Executive Overview
Thank you for the opportunity to present First 5 LA with this proposal. We feel that we have a great opportunity to help you with your SharePoint needs.

First 5 LA has issued an RFP to find a consultant with experience in Microsoft SharePoint 2010 to develop a strategic SharePoint architecture plan as well as configure a SharePoint 2010 department site template for Intranet use. Based upon our understanding of your RFP, we are confident that Invenio will provide the services that First 5 LA needs, while also providing a level of consulting expertise and experience that will be unmatched by any other organization that you are considering.

Invenio’s approach to this project is simple. We will leverage our experience and knowledge of SharePoint 2010 and work with the First 5 LA staff to determine the appropriate configuration, customization and integration needs specifically focused around your business processes and organizational objectives. Your team will have the benefit of Invenio's decades of combined SharePoint experience and Microsoft certified, solution-specific consulting throughout the project engagement. This will involve several rapid iteration and work sessions for gathering requirements, planning the solution and architecture, and documenting the components which ultimately form the SharePoint 2010 solution.

Our goal is to ensure this initial SharePoint project exceeds your expectations now and serves as a foundation for building SharePoint-based solutions for First 5 LA for many years to come. Every component of our strategy includes thoughtful planning and implementing all aspects of this solution with future upgrades, maintenance, and growth in mind.

We are pleased to submit this proposal to assist First 5 LA.

Scope of Work
Invenio will work with First 5 LA on two (2) distinct deliverables.

- Deliverable 1: Configure a basic SharePoint 2010 Department Site Template for intranet use.
- Deliverable 2: Co-Develop a general SharePoint architecture that can be used by First 5 LA in an RFP process.

Due to the flexible nature of the SharePoint 2010 platform and its wide array of potential applications, First 5 LA may decide to use SharePoint for various other solutions in the future (such as a Web Content Management, Extranet, Ecommerce, Volunteer Management, Training, etc.). As such, Invenio will take potential future usage of the platform into consideration during configuration and consulting.
Invenio understands that SharePoint is a long-term solution as a business productivity platform. Our proposal is inclusive of the planning and consultation services in addition to implementation of the pilot department site on your existing SharePoint 2010 infrastructure.

Invenio will provide the following deliverables to facilitate a successful implementation.

**Kickoff, Baseline, and Team Readiness**

- **Project Initiation Meeting.** Initial kickoff phone conference and GoToMeeting with key stakeholders. The purpose of this onsite meeting is to:
  - Identify key stakeholders and roles.
  - Identify the primary client Project Manager and define responsibilities
  - Identify the primary Invenio consultant and define responsibilities
  - Review the Deliverables and define Acceptance Criteria
  - Identify key success criteria
  - Identify Change Management procedures

- **Project Plan.** Invenio and First 5 LA will co-develop a formal project schedule to identify deliverable dates, blackout dates (vacation, conferences, etc.), and other relevant project schedule items and dependencies. Invenio will present a draft version of this document. A single round of revisions prior to client acceptance of the Project Plan is expected.

**System Architecture and Planning**

- **Business Objectives.** Invenio will lead a GoToMeeting session to determine specific business objectives, content, processes, procedures, and workflows that may be implemented in SharePoint as part of the Department Template. These Business Objectives will identify key implementation drivers.

- **Information Architecture.** As part of the GoToMeeting Session, Invenio will provide guidance related to Site hierarchy and structure, navigation elements, and global metadata. While the identified deliverable is a single department site template, we clearly understand the desire to eventually expand the SharePoint solution into a full featured organization platform. It is our desire to provide the guidance and experience to facilitate that growth.

**SharePoint Architecture Plan**

Invenio will work collaboratively with First 5 LA to develop and deliver a SharePoint Strategic Plan that includes an iterative-based approach to delivering future functionality and enhancements to the SharePoint environment using planned and controlled releases.

This Architecture Plan will include:

- Hardware and Network configuration details
- Service Account Details
- SharePoint Farm Configuration Guidance
- Site and Site Collection Configuration Guidance
- Service Application Configuration Guidance
• Authentication Guidance
• Web Content Management Guidance
• Managed Metadata Guidance

Pilot Site Configuration
Invenio will procure and configure a single SharePoint Department Site as part of this initial engagement. The exact details of this initial deployment will be determined during the initial project stage (such as which pilot department/team will be first, document and library configuration, site configuration, activated features, etc.). Invenio expects to provide additional guidance on a top-level site architecture and navigation structure, though implementation of these concepts is outside the scope of this initial proposal.

Creative Design & Usability
The creative “look and feel” will be based on the default SharePoint configuration. A full creative design is not been included in this proposal.

Assumptions
• First 5 LA will provide the required infrastructure (hardware/software) as well as remote access as needed.
• Invenio assumes a single SharePoint 2010 server running either SharePoint 2010 Enterprise.
• This proposal does not include consulting services related to business processes and SharePoint sites (i.e. Public Web Content Management sites) except those specifically related to implementation of the solution described in this proposal.
• The client is responsible for populating the new solution with content and data. Invenio can provide migration consulting, but this proposal does not include the physical migration of content, files, or data.
• Invenio will create the first department site based upon the template. If desired, Invenio can implement additional department/team sites under additional Work Orders.

Costs
Invenio proposes the implementation of this solution for a fixed priced cost of $4,975. This work will be milestone driven with the first payment due with a signed agreement. Subsequent payments will be invoiced upon delivery of each milestone.

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<th>Milestone</th>
<th>Amount Due</th>
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<td>Project Initiation</td>
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<td>Site Template and Architecture</td>
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<td>Document Delivery</td>
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Schedule
The project start date and actual delivery schedule will be mutually agreed upon and will be scheduled upon signature of this agreement. All changes to the project schedule will be communicated through a defined Change Management process. While we will co-develop the actual schedule, Invenio anticipates the following delivery schedule. Note that this schedule may be accelerated based upon client availability and preparedness:

- November 1, 2011. Milestone: Project Initiation
- December 9, 2011. Milestone: Site Template and Architecture Document Delivery

Authorization
Signatures on this document will act as the formal agreement between First 5 LA and Invenio.

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<th>Invenio Partners, Corp.</th>
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