit Professional and Proposal Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm

