



Matthew Cardarelli
Solutions

Project Proposal

Awesome New Web App

Prepared for
Client Awesome
San Diego, CA

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Introduction

You have a great idea for a new web application that you'd like to realize as a Software as a Service (SaaS) offering to your customers. However, you don't have any full-time web developers on your payroll to develop this internally.

I can design and build the first iteration of your web app for you. This prototype will serve as a proof of concept.

About Me

My name is Matthew Cardarelli, and I am a freelance software developer and website administrator. I build and maintain software to be simple, secure, accessible, and reliable. For over seven years prior to freelancing, I delivered enterprise software solutions as a developer, Scrum Master, incident response captain, and team lead for tech companies in the healthcare and agriculture industries.

Proposal

Objective

Upon completion of this project, you will receive the full source code of your new Awesome Web App. Additionally, I will provision cloud infrastructure in your provider of choice to deploy the application's web server and database.

Scope of Work

Customers who access your web app will be able to:

- Accept an invitation send to their email address to sign up and create a password.
- Log into the app with their email and password.
- Reset their password via a self-service, email-based flow.
- Provide data about themselves to you via a web form. The data collected must include:
 - Their location (address, city, state, zip code).
 - Their demographic information (optional).
- Update their data at any time.
- Log out of the app.

Additionally, the web app must:

- Support localization into French and German.
- Support Chrome, Firefox, Edge and Safari browsers.
- Function responsively on both mobile and desktop screens.
- Support at least 100 concurrent users without performance degradation.

Timeline

Based on the scope of work, and my upcoming availability, I should be able to start this work on **July 15th, 2024**.

I estimate that I can complete and deliver all work by **August 30th, 2024**. If I do not complete the work by this date, I will continue until it is completed, at no additional cost to you.

Risks

For this project, I've identified the following risks, and I propose the following risk mitigation strategies:

- **Trust risk:** Hiring a new contractor for the first time involves a great degree of uncertainty regarding the quality and efficiency of their work. My contracts include a hassle-free cancellation policy, so you don't feel trapped in a bad situation.
- **Timeline risk:** While I strive to complete projects on-time, there is always a chance for unexpected delays. My weekly work reports are highly detailed, giving you transparent insights into my progress on a regular basis. Plus, my contracts stipulate that clients will not incur extra fees if the work takes me longer than I estimated.
- **Liability risk:** I am only human, and it is possible for my mistakes or oversights to cause you and your customers harm. To better protect all parties, I carry liability insurance, which includes coverage for errors and omissions in my work.

Pricing and Payment

My fee for performing this work will be **\$50**. Project rates do not translate directly to hourly rates; I calculate project rates based on a combination of estimated labor, demand for my services, industry market rates, and the value of deliverables.

A non-refundable deposit of **\$5** is due prior to the start of work. This deposit will be applied to the final amount owed.

Additional Incurred Expenses

During this project, I will provision virtual infrastructure for running your web application in the cloud. You will incur expenses payable to your chosen cloud service provider based on the storage, compute, and networking demands of the application. These expenses will scale based on many factors, including the number of users.

I do my best to minimize the startup and maintenance costs associated with any solution I build, and I work closely with you to estimate and monitor those costs. That said, I ultimately cannot guarantee that the upkeep costs of a solution remain under your budget. I recommend setting up pricing controls in your cloud provider's billing account to mitigate the risk of overspend.

Other Terms and Conditions

Here are some other important terms applicable to this proposal.

Please note that this document is NOT a contract. The full terms and conditions contained in the contract will supercede the brief summaries provided here.

Reporting

I will provide work reports every **5 business days**. Each work report includes notice of any issues that require your attention, including obstacles that could potentially delay completion of the work.

Changes to Scope of Work

You may request modifications to the scope of work at any time during this project. Small requests are typically accepted without issue. If a requested change is substantial, it may impact the project fee or estimated completion date. In those cases, I will communicate the impact to you and give you the opportunity to retract or confirm the request.

Delivery

Due to the highly unpredictable nature of software development, and the possibility of communication delays or adjustments to the scope of work, I cannot guarantee that all work will be completed by the estimated completion date. However, if I take longer than estimated to deliver a project, I continue to work until it is completed, at no additional cost to you.

Cancellation Policy

This project includes a no-cause, hassle-free cancellation policy up to the moment I deliver the completed work in full. You must provide **3 business days** notice before the date you intend to terminate. When you termination prior to delivery:

- You will not owe me anything.
- You will not receive any partial work I have yet to deliver.
- You are required to destroy any partial work I have already delivered.

My Company Policies

Limited Warranty

All projects include a warranty period of **30 business days** after the date of delivery. The limits to this warranty are clearly defined in my contracts.

Non-Disclosure

I will always protect your company or organization's confidential information. I shall use any confidential information you provide only for your benefit in relation to the project, and I will not disclose it to anyone without your permission. The binding agreement will contain more comprehensive terms regarding non-disclosure.

You are welcome to prepare your own NDA if you need additional protection.

Intellectual Property

I will assign and transfer to you all rights, including intellectual property rights, to all deliverables included in any project I complete.

Independent Contractor

As an independent contractor, I am not your employee. You won't be responsible for managing my employment, payroll, benefits, or taxes. I retain full control over when, where, and how I complete work for you, and I retain the right to conduct business simultaneously with you and with other customers.

If you have concerns about competitive engagements or conflicts of interest, please let me know before we enter into a binding agreement so we can reach a mutual understanding.

Business Hours

My normal business hours are 8:00am to 5:00pm, Pacific Time. I do not typically perform project work on weekends or Federal holidays. In the event that I will be out of office for more a full day or more during normal business hours, I will provide as much notice as possible (usually 7 days in advance).

Conflict Resolution

Contract disputes are rare, but they do arise from time to time. My preferred procedure for conflict resolution is, in order:

1. Direct discussions.
2. Mediation.
3. Arbitration, administered by the American Arbitration Association.

What's next?

This proposal document is NOT a binding agreement or contract.

If you're satisfied with the scope and terms of this proposal, please reply to [redacted] and indicate your intention to proceed. I will prepare the digital contract documents for you to review and sign. These include my Master Service Agreement covering my general terms of service, as well as a Statement of Work covering the specific terms of this project in greater detail.

If you have questions, concerns, or are otherwise unsatisfied with some part of this proposal, please contact me at the email above, or call me at [redacted]. I am happy to consult with you to make adjustments to your proposal.

You have until July 7th to respond to this proposal. If I receive a response after that date, I may be unable to honor certain terms, such as the estimated timeline. You are always welcome to reach out to me and request a new proposal.