



# PROPOSAL KIT SAMPLE

## Business Services and Consulting Sample Proposal

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Title Page, Table of Contents, Non-Disclosure Form (Long Version), Executive Summary, Cost Summary, Client Operations, Project Management, Contract and Terms, Project Summary, Qualifications, Services Provided, References, Back Page

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# PROJECT

## FASS Facility Update

Prepared for: Michael Fidalgo  
Owner

Prepared by: Constance Wu  
Sr. Consultant



# TABLE OF CONTENTS

Non-Disclosure Form.....	2
Executive Summary .....	4
Client Operations .....	5
Cost Summary.....	6
Contract and Terms .....	7
Services Provided .....	9
Project Management.....	10
Project Summary .....	11
Qualifications .....	12
References.....	13





# NON-DISCLOSURE FORM

THIS AGREEMENT is made on this day 4/5/20XX, by and between QNA Consultants, Inc. (hereafter referred to as “Company”) and Fidalgo Auto Sales and Service (hereafter referred to as “Customer”).

Each of the undersigned parties, and the Company, understands that both parties have a desire to establish an employment, consulting or other business relationship between the Company and the Customer.

.  
.  
[The Proposal Pack Non-Disclosure is a 4 page agreement (a short form version is also available). See the Proposal Packs for the complete text of the Non-Disclosure agreement]  
.  
.

## 4. General Provisions.

### 4.1 Governing Body.

This Agreement shall be governed by and construed in accordance with the laws of the State of WA. Exclusive jurisdiction and venue shall be in the King County, WA Superior Court.

### 4.2 Entire Agreement.

This Agreement supersedes all prior discussions and writings and constitutes the entire agreement between the parties with respect to the subject matter hereof. The prevailing party in any action to enforce this Agreement shall be entitled to costs and attorneys’ fees.

### 4.3 Binding Effect.

This Agreement shall be binding upon and inure to the benefit of Customer and Developers and their respective successors and assigns, provided that Developers may not assign any of his obligations under this Agreement without Customer’s prior written consent.



Each party represents and warrants that, on the date first written above, that they are authorized to enter into this Agreement in entirety and duly bind their respective principals by their signature below:

EXECUTED as of the date first written above.

Fidalgo Auto Sales and Service

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date signed: \_\_\_\_\_

QNA Consultants, Inc.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date signed: \_\_\_\_\_





# EXECUTIVE SUMMARY

## The Objective...

Fidalgo Auto Sales and Service is an automobile sales and repair facility. Efficient expansion of facilities and personnel is the primary objective.

- ✚ Evaluate and develop the Human Resources department.
- ✚ Hire, train, and develop current and future staff.
- ✚ Expand the current customer base and increase market share through improved staff development and training.

## The Opportunity...

Fidalgo Auto Sales and Service has a unique opportunity to evaluate and redefine its staffing requirements as well as its employee development and benefits plans at this transitional stage of business.

- ✚ Evaluate current staffing needs, both within the company as a whole and within the Human Resources department in particular.
- ✚ Develop plans for and reduce costs of recruiting, training, and retaining staff.
- ✚ Establish an annual review process to measure staff performance and ensure that company personnel continue to meet the company's changing needs and goals.

## The Solution...

QNA Consultants, Inc. will provide services full time on-site for twelve months, serving as Fidalgo Auto Sales and Service's transitional Human Resources department.

- ✚ Fully evaluate current and future staffing needs.
- ✚ Analyze needs and recommend realignment of current management staff.
- ✚ Analyze personnel positions and develop job descriptions for all positions.
- ✚ Develop long-term training programs.
- ✚ Develop annual review process.





# CLIENT OPERATIONS

Fidalgo Auto Sales and Service began in 1994 as a small automotive sales and repair center located in Bellevue, WA.

During the past 10 years, the Fidalgo Auto Sales and Service facility grew from its original 920 square feet to the 50,000 square feet it occupies today. The staff also grew from the original three brothers to forty-nine full-time staff of office personnel and repair technicians.

Fidalgo Auto Sales and Service is a successful car sales and repair business, drawing customers from all over the greater Bellevue/Kirkland/Redmond business district. The company has a reputation for honest sales and excellent service, with loaner cars as well as weekend and evening hours for customer convenience.

Now that Fidalgo Auto Sales and Service plans to add two more locations with additional employees, the company needs to revamp its Human Resources department to meet the challenges of its growing operations.





# COST SUMMARY

Development Costs	Amount
Project Development – Initial Evaluations	\$1,500.00
<b>Total Development Costs:</b>	<b>\$1,500.00</b>
<b>Ongoing Monthly Costs</b>	
FT Human Resources Director	\$8,500.00
FT Human Resources Assistant	\$4,500.00
Additional personnel (if requested)	\$125/hour
<b>Total Ongoing Monthly Costs:</b>	<b>\$13,000.00</b>
<b>Miscellaneous Costs</b>	
Training program material development	\$1,575.00
Printing of training program materials- 25 copies	N/C
Marketing & Services materials	\$3,000.00
Quarterly Management Reports	\$675.00
<b>Total Miscellaneous Costs:</b>	<b>\$5,250.00</b>
<b>Total Initial Amount</b>	<b>\$6,750.00</b>
<b>Total Monthly Amount</b>	<b>\$13,000.00</b>
<b>Total First Year Amount</b>	<b>\$162,750.00</b>

**Standard Disclaimer:** The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.





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[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

