



Website Feature Development Proposal

Sent November 12, 2019

FROM

Bravus Solutions

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TO

Rhode Island Academy of Physician Assistants

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Providence, RI 02908

Context and Objectives

Jim, thank you for considering our services to you and the Rhode Island Academy of Physician Assistants. We thoroughly enjoyed discussing your plans for the embedded eCommerce enhancement to your organization's website. Based on our conversation, we will augment the website with the following features and for the prices listed below:

The goal of the enhancement is to:

1. Allow website visitors to visit a donation page to submit payments to the RIAPA political action committee (PAC) merchant account.
2. Improve the website landing page's cosmetic appearance
3. Improve the marketing and recruitment of website visitors to become members of RIAPA
4. Improve the marketing and processing of online donations for the RIAPA PAC

To achieve those objectives, RIAPA shall enter into a contract with Bravus Solutions. Bravus Solutions will be in charge of:

- Facilitating the hosting for <https://pac.riapa.org> with an economical hosting provider (ie. NameCheap Stellar Hosting)
- Modifying the current website user interface hosted in the current Wild Apricot website product
- Building a website user interface for securely obtaining donations from website visitors for the RIAPA PAC merchant account
- Establishing a dashboard for the retrieval of transaction information from the RIAPA PAC PayPal account.
- Performing quality assurance testing of the donation processing system
- Deploying, installing and configuring the eCommerce feature to <https://pac.riapa.org>
- Deploying, installing and configuring the marketing improvements and cosmetic changes to <https://riapa.org>

The hosting secured for the RIAPA PAC website will be a cost incurred by RIAPA external to the terms of this contract. This hosting must be secured before the development work can begin. An option exists for RIAPA to elect Bravus Solutions manage the entire hosting acquisition process. If this option is exercised, the cost of hosting the RIAPA PAC website will be passed to RIAPA on an annual basis.

The final deliverable for this project will be a fully functional website as it currently stands, augmented with a donation processing system, an improved marketing strategy and an aesthetically-pleasing cosmetic appearance.

Timeline

The estimated date of completion is 3 January, 2020, when the website features and improvements will be deployed to the website hosting provider and be fully operational online.

We will follow a “phased” approach for website development to ensure you are completely satisfied with the product delivered and to avoid any unforeseen errors or delays. Development will consist of three phases.

Phase 1 (1 week): Design and Architecture

The first phase will take place at the moment we initiate the work and will end after one week. An initial analysis of your current software solution will be conducted during this phase and a concept of development operations will be developed. At the end of this phase (or “milestone”), we will present the overall feature design to you via pseudo-code, images, wire-frames, mock-ups and sketches. These concepts will be sent to you via email and an online conference call will allow for us to discuss any necessary modifications to the look-and-feel of the feature and the architecture of the proposed code change. Corrections will be made if needed and a final conference call no less than two days after the first one of this phase will be scheduled to achieve final approval of the overall feature design.

Phase 2 (1 week): Development and Implementation

The second phase of development will then begin and complete no later than two weeks after the initiation of work. At this milestone, the project will be what is called “feature-complete”, and a conference call will demonstrate the website in our test environment. You will observe an operational version (or “Beta” version) of your new web application. Although the web application will be operational in our test environment, the product will not be guaranteed to be completely defect-free. Those defects (or “bugs”) will be eliminated in the third phase.

Phase 3 (1 week): Quality Assurance and Deployment

Finally, the third phase of development will then begin and will end no later than three weeks after the initiation of work. At this milestone, the project will be considered ready for deployment to a live production environment on the open web for public use. A conference call will demonstrate all features without noticeable errors. Although we would like to guarantee perfection in the final product, we cannot assure that all errors are completely removed. Although unlikely, one or more “bugs” could still be present, but the phased approach will ensure that the effects of these bugs will be minimal. A thorough walk-through of the website at the third conference call will demonstrate our exhaustive quality control before deployment for public use.

Last but not least, the product will then be released to the open internet no later than one week after the final milestone conference call to ensure proper deployment procedures are met and to allow for any unforeseen circumstances to be mitigated and corrected.

Fee Summary

Required: Please select one or more of the options below to accept the proposal.

Fee Summary (Base + Monthly Plan)

\$707.00

Work shall begin upon your agreement to the overall price below, your signing of the contract detailing the above features and timeline, and your initial deposit of **\$99.00**, paid either by an online payment or check mailed to 625 N Prince Henry Way, Cameron, NC 28326. At the completion of phase two and the acceptance of the feature-complete product via conference call, a second invoice in the amount of **\$618.00** will be sent. The final product will deploy for public use at the closing of the final balance.

ITEM NAME	UNITS	RATE (USD)	TOTAL
Embedded eCommerce Feature - Phase 1 Initiation	1.0	\$99.00	\$99.00
Embedded eCommerce Feature - Phase 2 Complete	1.0	\$399.00	\$399.00
Web Development Services	2.0	\$100.00	\$200.00
Monthly Website Maintenance Fee	1.0	\$9.00	\$9.00
Total			\$707.00

Fee Summary (Base + Annual Plan)

\$797.00

Work shall begin upon your agreement to the overall price below, your signing of the contract detailing the above features and timeline, and your initial deposit of **\$99.00**, paid either by an online payment or check mailed to 625 N Prince Henry Way, Cameron, NC 28326. At the completion of phase two and the acceptance of the feature-complete product via conference call, a second invoice in the amount of **\$698.00** will be sent. The final product will deploy for public use at the closing of the final balance.

ITEM NAME	UNITS	RATE (USD)	TOTAL
Embedded eCommerce Feature - Phase 1 Initiation	1.0	\$99.00	\$99.00
Embedded eCommerce Feature - Phase 2 Complete	1.0	\$399.00	\$399.00
Web Development Services	2.0	\$100.00	\$200.00
Annual Website Maintenance Fee	1.0	\$99.00	\$99.00
Total			\$797.00

Thank You

Jim,

We are honored to be of potential service to your organization. We have over twenty years of desktop, web and mobile application development experience within a technologically agnostic and platform-independent production culture. From the time of our founding, we have performed work on a wide variety of private-sector projects, including those for the medical, political, hospitality, and charitable industries, and a multitude of public-sector projects for both the United States Department of Defense and Department of State.

Our primary skills lie with desktop, web, and mobile application development using all modern programming languages, constructs, and frameworks. As the Owner, President, and CEO of Bravus Solutions, I began my developer career after achieving both Bachelor's and Master's Degrees in Computer Science from Georgetown University and George Mason University, respectively. I have mentored and honed my staff and industry partners to excellence in the disciplines of application design, software development and computer science.

Over the last six years, I served as an infantry leader in the United States Army and am currently a Staff Sergeant in the United States Army National Guard with C Company, 2nd Battalion, 19th Special Forces Group (Airborne). I have achieved numerous accomplishments in the field of combat arms as well as Distinguished Honor Graduate awards at all promotion schools.

Thanks again for the opportunity to connect with you and we look forward to speaking with you even more about the project.

Ketan Chand
President, CEO
Bravus Solutions