Proposal SAP ERP Implementation for

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Disclaimer and Confidentiality Statement

This document is a DRAFT document. BASTECH Systems and International Indian School representatives accept that this document reflects the mutually agreed scope & approach. This document has been submitted on a confidential basis solely for the purpose of supplying information to IISJ and is not for use by any other persons. The recipients as named in Section 9 – Document Control, acknowledge and agree that all of the information contained herein will be treated as confidential material. Whilst every care has been taken with the preparation of this document, BASTECH accepts no responsibility for any errors or omissions within this document, and readers are advised to obtain further advice regarding specific matters within this document before acting on them.
1 Executive Summary

‘BASTECH Systems’ hereafter as ‘BASTECH’ is pleased to provide our proposal to ‘International Indian School Jeddah’ hereafter as ‘IISJ’. In providing consulting services to IISJ, we commit to adding value through our role as a business partner. We share with you our implementation and business experience for our proposed SAP ERP solution as well our promise to realize a system, which meets the goals and objectives of this organization.

The key benefits are summarized below:

• Efficiency and effectiveness of Operations
• Provide timelier information for management decision-making.
• Quick ROI

1.1 IISJ Requirements

IISJ plans to implement proposed SAP solution in order to manage:

• Efficient and effective Financial & Controlling, & Human Resource activities through an integrated ERP system.
• Provide the management with timely and accurate information and reports for better management control and decision-making.

1.2 BASTECH Implementation Scope and Approach

For this project, BASTECH will provide SAP consulting services and will be responsible for implementation of SAP solution within the organization.

The implementation will be carried out in one Phases as per the IISJ need.

<table>
<thead>
<tr>
<th>Solution Scope</th>
<th>Modules:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Financial Management ( FICO )</td>
</tr>
<tr>
<td></td>
<td>• Human Resource ( HR ) &amp; Payroll</td>
</tr>
</tbody>
</table>

For more details on the scope of work see Section 3.
1.3 Implementation Methodology

BASTECH Systems proposes the use of BASTECH Methodology, a methodology developed to ensure smooth implementation enables the project team to:

• Minimize the length of implementation time
• Maximize the utilization of SAP and customer resources
• Leverage SAP business tools and accelerators
• Incorporate a process-oriented approach.

For more details on the implementation methodology see Section 5

1.4 Critical Success Factors and Assumptions

• Adherence to scope and objectives of the project.
• Adherence to the no-modifications objective.
• Implementing SAP Business Processes, which are based on industry best practices.
• Skill level and commitment of both the IISJ and BASTECH project team.
• Efficient use of both internal and external resources.
• Timely decision making.
• Clarity of business objectives for the project.
• Empowered project team.

For more details on the Critical Success Factors and Assumptions see Section 3.
## 1.5 Investment Summary

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Unit</th>
<th>Unit Price (USD)</th>
<th>Total (USD)</th>
</tr>
</thead>
</table>
| Consulting Services for Phase 1 Excluding Optional module | Configuration, Set-up, Implementation and Training  

**Modules:** FI/CO/HR & Payroll.  
**Go Live Duration from Start Date:** 4 Months  
**Support:** 2 Months | 1 | 40,000 | 40,000 |
| The cost for 3 Professional + 1 Limited professional Licenses + 1 Payroll Engines + 1 Developer License + One year Annual Maintenance fees | | | 48,553 |
| Total Price | | | 88,553 |

Expenses have been included. Project is based out of Jeddah, Saudi. If the consultants have to travel to any other location, same needs to be organized by the client at their cost.

### Additional Components

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Unit</th>
<th>Unit Price (USD)</th>
<th>Total (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting Services</td>
<td>Additional BASTECH Consulting Man Day</td>
<td>1</td>
<td>500 Manday</td>
<td>500 Manday</td>
</tr>
</tbody>
</table>

Expenses have been included. Project is based out of Jeddah, Saudi. If the consultants have to travel to any other location, same needs to be organized by the client at their cost.
2 Company Profile of BASTECH Systems

BASTECH Systems is an Enterprise Business Solution Provider located in Hyderabad, India. It Provides Software Services, Consulting and Solutions packaged into Products in an innovative way. Our goal is to provide customer satisfaction by offering quality and outstanding services. Our associates are distinguished by their functional and technical expertise combined with their hands-on experience, thereby ensuring that our clients receive the most effective, quality and professional service at affordable price.

BASTECH Systems is a fastest growing organization among the other IT Industries. We are committed towards the excellent service to ensure the delivered in time.

BASTECH Systems reduces gap between strategy and Execution.

BASTECH Systems helps customer to understand the IT solutions for their Business Needs.

BASTECH Systems is client-driven. We are focused on building partnerships with our clients through our commitment to offer world-class service, high quality results, and open sharing of knowledge and innovation. We strive to help build a complete and comprehensive business solution around your SAP system.
• **Proven Track Record**
  BASTECH Consulting offers a wide scope of SAP consulting services, ranging from feasibility studies to full-scale implementations for medium-sized emerging companies to large multinationals worldwide. With strong commitment in providing our clients with comprehensive business solutions through high degree of teamwork and the ideal project methodology, we have successfully delivered high quality results on a consistent basis.

• **Local and Global Commitment**
  BASTECH Consulting is currently represented in India and Saudi Arabia. Local offices ensure that local requirements are met, local languages spoken and cultural differences understood. An established network of associated consulting firms in Europe and Australia provide us with a wide and varied knowledge base, allowing us to serve our clients wherever their businesses are conducted.

**Description of Products and Services offered by BASTECH Systems**

BASTECH Consulting offers a complete range of services that organizations need to realize the full potential of the SAP business suite. These services include:

**Enterprise Resource Planning Solutions**
- Feasibility Studies
- Workshops
- Implementation
- Quality Assurance
- Continuous Business Engineering

**Customer Relationship Management (CRM) Solution**
- Internet Collaboration with SAP
- Mobile Sales & Services
- Relationship Management Strategy
- Call Center Management

**Supply Chain Management (SCM) Solution**
- Value Proposition Workshop
- Preliminary Value Assessment
- Internet Enabled e-Fulfillment through the Value Chain
- Collaborative Planning and Demand Management

**Strategic Management Consulting**
- Empowering Six Sigma Programs with SAP
- ISO 9000 Certification and SAP
- Established SAP Competency Centers
- Business Process Management and Change Management

**E-Commerce Solution**
- Implementing Reliable E-Commerce Strategies
- Internet Enabled Customer Sales and Service Development
- Enabling B2B-Business and Electronic Procurement
Other Information

Mission Statement
“We are the premier provider for SAP and related e-business consulting services for medium and large-sized companies. We believe in growing our practice by building partnerships with our customers and working jointly with them to improve their business environments.”

Reasons for success
• Local Commitment with international quality.
• Total customer satisfaction and long-term relationship.
• Commitment to world-class service and exceptional quality.
• Deliver projects within budget and on time.
• Open sharing of knowledge and innovation.
• Proven methodology

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3 Statement of work

3.1 Company Organization and Geographical Scope

The following legal entities will be within the Scope of Work.

<table>
<thead>
<tr>
<th>Legal Entity*</th>
<th>Location</th>
<th>Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. International Indian School Jeddah Saudi Arabia</td>
<td>Jeddah, K.S.A.</td>
<td>School</td>
</tr>
</tbody>
</table>

3.2 Scope of Work – Modules

The following SAP Sub-Modules are within the Scope of Work:

<table>
<thead>
<tr>
<th>Module</th>
<th>Description</th>
<th>Sub-Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>FI</td>
<td>Financial Accounting</td>
<td>Accounts Receivable, Accounts Payable, General Ledger, Bank Accounting, Asset Management</td>
</tr>
<tr>
<td>CO</td>
<td>Controlling</td>
<td>Profit Center Accounting, Cost Center Accounting, Overhead Cost Controlling, Internal Order Accounting</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resource</td>
<td>Organization Management, Personal Administration, Time Management, Payroll</td>
</tr>
</tbody>
</table>

Any requirements or desired functionality not mentioned within this Section 3: Statement of Work is understood to be out of scope of this proposal.
3.3 General Assumptions

- The project will focus on implementing those business processes listed in section on scope and on converting the data items listed below using the conversions strategies specified. Processes not listed will be considered out of scope for the project defined in this proposal.
- Consulting cost estimates include only the cost for implementing the SAP ERP systems, and does not include implementation tasks for 3rd party products.
- Customer data to be loaded is accurate, up to date and available.
- Additional processes that are out of scope need to be requested through the change order process and will be included once approved and billed on a time and material basis.
- Any consulting resources required subsequent to go-live for this project, will be available and billed on a time and materials basis.
- The project has sponsorship from IISJ senior management. IISJ will identify an executive to act as Executive Project Sponsor throughout the project. The Executive Project Sponsor will monitor the project progress, and will be available to act as decision maker, ensuring 48 hour turnaround on policy decisions.
- IISJ is responsible for testing and validating the delivered business processes.
- IISJ will provide a working environment and facilities adequate for SAP to perform their assigned duties at the customer site. This includes adequate conference rooms, cubicle space, and desktop personal computer with access to the network at the IISJ site, project team shared drives, e-mail, telephone, and analog phone line or internet to access SAP systems.
- BASTECH Systems will deploy consultants as required to the project site in accordance with the project plan. BASTECH Consulting reserves the right to roll off consultants from the project, with prior consent from IISJ project manager under cases where situation is beyond control of BASTECH.
- This proposal is based on the assumption that SAP's best business practices are being used. The customer has indicated his willingness to adhere to those business practices wherever possible. This will allow mapping of current IISJ processes and addition of additional SAP's Best business practices.
- The project time lines have been arrived at based on agreed scope of work. IISJ will provide the resources and information as requested. If there is any delay from IISJ in terms of allocation of resources, providing timely information, taking decision with a turnaround time of 48 hours and for any other matter/issues and as a result if project is stretched beyond agreed time lines, IISJ agrees to pay extra to BASTECH on time and material basis based on rates indicated in Section 1.6.
- Arabic language will be activated, however any translation if needed, will be managed by Customer on its own.

3.4 Customer Responsibilities and Deliverables

- Ownership and overall project responsibility, providing a project manager, driving resources, providing direction to that team regarding decision making, planning and scope management.
- Effective and timely decision making processes are critical to the success of any ERP implementation. To ensure a successful implementation, all issues will need to be resolved within 48 hours. The customer will identify at the start of the project a steering committee comprising of senior management who will ensure that decisions are made within this timeframe. Any deliverable given to IISJ for acceptance / approval should be signed off.
within three working days. If acceptance / approval is not received within this time limit, deliverable would be considered as accepted.

• Ensure Executive Sponsorship from senior management. The Executive Project Sponsor will monitor the project progress, and will be available to act as decision maker, ensuring 48 hour turnaround on policy decisions
• Data extraction, preparation & cleansing
• Change Management
• Ensure knowledge transfer from key users to end users, e.g.
• Assign knowledgeable key- and end-users and ensure their availability according to the project schedule.
• The IISJ project team will be assigned to the project in accordance with the included schedule. The assigned team members will be relieved of their regular, duties in order that they may dedicate themselves to the project on per the implementation approach throughout the entire project lifecycle. The team members will be knowledgeable about their business areas of responsibility and empowered to validate test results.
• Test and validate the delivered business processes
• Provide a working environment and adequate facilities
• Perform Pre-project steps outlined in the implementation roadmap
• Change in a particular business process can only be requested only twice, however if a third change is requested, same will be taken up at steering committee meeting for resolution.
4 General Scope Definitions

4.1 Scope of Installation and Implementation Services

The detailed scope of work including required modules, functions, processes and scenarios are described within the Statement of Work section. This section further elaborates and defines the scope of work for this proposal.

The following are within the scope of the installation and implementation services:

- Project Management
- Delta Requirements Workshops
- Technical Installation of system
- Key User training on the job
- End-User Documentation
- Pre-defined sheets for data migration
- Pre-defined Test catalogs
- Pre-defined Forms & Printouts
- Standard Reports
- Go-Live Support
- Agreed Support for after go-live

One of our Senior Basis consultant will be provided for a duration of 1 month who will install the systems and transfer knowledge for IISJ team to take up basis activity.

The following are not within the scope of the installation and implementation services and are optional services that can be procured separately. Upon request BASTECH Consulting will provide a separate quotation for any of the below services required:

- End-User Training
- Custom Authorization
- Data Archiving

4.2 Legacy Data Migration

IISJ is responsible for the quality of all data to be converted to the SAP system. Before the project begins the customer will cleanse legacy data and map their data into SAP formatted data sheets.

IISJ is responsible for providing and mapping that data into the conversion spreadsheets provided by BASTECH Consulting. BASTECH Consultants will use LSMW Legacy System Migration Workbench / CATT tool / Custom Developed Migration programs for data migration purpose. Only the effort for implementing the objects listed below, is considered within the project cost. No historical data will be converted. Open purchase order will be migrated programmatically.

Master Data

BASTECH provides automated data conversion programs to load the following data sheets.

- Customers
- Vendors
General Ledger Balances
Accounts Receivable Open Items
Accounts Payable Open Items
HR Master Data

4.3 Development Objects

User Exits and Function exits will be used to enhance the system capability in order to meet IISJ requirements. No major developments are considered within the effort estimation, however a maximum of 10 customer reports will be develop to meet any specific IISJ needs. Standard forms and standard reports will be used. Any changes to the standard reports and forms will be considered out of scope. If required, the effort for such requests will be estimated and, after approval by the customer, will be charged separately.

Data Interfaces:

SAP Console implementation is included in scope of development. No other interface is in scope.

4.4 Output and Reporting

BASTECH will provide a senior ABAP Consultant for duration of 4 months who will lead developments of IISJ. The following standard forms will be provided.
4.5 Training and Change Management

Key User training on the job is included in the scope of this proposal. End user training has to be executed by the customer himself, following the principle “train the trainer”. Training material and documentation is provided by BASTECH Systems in English Language only.

4.6 Authorization

Standard Authorization roles will be provided. BASTECH Systems will train the identified key users on the use of the authorization profile. The customer has sole responsibility for implementing, testing and maintaining user authorizations. Should customer specific authorization set up be required, this can be provided on a time and material basis and is outside the scope of this proposal.

4.7 Facilities

Project rooms must be equipped with furniture, network connections and power outlets for the consultants and the customer project team. It is critical that communication and training equipment as well as the necessary office supplies are available for the project team throughout the duration of the project.

Communication Equipment:
- Internet access
- Phones
- Fax machines
- Copy Machines
- Additional Power outlets for Laptops

Communication Logistics:
- Access to company e-mail

Presentation / Training Equipment
- White boards, multiple color pens, eraser
- Projector when required

Office Supplies
- Folders, Paper, Writing equipment, Stapler, Bullets, Paper Clips, CD’s

Refreshments
- Snacks, tea, Coffee, Etc.
5 Implementation Methodology
Methodology is built on core ASAP methodology recommended by SAP.
• Accelerated Learning
• Accelerated SAP
• Accelerated Business Improvements

The Project Methodology

5.1 Accelerated Learning (Training)
BASTECH Systems is SAP’s training partner. We conduct standard classes and customized training and partner academy for SAP in Saudi Arabia, and India. As such we have extensive experience in training of SAP to users, the IT team and internal or external consultants.

Based on this expertise and the experience gained from many projects worldwide, we have developed a series of training courses that target SAP specific problems in any implementation: knowledge transfer. These training courses are now part of our methodology and interwoven with the ASAP approach. We have identified the following stages for an accelerated learning and knowledge transfer.
Awareness

The project is in its initial stage. Users will need orientation of the project goals and the capabilities of the software. Management needs to see the big picture before the final embarkation on the road to success. In this stage we will conduct an overview training session of SAP ERP. Depending on the specific project situation, the size of the project team and the timeframe of the implementation, the training sessions will last from one to many days, covering the full integration of SAP ERP. This will provide an excellent opportunity to see the big picture for both the user community as well as management. Those training sessions can also be used to identify business improvements and project goals.

Readiness

SAP has been selected as the tool for business improvement. The project team is assembled, the scope has been identified and a project plan has been created. Now is the right time to conduct more detailed courses for the individual project teams. Usually one week will be spent to explore the functionality of the respective modules that are part of the implementation, based on the scope of the project. Users will now learn the functionality of SAP ERP and they will have an understanding of the capabilities of the software. Those courses provide the basis and the foundation for the upcoming business blueprint.

Transition

After the business blueprint has been signed off, the project team will have to learn in more detail certain functionalities of the software. This will enable the users to actively participate in the implementation, thus improving on their knowledge as the software is being implemented. Training sessions conducted during this phase will be very specific to the individual configuration part. It is important to have the training sessions as close to the configuration of the software as possible to maximize the knowledge transfer (“hear it – see it – do it”). Additionally the project team from the client will be working very closely with the consultants, allowing for additional knowledge transfer throughout the configuration.

Expansion

The software is configured and accepted by the project team. Key users have signed off and configuration is frozen. At this stage the users that were part of the project team are enabled to use SAP for their daily business activities. It is now important to prepare the rest of the user community within the company for the new procedures and the IT system supporting those processes. User training will have to be held and all future end-users of the software undergo extensive training. The knowledge is “expanded” from the project team to the end-users. We advocate that the key users that were part of the project team conduct this training. Our role will be to support the key users in the training, answering unforeseen questions, review the knowledge of the key users and ensure that all users are being trained properly. Now the system is ready to go live.

Control
After SAP ERP is used in a productive environment, questions will arise which may not have been anticipated before. Additional problems may arise if new employees join the company, or if employees change departments. Sometimes it may be necessary to re-train employees to ensure that the procedures which are now in place are being followed. During this stage training courses will deepen the knowledge of the users, teach tips and tricks, and generally control the use of SAP ERP as it has been planned for during the implementation.

### 5.2 Accelerated SAP

ASAP is the recommended implementation methodology by SAP. BASTECH Systems has successfully used this methodology at various projects in India. BASTECH Systems is a certified ASAP partner, and all of its consultants are well versed with this methodology.

### 5.3 Accelerated Business Improvements

We believe that in today’s competitive environment it is not enough to constantly adapt to new business situations and improve the business conditions, but this change has to happen under stringent time constraints. We help business to cope with this change and improve their business conditions by assigning consultants to the project that have worked in a similar environment before. This allows recognizing business improvement opportunities in a very early stage of the implementation. As we ensure an ideal mix of consultants with appropriate business expertise and in-depth SAP product knowledge, we do not need to access a database of project implementations. We rather assign the best available consultant to your project, thus ensuring that you have the requested expertise at your fingertips.

Consultants assigned to your project have worked in a SAP project of a similar industry before, and come equipped with solutions to improve business conditions with SAP ERP. This again will help to recognize and implement business improvements earlier, giving you a leading edge rather than a vanilla solution.
5.4 Project Implementation Plan

The following phases will be used in the BASTECH triple-A approach:

• Project Preparation
• Business Blueprint
• Realization
• Final Preparation
• Go-Live and Support

The deliverables for each phase is as under.

**Project Preparation**
• Project Charter
• Project Plan
• Transportation Strategy
• Processes List

**Business Blueprint**
• Business Blueprint
• Reports Forms List
• Functional Program Requirement

**Realization**
• Configuration
• Unit Test Plan
• Unit Test Script
• Integration Test Plan
• Integration Test Script
• Training Documentation

**Final Preparation**
• Data Conversion
• Authorization

**Go-Live and Support**
• Post Project Review
• Lessons Learnt
• Configuration Manuals
5.5 Project Plan

Project Schedule:

The overall tentative Project Plan is as follows, assuming a start date of 15th April, 2012 and a Going Live objective of 4rd August, 2012, the support period would end on 25th October, 2012. The project will be implemented and documented using Solution Manager.
6 PROJECT ORGANISATION

6.1 Project Organization Structure – Team Concept

The proposed project organization chart for the IISJ project will be finalized upon confirmation of project. BASTECH Systems will undertake to staff the project with the necessary qualified resources to work together with the IISJ implementation team.

The overall organization chart is as follows:

A detailed mapping of roles to individuals will be done upon project start. It is understood that individuals may and will occupy multiple roles. It is also understood that the deployment of individual consultants will be at the sole discretion of BASTECH Systems in line with the project objective and timeframe. The BASTECH Project Manager will assume overall project responsibility and be the main point of contact with IISJ.
6.2 Roles and Responsibilities

A key strength of the triple A Roadmap is the building of a strong core project team that consists of both IISJ resources as well as BASTECH Consultants working hand-in-hand. A project Manager will be assigned by BASTECH to work with and assist the IISJ Project Manager. Functional consultants in each of the application areas will also be assigned to the business process teams. Specific roles and responsibilities includes the following:

Project Managers

Both BASTECH and IISJ will provide a Project Manager from each side. Ideally, it should be a full time role in the project. The project managers will be empowered to have primary ownership of the project deliverables and will provide day-to-day direction to the project team. The Project Managers will also be responsible for maintaining the project plan, streamlining resolution of issues and communicating the project status to the steering committee. In general, the Project Managers will provide overall project management for the implementation, and play an active role in the integration between the project business application teams.

BASTECH Systems

• **Project Preparation Phase**
  This phase is primarily the responsibility of the SAP and Customer Project Management.

• **Blueprint Phase**
  The consultants will hold several business process review sessions to gather detail requirements. The consultants and teams will then develop the “Business Blueprint” which summarizes each business process to be implemented by the project.

• **Realization Phase**
  The project team will configure the functionality identified in the business blueprint. After the configuration, the consultants will playback the business process flow to the project team and key users.

• **Final Preparation Phase**
  During Final Preparation, the consultants will assist the IISJ project team to plan and execute the testing and prepare for cutover.

• **Go-Live and Support Phase**
  Consultants will provide application support for the first two weeks. For any additional consulting support required after the implementation, consultants can provide the service at the standard consulting rate.

IISJ Business Process Owner

Business Process Owners should possess good knowledge of the relevant business areas. Business Process Owners are responsible for the overall design for their respective application areas to standardize IISJ’s business processes and to ensure the right decisions from the perspectives of both IISJ’s requirements and SAP ERP functionality aspects.
IISJ Project Team

All members of the IISJ project team should ideally be full time. The project team will be the process owner who owns all business processes within the scope of this implementation.

• Project Preparation Phase
This phase is primarily the responsibility of the BASTECH and IISJ Project Managers as described above.

• Business Blueprint Phase
IISJ senior management and the project team will be responsible to attend the business process workshop. They will be responsible to provide information concerning business policies and making decisions concerning future business processes design. IISJ will also be required to approve the Business Blueprint.

• Realization Phase
The project team will define exception conditions for each business process and defining the integration testing scenarios. The project team and the appropriate management team will review and approve the configured business processes. At this stage, the project team will acquire R/3 skill through on-the-job training provided by the consultants. The project team will be able to document user procedures and development of end-user training. The user procedures (transaction based) are based on SAP’s Business Process Procedures and consultants will guide IISJ in the creation of this documentation. End user training is generally compiled from the user procedure

• Final Preparation Phase
The project team will execute the integration test, the volume tests and prepare for cut-over. IISJ will provide the Training Environment for End User Training. End user training involves the adaptation of SAP procedures to user jobs and roles. It is therefore recommended that the project team do this training.

• Go-Live and Support Phase
After going-live, IISJ needs to verify the accuracy of the productive system and provide application support. The project team will form a Help Desk to support other business users in the organization. Once the system has been in production, IISJ will be able to evaluate the business benefits.

IISJ Technical Team

• Daily System Administrative Tasks
The technical lead will provide the day-to-day system administration and maintenance activities. The commitment of this person is full-time and is critical to the success of the project.

• Network and Network Security
The technical lead will provide the Network Infrastructure Design for IISJ. He will also be responsible for Internet infrastructure security for the implementation.
• **Hardware Sizing and Installation**
  The technical lead will work with the certified SAP platform vendor to perform sizing for their development and production environments. The vendor will need to provide the sizing evaluation document. He should work closely with the SAP project manager on procuring System Hardware and supporting third-party software tools. The technical lead will ensure the vendor adheres to the Project milestone and targets. It is important that the target dates need to be met as delays could affect project timelines.

• **Infrastructure Support**
  The technical lead will ensure that proper infrastructure is available for every enduser to perform their tasks in the new R/3 system. This includes PC upgrades, network connections, installation of appropriately sized R/3 servers, installation of SAP GUI, as well as the availability of user procedures, forms and user support.

**Other IISJ Responsibilities**

It is required to prepare a room for the Implementation Team. The rooms should be big enough to accommodate the entire Project Team.

The project members should be equipped with the following:
- Telephones to be available for local calls
- Analog lines available for consultants to dial out
- Network Printer to test reports
- Electronic mail access and network Ids.

IISJ will manage any organizational changes that occur as a result of the concepts or processes developed during the project. This process looks into how changes can be managed in the organization when there are changes in roles and responsibilities. IISJ can facilitate this process via training, workshop and other activities conducted internally.

**6.3 BASTECH Consulting Team**

**BASTECH Consulting Team for Implementation:**

<table>
<thead>
<tr>
<th>Area / Module</th>
<th>Maximum No of Consultants</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP Project Manager – On Site &amp; Offshore</td>
<td>1</td>
</tr>
<tr>
<td>SAP solution consultant: Finance and Controlling (FI / CO) - Offshore</td>
<td>1</td>
</tr>
<tr>
<td>SAP solution consultant : Human Resources (HR) - Offshore</td>
<td>1</td>
</tr>
<tr>
<td>SAP solution consultant: Technical (ABAP) – On Site</td>
<td>1</td>
</tr>
<tr>
<td>SAP solution consultant: Technical ( Basis ) – On Site</td>
<td>1</td>
</tr>
</tbody>
</table>
One of our Senior Consultant will play the role of Project Manager.

### 6.4 IISJ Core Team Members

To ensure the success of the project, IISJ needs to commit the following core team member which needs to be nominated from business. These members need to be allocated full time to the project.

<table>
<thead>
<tr>
<th>Area</th>
<th>Profile of Member</th>
<th>Minimum No of Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td>Senior Member of IT department with good Business knowledge and IT knowledge.</td>
<td>One Resource</td>
</tr>
<tr>
<td>FI/CO</td>
<td>Comprehensive knowledge of Finalization of Balance Sheet, Bank Accounts, Inventory accounting, Sales Accounting and Assets, Product Costing, Budgeting, Cost center accounting and profitability analysis</td>
<td>One Resource</td>
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<tr>
<td>HR</td>
<td>Comprehensive knowledge of Human Resource Management</td>
<td>One Resource</td>
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<tr>
<td>Basis &amp; ABAP</td>
<td>Handling Database Management, Operating System, Hardware set-up, tuning and trouble Shooting</td>
<td>Two resources, 1 for Basis &amp; 1 for ABAP.</td>
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7 Project Costs

In the partnership concept described above, we are offering professional services adapted to your needs to meet the critical success factors required for this type of project. To achieve this mandate, we then propose the following business formula:

• Nominate one of our Senior consultant as BASTECH project manager to oversee the daily activities of the project and manage project plans, issue resolution, documentation, work schedules and so on.

• Provide solution consultants to perform an independent and objective review of business processes and application configuration

• Provide technical consultants to help you make project-specific decisions on the number of servers, operating system and database preferences, and the timing of installations.

• Provide solution consultants to support the IISJ project team implement the SAP ERP software, which requires expertise in the following areas: FI, CO, HR & Payroll.

• Provide technical consultants to develop interface and conversion programs as needed and to perform system support activities.

7.1 Implementation Cost Summary

The Total cost of the project covering the scope in Section 3.2 with a duration of 4 months and 2 months support is USD 48,553/-

The Total cost of the project covering the scope in Section 3.2 with a duration of 4 months and 2 months support and including the cost for 3 Professional + 1 Limited professional Licenses + 1 Payroll Engines + 1 Developer License + One year Annual Maintenance fees is USD 88553/-

Expenses have been included. Project is based out of Jeddah, Saudi. If the consultants have to travel to any other location, same needs to be organized by the client at their cost.
8 Terms & Conditions

- Any taxes, if applicable are payable extra.

Scopes of Work & Deliverables:
The scopes of work & deliverables in the proposal are the results from the study of the information &
documents provided by IISJ as well as the informal discussions held in IISJ office. Should any major
change or any unforeseen circumstance arise, both IISJ and BASTECH agree to address the resulting
impacts on the Project Plan mutually.

- BASTECH Systems is not liable for project delays caused by circumstances that are not within
our responsibility & control.

- Expenses have been included. Project is based in Jeddah, Saudi Arabia. If the consultants have
to travel to any other location, same needs to be organized by the client at their cost.

- It is understood that upon acceptance of this proposal a formal contract will be agreed to and
signed between IISJ & BASTECH Systems.

- Deployment period is min 30 days from data of signing of contract and receipt of advance in our
account.

- Fees and Payment Schedule

Milestone Billing

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<td>Signing of Contract</td>
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<td>Signing of Realization Phase</td>
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<td>Before Go-Live</td>
<td>5</td>
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<tr>
<td>End of Support</td>
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The payment terms are 15 days net after invoice date and payments are to be made to our bank account.
Bank and Account details will be provided in the Invoice.
9 Document Control

Document Responsibilities

<table>
<thead>
<tr>
<th>Author</th>
<th>Obaid Al Diri</th>
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<tbody>
<tr>
<td>Owner</td>
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<tr>
<td>Revision</td>
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<tr>
<td>Approval</td>
<td>Mohammed Tajuddin Abobakar</td>
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<tr>
<td>Copies for information to:</td>
<td>International Indian School Jeddah</td>
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Document Milestones

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<tr>
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Proposal Validity

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Revision Events

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Appendix A – ACCEPTANCE

We thank you very much for the opportunity of working together with you and look forward to the acceptance of our offer.

Sincerely,
BASTECH Systems Saudi Arabia

Name: Mohammed Tajuddin Abobakar
Designation: Managing Director
Date:

We have read and understood the contents of this proposal and accept this Proposal as a legal binding framework.

Sincerely,
International Indian School Jeddah

Name: _____________________________________
Designation: ________________________________
Date: _____________________________________