**PROPOSAL FOR ONLINE PAYMENT**

**COVER LETTER**

18th October 2014

Kind Attention: Manager, IT Department

Dear Rajeev,

Ref:

This is with reference to ASSET HOME’s requirement submitted on 17th October. This proposal has been prepared in conformity with the clarifications in specifications received from ASSET HOME.

By selecting Cedar Solutions as its outsourcing partner, ASSET HOME can effectively leverage the proven experience, focused technology skills and domain knowledge necessary to handle its requirements. Cedar Solutions provides all the advantages of interfacing with a local company while providing cost effective solutions from its offshore facilities. The biggest advantage to ASSET HOME would be the satisfaction of projects executed on time and within the budget.

Thank you for your interest in Cedar Solutions. We envision working on this project for ASSET HOME and in having a long and successful collaboration with ASSET HOME.

Sincerely,

Cedar Solutions

**Contact Information**

|  |  |  |
| --- | --- | --- |
| Justine Paul – Marketing Manager **(INDIA)**Email : justine@cedarsolutions.inMobile : +91 98 47 27 35 79Phone : +91 484 2427090 |  |  |

**CEDAR SOLUTIONS AT A GLANCE**

Cedar Solutions is a fast growing web based software and creative services provider located in Kochi, Kerala, India. We have provided web-enabled solutions to many public and private sector companies in India including those coming under the State and Central Government.

We believe in a long-term relation with our ASSET HOMEs and it reflects in our work. We provide quality software solutions, periodical reports on projects status and excellent technical support. We have a team of experienced and skilled personnel who take pride in providing solutions that work for the ASSET HOME. We have clients spread across the globe including the US, Europe, Australia, and the Middle East. We have tie-ups with companies in the US as well as Australia.

We provide quality web-enabled solutions for small to medium firms as well as Multi National Corporate Companies.

**Our expertise includes:**

• Web Development, Implementation and Support

• Technology Architecture and Consulting

• Web-based Product Development

• Project Management and IT Staffing

• Web Application Integration

• Server Hosting and Email Solutions

• Creative Multimedia

**CEDAR SOLUTIONS UNDERSTANDING OF THE REQUIREMENTS**

Asset homes. The new Generation builder who rebuilt the face of Cochin. Setting up a high standard for the fast and developing metro. Being a name that has sensed quality in every work, efficiency in delivery and satisfaction for all. Asset has created a montage of interesting technical inputs to suite your life style. With an eye for perfection and transparency Asset believes in building relationships.

The project is to create an online payment syatem for ASSET HOME.

**Scope of Work**

**Study Business requirements and Objectives**

We are expected to perform detailed discussions with ASSET HOME management and departments to identify the business and technical requirements for the project. The requirements document will be reviewed and signed off by ASSET HOME before the commencement of design and development.

**Security**

We will implement secure control mechanisms to manage access to designated information / functional areas in the project for ASSET HOME staff with username and password. The project should comply with the information security policies, procedures, standards and practices of ASSET HOME.

**Training and Documentation**

After the consultation with ASSET HOME project team, we will provide professional training to ASSET HOME staff and administrator for managing the Software.

**Assumptions / Out of Scope**

• The estimations are based on the current understanding of the requirements received from ASSET HOME

• The estimation doesn’t include the development of any interface to third party APIs or applications

• The estimations are based on the technologies listed below on the ‘Technology Stack’ section

• Lazy loading is out of scope

• ASSET HOME will provide the following prior to the project kick-off:

 • Sample data

 • Resolve application and license

 • Order of the import

• The testing and final acceptance would be based on the test cases provided by ASSET HOME

• ASSET HOME will provide the licenses for the 3rd party software/tools (if required) that are not listed in the ‘Technology stack’ section

**Technology Stack**

• PHP

• MySQL

• Java Script

• JQuery

• AJAX

• HTML

**CEDAR SOLUTIONS DELIVERY STRATEGY**

**Cedar Solutions Delivery Model**

• Cedar Solutions delivery strategy is based on the foundation of its 10 years of assured delivery experience, coupled with the innovation which has delivered results to its customers during the period of engagement. Through this model, Cedar Solutions has been successful in aligning the customers’ business strategy with the technical solutions.

• The foundation blocks are supported across the delivery spectrum with pillars of quality services and the executive sponsorships.

• The core of the model is based on Cedar Solutions proactive investments into R&D activities to refine and redefine the global sourcing and delivery models to its customers. The core activities are well supported in terms of other cornerstones to the delivery model.

• The core engineering/project teams working as an independent life cycle business unit. Each team will have a well-balanced composition of the technical and the project management skills that are essential for the successful delivery of the project.

• For ASSET HOME, a core team will be formed and retained to provide uninterrupted services to ASSET HOME throughout the life cycle.

• The data and the metrics from the cornerstones flow into the enterprise project management tool, to provide transparency and visibility to both Cedar Solutions and customer teams alike.

**Unique Aspects of Cedar Solutions Approach**

In addition to incorporating industry ‘best practice’ methods in Cedar Solutions approach for this project, Cedar Solutions will offer several unique, added-value items including:

• Prior experience and expertise in developing and delivering similar applications – Cedar Solutions expertise in successfully designing, developing and delivering mission critical applications with similar scope on-time and within budget

• Experienced Team – Cedar Solutions is proposing team members who have extensive experience managing and developing contact center applications, deploying high-tech architectures, and using industry standards and tools

• Company Commitment to Excellence – Cedar Solutions is fully committed to the success of its customers and to providing outstanding service and value to them. As demonstrated in Cedar Solutions previous engagements with other organizations, Cedar Solutions will bring this same high level of commitment to this project

**CEDAR SOLUTIONS PROPOSED APPROACH**

The following modules / functionalities would be developed as part of the solution:

**Database Development**

• Database Access

• Load Database

• Design/Create tables

**Tool Design and Development**

**There will be mainly 2 modules in the software.**

Client Console

Admin Console

**CLIENT CONSLOE**

**Following are the main links that comes in the client console.**

1. **Online Payment Integration**

Integrating online payment gateway to the existing website. The code for the integration needs to be provided by the client.

1. **Display Of Projects in Online Booking Section**

In this page there should be a provision to select the project, which is available for online booking. By selecting the project, its logo, elevation, location and Types (2BHK, 3BHK) will display. By selecting the Type the project cost will display along with the Booking amount. Also there will be a button for online booking.

The Customer needs to provide some basic information and need to click on the make payment button. This will leads the customer to the payment page of the Third Party. After this the customer will come back to our websites page with the payment status.

These details will be stored in our database to cross check with the Third Party’s report.

**ADMINISTRATION CONSOLE**

1. **Reports**

Reports based on the online booking.

**Proposed Team Structure**

The Total resources considered are:

• Project Manager – 1 Number

• Project Leader – 1 Numbers

• Developers – 3 Numbers

• Test Engineer – 2 Numbers

• UI Designer – 1 Numbers

**COMMERCIALS**

|  |  |  |
| --- | --- | --- |
| **Sl NO** | **Module** | **Cost (Rs)** |
| 1 | Payment Integration | 15,000 |
| 2 | Display Projects in Online Booking section | 7,000 / Project |
| 3 | Reports | 8,000 |

The effort may change after the detailed system study.

**Payment Notes:**

**•** Proposed project plan has been separately provided, the payment schedule will be drawn in accordance with the approved project plan

• The travelling expenses and accommodation has to be provided by ASSET HOME, in the case of ASSET HOME Visit

• Advance will be 50% of Total Cost

• 25% on approval of the design

• Balance 25% on successful demo of the software.

• Project will be initiated after receiving the advance as mentioned above

• Cedar Solutions would provide 15 calendar days of free support (exclusively for bug fixing) post acceptance

• ASSET HOME will pay Cedar Solutions within 14 days from the date of invoice

**Terms & Conditions**

**Changes to Specifications**

ASSET HOME can request for changes to be made to the scope of work or the application during the development. Change request should be made in writing. Cedar Solutions shall evaluate each change request and provide a time and cost estimate for incorporating such changes to the system. Cedar Solutions will attempt to provide the estimate for incorporating the change request within 2 working days of receiving the change request.

When both the parties agree to implement a change requested to the contract services, the details of such a change shall be specified and agreed in writing by all the parties concerned.

**Availability of Data**

ASSET HOME shall provide all such documents and data as required by Cedar Solutions for the execution of the work.

 **Confidentiality**

ASSET HOME and Cedar Solutions will strive to maintain strict confidentiality regarding the project members, discussions held, documents, information and reports exchanged. Each party undertakes at all times to hold in confidence for the other party and not to print, publicize or otherwise disclose to any third party confidential information of the other party.

**Non-Hire**

Neither ASSET HOME (or their ASSET HOME's) nor Cedar Solutions shall employ, hire, recruit or offer employment to the other party's personnel, directly or indirectly through any another intermediary party, during the term of the services related to this agreement are in progress and for a period of two (2) year after the termination of this Agreement, unless written consent is received from the other party.

In case, ASSET HOME wishes to avail any other services from Cedar Solutions, right authorities shall be informed well in advance and terms of the service and details have to be discussed and agreed upon mutually in advance.

**Interruption of Work**

Delay in work due to reasons extraneous to Cedar Solutions (e.g., non-availability of ASSET HOME personnel etc.), which leads to proportionate extension of the project duration, will be chargeable extra.

**Force Majeure**

Cedar Solutions will not be responsible for the delays due to Acts of God, violence, strikes, civil commotion, war, floods etc., that have direct impact on execution of the project.

**Validity**

The proposal is valid for a period of 8 weeks from the date of this offer.

**CEDAR SOLUTIONS PROJECT MANAGEMENT APPROACH**

**Organizational Approach**

The proposed project organization structure and the definition of roles of the project stakeholders underscore the twin project organization objectives of:

 • Project Coordination and Control

 • Proactive Issue Identification / Resolution

**Project Stakeholders – Roles and Responsibilities**

**Project Coordinator (PC):**

Would act as the single point of contact for Cedar Solutions project team for direction, support, approvals, communications, contractual issues and change management, to successfully complete all work related to this engagement. ASSET HOME PC is responsible for acceptance of all deliverables related to this engagement and would play a crucial role in the success of the project. Some of the responsibilities of the PC would be:

• Providing project-related information and feedback / clarification to queries

• Approval of work / documents

• Defining project standards

**Program Management Office (PMO):**

The Project Management Office (PMO) is the Cedar Solutions department that defines and maintains the standards of process related to project management, within the organization. Cedar Solutions PMO strives to standardize and optimize the processes for the execution of projects. The PMO is the source of documentation, guidance and metrics on the practice of project management and execution.

To mitigate the time and distance challenges of the project, Cedar Solutions PMO would provide delivery oversight for the project engagement and reporting to the top management for a strategic purpose. The PMO’s would monitor the following:

• Risks

• Issues

• Schedule delays

• Effort overruns

• Process Non conformances

• Facilitate escalation, Analyze and act

• Scope changes

• Staffing

• Projections

**Project Manager (PM):**

The PM has the overall responsibility for the project delivery - to ensure the progress / completion of projects within budget and time schedules. The PM prepares the plan of action, requests for resources, decides structure of the project team, assigns responsibilities, finalizes project schedule, and co-ordinates with the QA team. S/he would also co-ordinate resource identification / allocation from Cedar Solutions pool of resources. S/he would be responsible for managing the entire offshore team. Specific responsibilities include:

• Planning / scheduling and tracking of every phase of the project

• Allocation of the appropriate resources to the project

• Offshore Project Management

• Interaction with the ASSET HOME and project teams

• Updating the ASSET HOME on the progress of work

**Project Management Methodology**

At Cedar Solutions, we believe in quantitative project management, wherein the project is measured and statistically controlled using metrics (past, present and some predictive).

Benefits:

• Continuous Process Improvement

• Reduce Cost (Testing and Re-work)

• Quantitative and Objective Measures for Delivery and Quality

• Relevant Metrics to Improve Project Delivery

• Document Detailed Work Plans with Planned Schedules and Effort

• Track Cost and Schedule at the Team Task Level

• Dynamic Analysis

• Compare against Organizational Baselines (our average and normal statistical variance)

• Determine Causes & take Corrective Actions Early

• Predict Delivery Date and Cost

The above are a few of the important benefits of our Project Management practice that we would translate to your benefit too. Our PM practices ensures that you will have the benefit of our highly mature process, which means faster time-to-market, greater quality and service levels and always on-schedule, effort and budget, all this at reduced costs.

**Tracking and Status Reporting**

Cedar Solution would adhere to the following process for tracking and control of progress and timely provision of deliverables:

1 A software project plan would be prepared prior to the start of each project encompassing the development approach, schedule, and assigned responsibilities to package, transmit, test, accept, and implement the project to be developed

2 A project start up meeting would occur at the beginning of each project in order to gain mutual agreement between Cedar Solutions and ASSET HOME on the Project Management Plan and the development approach to be used for the project. The agreement is backed by a signed document, resulting in a base lined Project Management Plan

3 Cedar Solution would conduct status-reporting activities on a weekly basis. These include:

• Written status reports to be delivered weekly describing the current status of each project.

The information contained would include:

• Updated Project schedule for each project

• Project issue log summarizing weekly issue management & resolution activity

4 Cedar Solutions would conduct a closure meeting to bring formal conclusion to each project. The purpose of this meeting is to confirm acceptance of all deliverables, resolve any open issues, and to bring formal and administrative closure to the engagement

**Communication Plan**

Successful execution of projects requires clear lines of communication between Cedar Solutions and ASSET HOME key points of contact. Cedar Solutions project communication process includes a commitment to timely decision making, weekly status updates on action items, and interactive resolution of issues. The Offshore Development Communication Plan defines a typical interaction between the Cedar Solutions offshore team and ASSET HOME coordination team associated with the project.

The following information would be collected and finalized prior to commencement of the project:

• List of the important contact emails and phone numbers of the various Cedar Solutions and ASSET HOME team members

• The planned communication methods and techniques

• The templates to be used for planned communications

Communication between ASSET HOME and Cedar Solutions would be done normally using e-mail, chat and conference calls. Cedar Solutions has an excellent infrastructure and Internet connectivity, which ensures timely communication between the onsite and offshore teams.

ASSET HOME and Cedar Solutions would decide on a template for communication / documentation, before the start of the project. The necessary files can be either sent through FTP to the Cedar Solutions server or to ASSET HOME server as agreed, or by email depending on the size of the files. Cedar Solutions would create a separate email address for project related communication. Emails sent to this address would be forwarded to the relevant members of the offshore team. Resolution of queries, problems or issues arising during the progress of the project would also be done using email, chat and conference calls.

Project status reports (usually weekly, every Monday morning) and minutes of meetings (usually within one working day of any meeting be it a teleconference or IM) related to projects are sent at regular intervals, as required by ASSET HOME. The format of reporting would be as provided by ASSET HOME before the start of a project. If ASSET HOME does not have a specified format, then Cedar Solutions would follow the internal quality templates for the same. ASSET HOME would be informed of the progress of the project, on a mutually agreed reporting pattern throughout the lifecycle of the project.