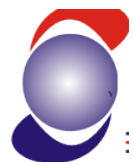




**PROPOSAL FOR THE DEVELOPMENT OF EQC MAR
MANAGEMENT SYSTEM**

PREPARED FOR: EQC HOME CARE AGENCY

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March 2, 2020

Dr. Francis Djorgee, PharmD
Administrator
EQC HOME CARE AGENCY

Ref: Proposal For The Development Of EQC MAR Management System

Dear Dr. Djorgee:

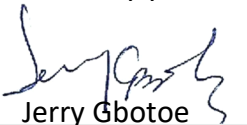
This is in reference to our meetings held over the past couple of weeks regarding the development of a software (**EQC MAR Management System**) for your company. The meetings have given us a very clear thought as to your company's specific requirements and the course that the project would take. We are looking forward to assisting you in the software project and make this project a success.

Attached to this letter is the Software Project Proposal with a focus on software development, project management, and the project delivery. The proposal is valid for the period of one (1) month starting from the 9th of March – April 8th 2020. Thus, the expiry date of the proposal is April 9, 2020.

We look forward to discussing this proposal with you.

Thank you so much for the time and consideration!

Sincerely yours,



Jerry Gbotoe

CEO/Founder - E-Tech Liberia, Inc.

Cell No: 5039136113 email: jerry.gbotoe@etechliberia.com

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Company's Background

E-TECH LIBERIA Incorporated, is a Liberian Software Development Company registered with the Government of Liberia, with **Business Registration No: 051962427 and Tax Payer Identification No (TPIN): 500703599**, to provide tailored made Software solutions, Network Infrastructure and Design, Computer hardware configuration and Maintenance, and high quality Print Services of any kind to clients in and out of Liberia.

MISSION STATEMENT:

Our Mission is to inform minds; train, instruct, and influence people about the importance of Technology in the 21st Century, wherein they will be able to bridge the gap, build and maintain reliable and cost-effective solutions in enhancing financial inclusion and transformational developments for all.

OUR VISION

Our Vision is to ensure that every Institution get basic (I.T) knowledge that will enable them to leverage and exploit technological advances that will give them a competitive advantage in the work places.

In other to fulfill our vision, E-Tech Liberia will:

1. Build/create Database Management System (DBMS) for Institutions and Provide Software solutions that have adequate business process controls.
2. Build professional/Dynamic websites for Institutions.
3. Provide Project Planning and Management that involves a multi-disciplinary consultancy team that cover all areas of systems development and deployment.
4. Provide basic Information Technology (I.T) services

Core Values

- ❖ Commitment – we are committed to great products, services and other initiatives that impact lives within and outside our company.
- ❖ Accountability – we acknowledge and assume responsibility for actions, products, services, decisions, and policies.
- ❖ Integrity – we adhere to high professional standards without compromising the truth.
- ❖ Innovation - Pursuing new creative ideas that have the potential to change the environment in which we operate. We believe in being creative!
- ❖ Empowerment - Encouraging employees to take initiatives and give the best.

Beliefs

- We are fully committed and dedicated to our tasks
- we owe each other trust, respect, and honesty
- Good customer services at the highest level for all of our clients
- Self-confidence and positive attitudes in whatever we do as a company
- We are Passionate about your success

VALUE PROPOSITION

We can assure you that we will deliver business results that you value and that protects your business while propelling your business growth. Here is what you can count on when we collaborate with you to solve your unique business challenges:

❖ HIGH-PERFORMANCE ORGANIZATION

- Business agility to quickly adapt and compete in a changing business environment
- Operational efficiencies
- Low cost of total ownership

❖ INNOVATION

- Break-through thinking and creativity
- Strict adherence to protecting your intellectual property
- Cost control while innovating

❖ OPTIMIZED INFORMATION TECHNOLOGY

- Robust, agile, state-of-the-art systems and platforms
- Custom software development
- Continuous improvement for longer-term value
- Continuous corrective action and stop-gaps where necessary

Software Application Overview

Essential Quality Care (EQC) Home Care Agency provides in-home caregiving and medication services for residents living in Multnomah, Clackamas and Washington Counties. From pediatric care to adults with complex medical conditions as well as seniors who need a helping hand throughout the day. Based on the scope and complexity of the work done by EQC; **EQC MAR Management System** will provide a platform that will improve productivity, and streamline processes within the various departments that in turn will make administrative tasks easier.

EQC MAR Management System will be a secured web-based application that will provide a platform where Assigned Nurses can do their jobs effectively with their assigned clients' as per the requirement(s) in regards to the job description by having quick access to view their clients' PRN/SCHEDULED MAR FORM online using a smart phone, a tablet, a desktop, or a laptop computer at their assigned resident when on duties.

The application will be user-friendly, using latest web technologies, and deploy using cloud computing technology with very high security features.

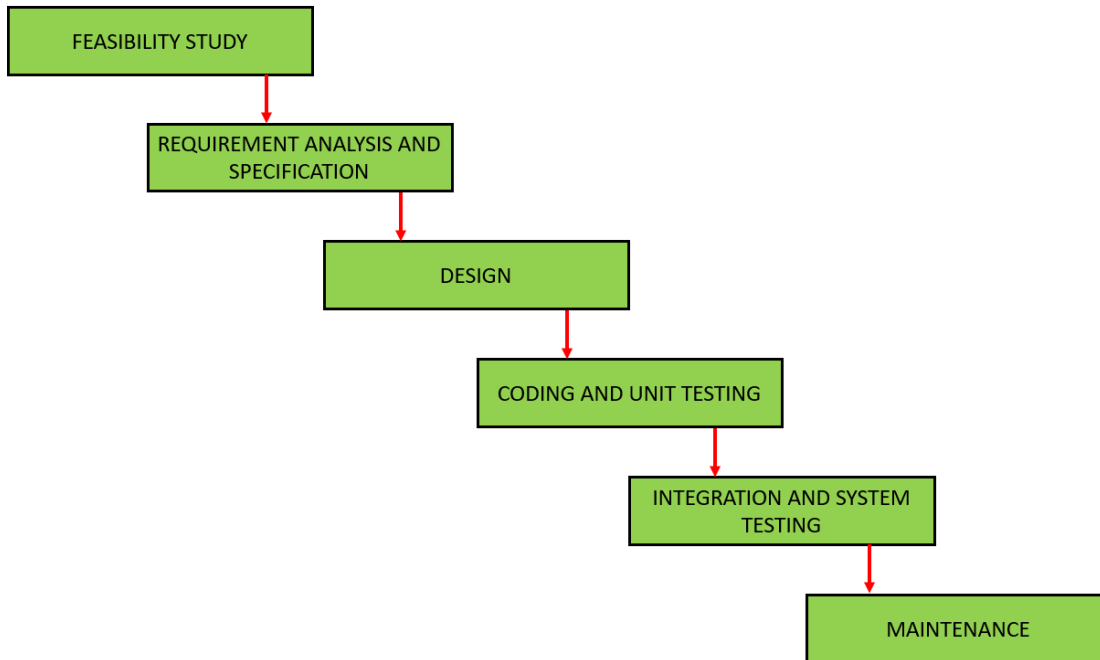
Objectives of EQC MAR MANAGEMENT SYSTEM

The following are the objectives for which the system will be design:

1. **RECORD KEEPING:** - to maintain data of all clients', nurses, and physicians of **EQC MAR Management System**
2. **REPORTS:** - this is the most important output of the **EQC MAR Management System**. It includes but not limited to the following:
 - I. Total number of Clients
 - II. Clients' Medication (PRN/Schedule)
 - III. Refused Medication (PRN/Schedule)
 - IV. Prescribing Provider assigned to clients
 - V. Nurses assigned to clients
 - VI. List of medication given over a period
3. **SECURING OF CLIENT'S DATA**
4. **RELIABILITY**

Methodology

For this software project, E-Tech Liberia, Inc. propose to follow the standard development model for the software development project. This project will follows the Waterfall model, which include the following phases:



1. **Feasibility Study:** The main goal of this phase is to determine whether it would be financially and technically feasible to develop the software.

The feasibility study involves understanding the problem and then determine the various possible strategies to solve the problem. These different identified solutions are analyzed based on their benefits and drawbacks, the best solution is chosen and all the other phases are carried out as per this solution strategy.

2. **Requirements analysis and specification:** The aim of the requirement analysis and specification phase is to understand the exact requirements of EQC and document them properly. This phase consists of two different activities.
 - Requirement gathering and analysis: Firstly all the requirements regarding the software will be gather from the EQC management and then the gathered requirements are analyzed.
 - Requirement specification: These analyzed requirements are documented in a software requirement specification (SRS) document. The SRS document will serves as a contract between E-Tech Liberia, Inc. and EQC Home Care Agency. Any future dispute between the EQC and E-Tech Liberia can be settled by examining the SRS document.

3. **Design:** The aim of the design phase is to transform the requirements specified in the SRS document into a structure that is suitable for implementation in some programming language.
4. **Coding:** In this phase, EQC MAR system will be translated into source code using php programming language.
5. **Integration and System testing:** Integration of the different modules/parts of EQC MAR system are undertaken soon after they have been coded and unit tested. Integration of various modules/parts will be carry out incrementally over a number of steps. During each integration step, previously planned modules are added to the partially integrated system and the resultant system is tested. Finally, after all the modules/parts of EQC MAR system have been successfully integrated and tested, the full working system is obtained and system testing is carried out on this.
6. **Maintenance:** Maintenance is the most important phase of a software life cycle. The effort spent on maintenance is 60% of the total effort spent to develop a full software. There are basically three types of maintenance that will be carry out by E-Tech Liberia, Inc:
 - **Corrective Maintenance:** This type of maintenance will be carry out to correct errors that were not discovered during the product (EQC MAR Management SYSTEM) development phase.
 - **Perfective Maintenance:** This type of maintenance will be carry out to enhance the functionalities of the system based on the customer's request.
 - **Adaptive Maintenance:** Adaptive maintenance is usually required for porting the software to work in a new environment such as work on a new computer platform or with a new operating system.

How the Application Work

EQC MAR Management System will be a web-based software that will require a computer or mobile device along with internet to access the system. The system will have two main users, namely: the **Administrative user** referred to as the **backend user** and the **Nurse user** referred to as the **frontend user**. Both user require a secure username and password to get access to the system.

The system can be access by both users at any time and at the assigned resident of the clients' once they have the rightful credential to login.

System Requirements

In other for EQC MAR Management System to fully function, the following system requirements must be met:

- ✓ Any Windows/Linux Operating System with either 32/64 bit
- ✓ At least 100 GB Hard Disk Drive (HDD)
- ✓ At least 2 GB ram with 2GHz processing speed
- ✓ Internet

Software Development Project Timeline (EQC MAR MANAGEMENT SYSTEM)

The total time of getting your system from concept to launch is 6 weeks. **We have listed the steps below**

Step 1 | Discovery Process | WEEK 1

The hardest part of what we do is working out exactly what needs doing. We already have a rough idea but we dig far deeper and work out the tiny intricacies of what needs improving and what doesn't.

You will be able to answer a lot of the questions but we will also ask members of your team too as they are often closer to the nuances of the issues.

Step 2 | Screens and Flow | week 2

Next, we will get working on the layout of the software and the key flows that the system is being built around. At this point 80% of the system will be designed from a visual perspective.

Step 3 | Development | weeks 3 - 4

It's at this point we go a little quiet and just get it done. We give you progress reports when we reach milestones. There will be occasions where we need something clarified or checked with you. This is the longest part of the process.

Step 4 | Training | week 5

At this point, our training will be done in groups of 3 – 6 person per session for two (2) days. Where possible, we group departments and people who will use the system in a similar way so we can go deeper into certain topics.

Step 5 | Data Import | week 5

You might have your data in a relatively organized spreadsheet, or it could be scattered all over the place. It's at this point we get it together and get it imported. During the training process, your staff(s) will learn to put in the data which will enable them to take control once the system is turn over.

If there's a day where everything needs to be switched over to keep everything in sync then we will do the import over the weekend or whatever time is arrange.

Step 6 | Launch | week 6

We will always launch over the weekend after your training ready for the Monday. We've found that the shorter space of time between training and launch the more common it is to need re-training.

Step 7 | Revise | week 6

Nothing is ever perfect first time. This is why we make sure that our lines of communication are especially open during your first few weeks. Our development team will be ready-and-waiting for any tiny changes.

Having a system like this is an ongoing process. It works by having good communication from your side and us being responsive to those questions and requests.

Cost/Payment Term

Our pricing is set in a way that it won't actually cost you anything. Our guarantee makes sure that if you don't think our proposed system design will work then you don't pay.

Yes, really.

Items included in the pricing stated below are as follow:

- Product License
- Training of staffs on the usages of the application
- Free 6 Months Technical support
- No Maintenance fees for the first year
- Domain name purchase included
- Hosting Platform (Linux Server) Subscription included for the 1st year
- One year warranty

COST of Application \$ 5,500.00 United States Dollars

***** Tax exclusive**

PAYMENT TERMS

- 0% of the price will be due at the time of contracting.
- 100% down payment after the application has been accepted and turn over to your institution.

Project Management

The following persons will sign and bind the two companies on the implementation process and sign off milestones. Further requirements and milestones will be signed and appended to this document if required. If in agreement, please sign and return a copy to E-TECH LIBERIA Inc.

E-TECH LIBERIA Inc.

EQC HOME CARE AGENCY



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