

Sample proposal

What you receive after the discovery call, for a fictional organisation, "Example Federation". Real proposals are written for your organisation.

1. Summary

A membership system for Example Federation and its affiliated clubs: member registry, online registration and renewal with guardian consent for minors, branded certificates, rankings and results, online payments, member email from the federation's own domain, a public website, and an installable member portal in two languages. It runs in a cloud account owned by the federation.

2. Scope

- Member registry with statuses, renewals and history
- Online registration and renewal, with consent and guardian approval
- Branded certificates with a unique member number
- Rankings and results published from the registry
- Online payments through the federation's own payment provider account
- Public website with news, events, a public member directory and rankings pages, fed from the registry
- Two languages and an installable member portal
- Import of existing member data from spreadsheets
- Training for the federation's team and written documentation

3. Plan

The timeline is agreed in each proposal and depends on scope. An example plan for this size of project:

Phase	What happens

Discovery	Membership types, fees, approvals and events are written down and confirmed.
Build	The system is configured in the federation's own account.
Migration and testing	Existing members are imported and the team tests with real cases.
Training and launch	The team is trained, documentation is handed over, and registration opens.

4. Price

Item	Amount
Setup, fixed (Standard package)	€6,500
Monthly retainer: updates, backups, monitoring, support	€300 per month
Year one total	€10,100

Prices exclude VAT. Setup is paid 50% on signing and 50% at go-live. The retainer is month to month with 30 days' notice.

5. Not included

- Cloud hosting and licences in the federation's own account, paid directly to the provider
- Payment provider fees, with no markup from FedCrest
- The domain name

6. Terms

- The federation owns its data and its accounts from day one.
- No per-transaction fees and no revenue share.
- Exit handover is included at no charge.
- Support by email within two working days. No 24/7 line.
- A data processing agreement is signed before work starts.

7. Next step

Book a 30-minute discovery call. We reply within two working days, and send a written proposal like this one for your organisation.