

Our reference: [INSERT REFERENCE]

# Quotation

Document Date: 7 October 2018 (17:05)

[INSERT NAME, ROLE, ADDRESS, PHONE, EMAIL, WEBSITE]

Dear [INSERT NAME]

Thank you for your RFQ for [INSERT RFQ TITLE]. We are pleased to submit the quotation below.

If you have any enquiries, please do not hesitate to contact me on 0438 388 922.

Kind regards

Damien Ryan-Green

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**Damien Ryan-Green**  
Director Quality and Risk Management



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# Background

Prior to the current quotation, our activities with you include as shown below. Please do not hesitate to discuss these items at any time.

[INSERT DETAIL]

# Our Quotation

# Your Requirements

Features of the system will include:

1. [INSERT FEATURES]

# Pricing

Feature	Quotation
[INSERT FEATURE]	<p>Startup: \$[...] at 2018/19 rates startup includes installation and rollout. Startup includes all works we will need to work with you onsite to make sure all components (and rates) are up to date with latest rates and all is functioning to your satisfaction. Payable at start.</p> <p>Licence 2018/19: Pro rata portion at daily rate of \$[...] for remainder of 2018/19. Payable on 30 Jun 2019.</p> <p>Licence 2019/20 Onwards: see <i>Scope and Price Guide for a Selection of Popular Apps</i> (attached and at <a href="http://www.frontlineresourcing.com.au">www.frontlineresourcing.com.au</a>).</p> <p>Excludes modifications requested by the purchaser after first full release.</p>

For all licences, opt out by email to [damien.ryan-green@frontlineresourcing.com.au](mailto:damien.ryan-green@frontlineresourcing.com.au) any time and removal of apps and a final licence fee at daily rate to that day applies with no exit fees. As a guide to ongoing pricing and negotiation, and in the interests of us maintaining good consistency in our quotations throughout the Disability Services Sector, please refer also to the standard attachment we provide with all quotations, see attached *Scope and Price Guide for a Selection of Popular Apps* (attached and at [www.frontlineresourcing.com.au](http://www.frontlineresourcing.com.au)).

# Project Team

[INSERT YOUR PROJECT TEAM]

Damien Ryan-Green, Project Manager for Frontline Resourcing

Tony Ryan, Information Technology Manager for Frontline Resourcing

# Project Control

[INSERT PROJECT CONTROLS]

# Special Arrangements (Sample Text)

With respect to the following Apps:

- C120 Core and Posted Roster Shift Entry App
- D600 Residential Statement App

You have requested or we offer a trial version (nil cost) only under the following arrangements:

- Will be used in one location only: [INSERT NAME OF LOCATION]
- Will be used for a trial period only, ending: [INSERT DATE]
- The remainder of this document is for information only, and will come into play only if you decide to go ahead with a non-trial version purchases (please feel free to contact us any time about that).

# Appendix 1: Opportunities for Innovation

Frontline Resourcing is not a generic supplier of resources. We have been ‘heavily integrated in the Disability Services Sector since the 1980s, and know that the tension between urgency and cost is paramount in a service that is accountable to government policy, planning and funding.’

In other words, we are disability services specialists and understand the disability services sector.

We are committed to working with you to find innovative ways to source and create resources at the lowest possible costs and the highest possible quality.

For example, we are open to discussions about opportunities for on-selling your application to other organisations (IP for the software rests with us, IP for the design as configured into the software rests with you), and how this could create cost savings for you as lead organisation. For example:

- The lead organisation pays a fee for the configuration of the design, and the supply of that for the first 12 months;
- A reduced license (or nil license, if a certain level of on-selling is achieved, say, two additional organisations) for the lead organisation in future years
- The potential for the lead organisation and us on-selling as a joint venture.