



PROPOSAL KIT SAMPLE

Technology Consulting Sample Proposal

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Cover Letter, Title Page, Table of Contents, Non-Disclosure Form (Long Version), Executive Summary, Cost Summary, Technical Approach, Contract and Terms, Project Summary, Company History, Services Provided, References, Back Page

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Terrance Ewing
Partner
Ewing and Clark
404 North Main Street
Suite 600
San Francisco, CA 98019

Mr. Ewing,

Thank you for taking the time to talk with me last week. I know that your technology needs in your offices have been a high priority problem for you. I am pleased to propose a cost effective solution that will minimize your in-house burden.

Conrad & Altman Technology Services are specialists in technology services with over 30 years of experience. We pride ourselves in providing our clients with professional service, guaranteed quality, and the highest level of efficiency.

Your attached cost summary is based upon your current needs and can be adjusted as we customize your services.

I look forward to discussing your project with you in more detail shortly.

Please contact me directly anytime you have additional questions or requests.

Sincerely,

Jaime Grayson
Principal
Conrad & Altman Technology Services
(650) 555-1212
JaimeGrayson@CATS.com
www.ConradAltmanTechnology.com



PROPOSAL

Computer System Services

Prepared for: Terrance Ewing
Partner

Prepared by: Jaime Grayson
Principal



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NON-DISCLOSURE FORM

THIS AGREEMENT is made on this day 4/5/20XX, by and between Conrad & Altman Technology Services (hereafter referred to as “Company”) and Ewing and Clark (hereafter referred to as “Customer”).

Each of the undersigned parties, and the Company, understands that both parties have a desire to establish an employment, consulting or other business relationship between the Company and the Customer.

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[The Proposal Pack Non-Disclosure is a 4 page agreement (a short form version is also available). See the Proposal Packs for the complete text of the Non-Disclosure agreement]

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4.1 Governing Body.

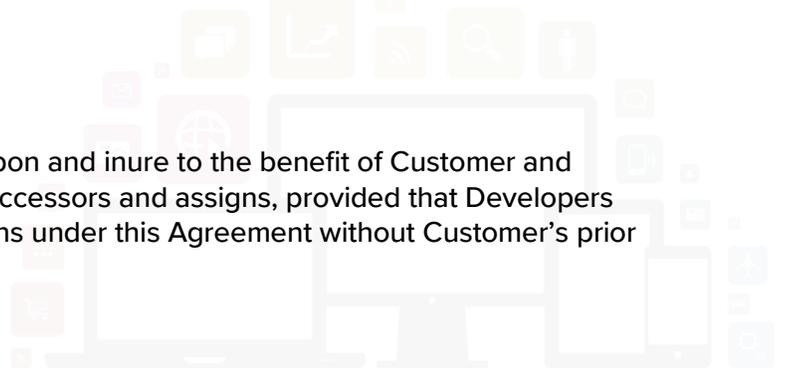
This Agreement shall be governed by and construed in accordance with the laws of the State of CA. Exclusive jurisdiction and venue shall be in the Santa Clara County, CA Superior Court.

4.2 Entire Agreement.

This Agreement supersedes all prior discussions and writings and constitutes the entire agreement between the parties with respect to the subject matter hereof. The prevailing party in any action to enforce this Agreement shall be entitled to costs and attorneys’ fees.

4.3 Binding Effect.

This Agreement shall be binding upon and inure to the benefit of Customer and Developers and their respective successors and assigns, provided that Developers may not assign any of his obligations under this Agreement without Customer’s prior written consent.



Each party represents and warrants that, on the date first written above, that they are authorized to enter into this Agreement in entirety and duly bind their respective principals by their signature below:

EXECUTED as of the date first written above.

Ewing and Clark

By: _____

Title: _____

Date signed: _____

Conrad & Altman Technology Services

By: _____

Title: _____

Date signed: _____





EXECUTIVE SUMMARY

The Objective...

Ewing and Clark is a full service Attorney and Paralegal Firm in the San Francisco area.

- 📶 Need #1 : Desktop system upgrades.
- 📶 Need #2 : Weekly support for in-house computer and network systems.
- 📶 Need #3 : Disaster recovery process evaluation and installation.
- 📶 Need #4 : Risk assessment evaluation and security installation.

The Opportunity...

Ewing and Clark is at high risk for computer security breaches and is in need of initial upgrades and long term system support.

- 📶 Goal #1 : Evaluate current system needs and growth plans.
- 📶 Goal #2 : Reduce costs of support and security maintenance.
- 📶 Goal #3 : Disaster recovery planning and implementation.

The Solution...

Conrad & Altman Technology Services will provide technology consulting in the following areas.

- 📶 Recommendation #1 : Full evaluation of current and future desktop and server needs.
- 📶 Recommendation #2 : Weekly support for all systems.
- 📶 Recommendation #3 : Develop disaster recovery plan and implement.
- 📶 Recommendation #4 : Perform risk assessment and update systems.
- 📶 Recommendation #5 : Development of complete system documentation.





COST SUMMARY

Development Costs	Amount
Project Development – Discovery Process	\$2,500.00
Initial Desktop System Upgrades	\$5,600.00
New Server Installation- Hardware, Software	\$10,000.00
New Server Installation- Labor	\$4,000.00
Total Development Costs:	\$22,100.00
Ongoing Monthly Costs	
Gold Package Support- M-F 8am-5pm (5 hr/month)	\$500.00
Additional hours (if requested) M-F 8am-5pm	\$100/hour
Additional hours (if requested) M-F after 5pm, Sat/Sun	\$150/hour
Total Ongoing Monthly Costs:	\$500.00
Miscellaneous Costs	
Additional hardware or software (if requested)	Variable
Total Miscellaneous Costs:	Variable
Total Initial Costs	\$22,100.00
Total Ongoing Monthly	\$500.00
Total First Year	\$28,100.00

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.



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- 3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.
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