

{Date}

Learning Portal Maintenance Proposal For {School}

1.0 Proposal Overview

This proposal covers the maintenance of the learning portal .for {School} . The objective is to provide to provide technical and administrative support services to facilitate efficiency in the online delivery of regular and scheduled courses. The ultimate purpose of the maintenance service will be to keep the portal regularly up to date and responsive to the need of all stakeholders.

2.0 Proposed Services

What is included in the Maintenance Proposal is:

Alternatively we are able to take charge of all functions pertaining to running the portal; delivering all development and administration which include making course shells, uploading users, reporting, faculty training programs. Specifically the following are :

1. User Management - add/delete/review user profiles ; create users and enroll them into courses
2. Course Management - creating, reviewing, deleting course shells and meta-courses.
3. Reporting - Reporting logs will let you view all of the user activity of Portal by date including attendance reporting for students available. You are trying to promote interactivity in your distance learning courses, you can use the reports to give recognition to the faculty members who have the most student activity in their courses.
- 4 Course Documents Updating : Uploading of fresh course materials ; documents, pdf, html , audio , video , flash, Powerpoint . Deletion of obsolete material.
- 5 Course Structure Review and Updating : Creation of courses; students and teachers participation and correspondence, forums, chats , quizzes and assignments.

- 10 Ondo Street, Old Bodija Estate , Ibadan. Nigeria
- 10 Adebowale Close, Ikeja , Lagos, Nigeria

6. Maintenance of online payment gateways.

7. Graphics & Animation Updates – adding, editing and sizing of any pictures / animations to the existing web portal which does not fall under the scope of the layout or actual design of existing web portal.

8. Other Portal Content Updates – adding, editing and/or removing any text or copy on the existing portal including any articles, reports, contact information and product or service description.

9. Script / Program Updates – adding, editing, removing and installing any scripts, programs or software to the existing portal can be done under the scope of this proposal provided it does not change the overall design or look of the site more than 30%. If this will change the existing web portal more than 30% then it would fall under the scope of a New or Redesign Proposal.

10 General Housekeeping Services

- We monitor your portal intermittently and upon your request.
- We check for and fix any broken links.
- We check for poor or fading images and replace as required.
- We update your web page (static page) Meta tags.
- We list your business with search engines monthly.
- We will test all e-mail accounts for administrators
- We will remain in-touch with your server(s) and inform you if any server changes are important to your account.
- We will make minor changes to sentence or paragraph wording (this does not include removing nearly all the text from a page and replacing it with new text).

11. Complete Monthly Backups – each month your existing web portal will be backed up and saved to our local server.

The scope of this proposal does not include the following:

1. Re-design of site – the scope of this proposal is limited to maintenance and does not allow for complete or partial redesign of existing site.
2. Development of content – the scope does not cover fresh development of course materials and of new course structures.
3. Marketing – the scope of this proposal does not include Search Engine Optimization, marketing campaigns on social media platforms (Facebook, Twitter, etc) or on search engines (Google, Yahoo etc).

The above will be provided at negotiated rates.

3 Remunerations.

It is suggested that the maintenance proposal will be for an initial 12 months period, commencing on the day of notification.

Proposed maintenance proposal sum is N120,000 per month but will depend on scope of assigned duties.

. 4.0 Clients

Xceedia Limited has developed and maintained Learning Portals based on Moodle framework for several clients from all over the world and mainly located in UK and USA. For security reasons and to protect clients anonymity and business strategies, all our work is always undertaken under Non Disclosure Agreements.

5.0 Company information

Xceedia Limited is a software engineering company located in Ibadan, Nigeria. The company was established in 2010 from the amalgamation of two enterprises which had been functional in London, UK since 2005. We create enterprise wide software solutions for clients from all over the world either as local applications or on remote SAAS basis.

Software development

Xceedia creates enterprise wide software solutions for deployment over intranet and internet. Generally Xceedia Limited develops the following classes of applications:

- Content Management Systems (CMS) based applications for corporate, business and social networking.
- Learning Management Systems (LMS) for educational institutions
- Enterprise Resource Planning ERP applications
- Healthcare Management Systems – for deployment by private and public hospitals

Training

We offer several main types of training:

- On-site training - on client's premises on several subjects according to need.
- Off-site training - either on our premises or at conference venues, away from clients' offices.
- Online Learning systems - where can learn and be assessed with all the stages completely at their control.

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