Document Description			
Document	Commercial Proposal 57292		
Client	Ministry of Justice		
Project	MOJ - Branston		
Brief Description	RF Infrastructure Replacement		
Distribution list			
Version #	Change	Author	Date
1.0	Initial Document Release	~~Lee Sanderson~~	23rd June 2015
2.0	Added Budget T&S	~~Lee Sanderson~~	25th June 2015
3.0	Added Database and Application Server	~~Lee Sanderson~~	8th July 2015
4.0	Include Payment Schedule and sample Business Requirement document	~~Lee Sanderson~~	30th July 2015
5.0	Remove Admin and Mileage Fees	~~Lee Sanderson~~	18th Aug 2015

Overview.

This Commercial Proposal has been generated to detail the necessary efforts and involvement of ProAct resources to satisfy the following client requirements:

* To procure, test and commission new RF Infrastructure at the Branston Facility.
* To procure, test and commission a new RF server to support the infrastructure at the Branston Facility.
* To design, develop and test an application upgrade to allow for the better use of RF screen 'real estate'.
* To procure, test and commission a new User Acceptance Testing (UAT) server at the Branston Facility.

This project is seen as the medium term to long term fix of the issues currently being encountered by the Branston Operations team.

However, it would be prudent to budget for hardware replacements every 3 – 5 years in order to keep aligned with current industry standards.

Procurement List.

* 1 x Database Server – ~~Dell PowerEdge Series (Windows, 2TB Disk, 16GB Memory)~~
* 1 x Application Server – As Above
* 1 x RF Server – ~~Dell PowerEdge Series - As Above~~
* 1 x UAT Server – As above
* 6 x Access Point – ~~Motorola~~
* 13 x RF Truck Mount Terminals – Motorola ~~VH10 Series~~
* 3 x RF Hand Held Terminals – Motorola ~~MC Series~~

Please note that specific equipment models have not yet been confirmed. Some of the first tasks to action, upon order acceptance, is to confirm the project plan milestones, confirm the RF equipment models and server models with all parties before purchase.

ProAct Activities.

The following ProAct activities will be actioned over a number of phases, these being:

Phase One – Procurement, Set-up and Testing of new hardware.

Prerequisites:

- A site survey will be carried out by the selected vendor of the replacement RF equipment to ensure that the correct equipment is procured. This is the point at which the most appropriate model of RF Truck Mount and RF Hand Held scanners will be discussed and agreed upon with Ken Smith.
- This Commercial Proposal document is based upon the assumption of an acceptable site survey with no significant change and an agreed list of the high level requirements to be delivered as a result of the supply and implementation work outlined in this proposal. A sample Business Requirements List is inserted below. This document will be updated following the site survey meeting and agreed by all parties.

NDC High Level
Business Requiremen

Activity List:

- All procured hardware will be delivered directly to ProAct International premises for set-up and testing.
- The new RF server will be configured to use the existing RF Servers IP Addresses. All new RF Access Points will be configured on a makeshift network to the RF Server utilizing the IP Address.
- A new UAT server will be configured in order to allow personnel to test any application enhancements locally at Branston thus removing the need and expense to travel to the ProAct offices in order to test any enhancements.
- A new Database server will be configured. This will allow for the hardware platform to be brought up to date and be supportable going forward.
- New back-up scripts are to be written to remove the need for tape back-ups. These back-ups will be automatically transferred to either the UAT server or a new NAS drive.
- A new Application server will be configured. This will allow for the hardware platform to be brought up to date and be supportable going forward.
- Once tested, the configured and tested equipment will be delivered to Branston.

Phase Two – Commissioning of RF Server, RF Access Points and RF Hand-held Devices.

Activity List:

- On a mutually agreeable weekend, the new RF Server and new RF Access Points will be commissioned. The assumption is that the new RF Access Points will be installed alongside the existing RF Access Points. Once the new environment is tested and proved working, the old RF Access Points can be decommissioned at HP / Branston's leisure (physically unscrewed from the wall and scrapped).
- On the same weekend:
  - The new RF Hand-held terminals will be tested to ensure that they connect to the RF network. The RF Hand-held devices will be immediately available for use.
  - The new UAT Server will be commissioned.

Assumptions:

- The assumption is that there is sufficient cabling in place to install the RF Access Points alongside the existing RF Access points.

Phase Three – Commissioning of the RF Truck Mount Terminals.

Prerequisites:

- The Branston engineering team will be responsible for any 'engineering activities' of physically attaching the RF Truck Mount Terminals to the actual Trucks.

Activities:

- As the new RF network will be established and working, the new RF Truck Mount Terminals will be commissioned as and when available from the Branston engineering team.
- This will be a Branston led activity but with on-going support provided by ProAct during the commissioning phase.

Phase Four – Application Upgrade.

Prerequisites:

- All RF Truck Mount terminals are commissioned and no problems have been encountered. This is effectively a checkpoint before introducing the application changes.
- A UAT Server is available in readiness for the Branston operations team to acceptance test any application changes.
- Any application RF Screen changes are discussed with the Branston operations team, agreed and documented.

Activities:

- In order to take advantage of the latest RF technology of greater screen sizes, some application screens will be resized in order to give the operations team better information about the current 'job' they are undertaking as well as subsequent 'jobs' that might have been assigned to them.
- All application changes will be delivered to the UAT environment for review and testing before being migrated to the production environment.

High-level Project Plan.

Activity	Week 0	Week 1	Delivery Lag	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Change Request Approved	•										
Project Plan created and agreed		•									
Server Specifications Agreed		•									
RF Truckmount Models Agreed		•									
RF Handheld Scanners Agreed		•									
All Hardware Ordered		•									
Phase 1 - Hardware Configured at ProAct				•	•						
Phase 1 - Hardware Delivered to Branston						•					
Phase 2 - Hardware Commissioned						•					
Phase 2 - RF Handheld Available for Use						•					
Phase 3 - Truckmounts commissioned								•	•		
Phase 4 - Application Changes Agreed and Documented					•						
Phase 4 - Development Changes Applied						•	•				
Phase 4 - Development Changes Acceptance Tested									•		
Phase 5 - Development Changes Deployed										•	
Project Sign-off											•

Costs

It has been assumed that the following chargeable activities will be required in order to complete this Cost Proposal. These costs should be considered as 'Firm' but not 'Fixed'. These costs have been calculated on our current understanding of the requirement.

Work item	Charge
Phase 1 – Procurement, set-up and testing of new hardware	███████
Phase 2 – Commissioning of RF Server, Access Points, Hand-helds	██████
Phase 2 – Budget Travel & Subsistence Costs (█ people on-site for █ nights)	███
Phase 3 – Commissioning of Truck Mounts	██████
Phase 4 – Application Upgrade	██████
	███████

Hardware Support.

Item
1st Line Remote Diagnostic Hardware Support, for the following items: • 1 x Database Server • 1 x Application Server • 1 x RF Server • 1 x UAT Server • 6 x RF Access Points • 3 x Hand Held RF Terminals • 13 x RF Truck Mount Terminals Above provided on the basis that back-to-back maintenance agreements are maintained with the hardware service providers. Any server breakdowns will be reported to the equipment manufacturer, whom will be requested to attend site. Any broken RF Terminal or Truck Mount Terminal will be forwarded to the manufacturer for repair. Any charges will be paid for by the Authority. All site visits will be deemed chargeable but will be authorized in advance by the authority. A Hardware Support Review will be necessary after a 3 year period as most hardware manufacturers only provide a 3yr warranty period. The Hardware Support fees will be charged annually. The support fee is subject to an annual review.

Annual Recurring Fees	███████

Payment Schedule.

	Charge
Upon delivery of replacement servers	
Upon delivery of replacement of RF equipment	
Upon commissioning of replacement servers and RF equipment	
Upon delivery of application changes to UAT environment	
Upon commissioning of replacement servers and RF equipment and then annually thereafter upon anniversary	

Standard Terms and Conditions

All work will be undertaken under the MoJ Standard Conditions of Contract.

General.

* All fees and prices are quoted in UK Pounds Sterling and are exclusive of UK Value Added Tax (VAT). Other currencies may be quoted by agreement.
* All fees and prices quoted are subject to confirmation and acceptance.
* All fees are provided on a 'Firm but not Fixed' basis, and, as such ProAct reserves the right to change the fees should the actual effort to complete the necessary work items change.
* Invoice Payment Terms are 30 days from date of invoice unless stated otherwise.
* All communication medium costs of any form, are billed monthly in arrears.
* All hardware, operating systems, utilities and infrastructure are to be provided by the client unless otherwise agreed.
* A sufficient payment plan must be in place in order that any hardware, operating systems, utilities or infrastructure items purchased by ProAct, on behalf of the customer, are paid for in advance of the actual purchase.

Support Fees.

* All Support Fees will be invoiced upon Delivery of all or part of the software. The annual Support Fee payment is then due on or before the anniversary date thereafter.
* Any deliverables deemed subject to an increase in the annual support fees, will be invoiced Upon Delivery of all or part of the software. Such support fees will be pro-rated into the Annual Support fee.
* Annual support fees are subject to an annual review and cancellation is 30 days in advance of renewal.

Service Fees.

* All Service fees will be invoiced monthly, on a pro-rata basis over the 'planned' duration of the project, in advance. Man-day rates are subject to an annual review.
* All fees are based upon the effort being carried out within a normal 7.5 hour working day, Monday through Friday. At the customer's request, should any weekday or weekend overtime be required to complete the necessary work items, then additional fees may be charged. Weekday overtime will be charged at 1.5 times the fee rate, weekend overtime will be charged at twice the fee rate.
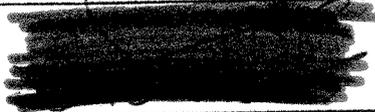
Travel Expenses.

* A budget cost for Travel and Expenditure has been assigned to this Cost Proposal. Should this budget be insufficient, then an alert will be issued to the Authority for further approval.

Sign-off

I hereby authorize ProAct International Limited to proceed with this Commercial Proposal in accordance with the detail above.

	Approval	
~~Graham Barker~~	████████████████	01/09/15
~~Tom Henderson~~	████████████████	01/09/15
~~Jim Fox~~	████████████████	01/09/15
~~Alastair Mackie~~ Contracts Manager MoJ TDCCMD		
~~Chris Avery~~ Deputy Director MoJ TDCCMD	████████████████	10/09/15