

<CLIENT ORGANIZATION>  
<REDACTED> RFP PROCESS

**Project**

<redacted> RFP Process

**Attention <redacted>, Manager**

<redacted>

<redacted>, London, ON N6B 2V2

<redacted>

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**Prepared by**

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### Disclaimer

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The opinions expressed are in good faith and while every care has been taken in preparing these documents, the author makes no representations and gives no warranties of whatever nature in respect of these documents, including but not limited to the accuracy or completeness of any information, facts and/or opinions contained therein.

## 1.0 INTRODUCTION

This Statement of Work (SOW) constitutes a proposal tendered by Christopher Muggridge to <Client Organization> for work to commence on December 3, 2014.

## 1.1 TERMINOLOGY AND ACRONYMS

The following defined terms and/or acronyms shall apply to work performed by the Consultant under this SOW.

**"SOW"** represents this Statement of Work document.

**"Consultant"** represents the individual or entity engaged to deliver the services defined in this SOW.

**"Client"** represents the organization that will engage with Consultant for the delivery of services defined herein.

**"Project"** represents the full scope of work that the Consultant will perform for Client under the terms of this SOW.

**"RFP"** represents the Request for Proposal document to be delivered by the successful completion of this project.

## 1.2 CLIENT DETAILS

**Organization:** <Client Organization>

**Primary Contact:** <redacted>

Project Coordinator

<redacted>

<redacted>@<redacted>.ca

## 2.0 SCOPE OF WORK

### 2.1 OVERVIEW

<b>Project Name:</b>	<redacted> Website Portal RFP
<b>Summary:</b>	The Consultant is being contracted by the Client to prepare a website development RFP document.
<b>Payment Type:</b>	Payment will be delivered in full via cheque upon successful completion of the project. The cheque will be made out to "Christopher Muggridge".
<b>Duration:</b>	The project will begin on December 3, 2014, with a targeted end date of December 23, 2014.
<b>Work Location:</b>	The Consultant will work from his office with progress meetings to be held at the Client's location when required.

### 2.2 DESCRIPTION OF SERVICES

The Consultant will work with a committee organized by the Client to define and prepare an official RFP to be distributed to prospective bidders in connection with the development of the <redacted> portal website.

As part of the RFP creation process, the Consultant will guide the Client in determining the necessary requirements to be included in the RFP and the potential list of prospective Bidders to be engaged.

Upon completion of the Project, and at the discretion of the Client, the Consultant may be further contracted to assist in the remainder of the tendering process.

### 2.3 DELIVERABLES

The Consultant will work with the Client to achieve the following results:

- Crystallize project objectives and identify any areas of concern

- Gather information and resources as needed
- Identify potential providers to solicit tenders
- Produce official Request for Proposal document
- Recommend next steps

## 2.4 STATUS REPORTS

Due to the nature and short timeline of the Project, ongoing status reports will be provided to the Client via email and scheduled conferences at their office as needed. Elapsed time between updates is not to exceed 3 days.



## **3.0 CONFIDENTIAL INFORMATION**

### **3.1 OBLIGATION OF CONFIDENTIALITY**

In performing consulting services under this Agreement, Consultant may be exposed to and will be required to use certain "Confidential Information" (as hereinafter defined) of the Client. Consultant agrees that they, their employees, agents, or representatives will not use, directly or indirectly, such Confidential Information for the benefit of any person, entity, or organization other than the Client, or disclose such Confidential Information without the written authorization of the Client, either during or after the term of this Agreement, for as long as such information retains the characteristics of Confidential Information.

### **3.2 DEFINITION**

"Confidential Information" means information not generally known and which is proprietary to the Client or to a third party for whom the Client is performing work, including, without limitation, information concerning any patents or trade secrets, confidential or secret designs, processes, formulae, source codes, plans, devices or material, research and development, proprietary software, analysis, techniques, materials, or designs (whether or not patented or patentable), directly or indirectly useful in any aspect of the business of the Client, any vendor names, customer and supplier lists, databases, management systems and sales and marketing plans of the Client, any confidential secret development or research work of the Client, or any other confidential information or proprietary aspects of the business of the Client. All information which Consultant acquires or becomes acquainted with during the period of this Agreement, whether developed by Consultant or by others, which Consultant has a reasonable basis to believe to be Confidential Information, or which is treated by the Client as being Confidential Information, shall be presumed to be Confidential Information.

### **3.3 PROPERTY OF THE COMPANY**

Consultant agrees that all plans, manuals, and specific materials developed by the Consultant on behalf of the Client in connection with services rendered under this Agreement, are and shall remain the exclusive property of the Client. Promptly upon the expiration or termination of this Agreement, or upon the request of the Client, Consultant shall return to the Client all documents and tangible items, including samples, provided to Consultant or created by Consultant for use in connection with services to be rendered hereunder, including, without limitation, all Confidential Information, together with all copies and abstracts thereof.

## 4.0 RIGHTS AND DELIVERABLES

Upon complete payment of all services provided by Consultant in connection with this Agreement, all drawings, models, designs, formulas, methods, documents, and tangible items prepared for and submitted to the Client by Consultant in connection with the services rendered under this Agreement shall belong exclusively to the Client and shall be deemed to be works made for hire (the "Deliverable Items"). To the extent that any of the Deliverable Items may not, by operation of law, be works made for hire, Consultant hereby assigns to the Client the ownership of copyright or mask work in the Deliverable Items, and the Client shall have the right to obtain and hold in its own name any trademark, copyright, or mask work registration, and any other registrations and similar protection which may be available in the Deliverable Items. Consultant agrees to give the Client or its designees all assistance reasonably required to perfect such rights.

## 5.0 COST

Consultant and Client agree to the following costs and expenses associated with the successful delivery of the Project as defined in this SOW.

### Time and Materials

Consultant's fees for the Project are based on an hourly fee structure as follows.

Role/Title	Rate	Pay Type	Units	Cost
Consultant	\$<redacted>	Hourly	50	\$<redacted>
			Subtotal	\$<redacted>

### Expenses/Reimbursements

Listed below are the expected business expenses to be incurred in the course of delivering the services outlined in this SOW.

Category (Travel, Lodging, etc.)	Cost
N/A	\$0
Subtotal	\$0

### Total Cost

Time and Materials	\$<redacted>
Expenses/Reimbursements	\$0
<b>TOTAL</b>	<b>\$&lt;redacted&gt;</b>

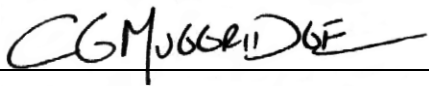


## 6.0 SOW ACCEPTANCE AND AUTHORIZATION

In agreeing to partner with the Consultant, the Client acknowledges that the project scope, deliverables, ongoing management, and methodology outlined in the SOW are satisfactory and agrees to accept the costs and deliverables as specified.

Signature

Signature



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Christopher Muggridge

<redacted>

<Client Organization>

December 3, 2014

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Date

Date

