

Sample Business Proposals



Business Continuity Services Sample Proposal

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July 12, 20XX

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

Dear 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

Continual Protection, Inc.
393 NE 49th Place
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July 12, 20XX



PROJECT

Business Continuity Disaster Recovery

Prepared for: Frank Warshaw
CEO

Prepared by: Alicia Newton
Marketing Lead



DESCRIPTION

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

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



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EXECUTIVE SUMMARY

The Objective...

Tarton Insurance's customers depend on the company to react in a timely manner in the event of a disaster. Tarton Insurance 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 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. (CPI) is in the business of creating and managing disaster recovery and business continuity plans for large companies. CPI has three large physical facilities in the United States and Canada that can be used for business continuity functions. CPI also has a satellite cell phone system that is likely to work when local phone systems are down. Further, CPI owns two corporate helicopters that can be used for emergency transportation when needed.

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





COST SUMMARY

Development Costs

Project Development
 License Fees (est.)
 Equipment Costs (est.)

Price

\$74,000.00
 \$1,800.00
 \$1,200.00

Total Development Costs:

\$77,000.00

Ongoing Yearly Costs

Yearly Maintenance Fees
 (includes routine backups and testing)

\$579,000.00

Miscellaneous Costs:

Helicopter flights

\$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.





S A M P L E

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