**RJCAT Consultancy**

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Business Reg : 49619200X

 *“total quality, total service and total satisfaction”*

Date: 11 Sep 2017

To:

School in Singapore

**RE: Quotation for Staff Allocation and Deployment Management System**

Established in 1993, RJCAT Consultancy is a company that specialized in Software Application Development, Computer Training, Web-based Application, Web Hosting and IT Consultation.

We have been developing numerous Software Applications and providing Services to schools and Schools Sports Council for more than 20 years. We design our software from ground zero with full compliance to the requirement specified by the end users.

All our softwares are fully SSOE compliance.

Please do not hesitate to contact us if you have any queries

Yours faithfully,



Jonathan Yeo

Systems Consultant

jonathan@rjcat.com

**Staff Resource Allocation and Deployment Management System**

Staff Resource Allocation and Deployment (SRAD) Management System is the latest Software Application developed by RJCAT with inputs and feedbacks from various schools.

SRAD is SSOE Compliance and it runs on Windows Environment (32-bit and 64-bit). It is an OFFLINE Application and does not require any internet connection (No Security Issues).

The objective of SRAD is to simplify and streamline the process of allocating resources to staff and deploying them accordingly, ensuring that “RELEVANT” periods and hours are assigned to them.

In addition, we also include a mini Staff Profiling System for FREE. It is a module for you to update and keep track of your staff profile over the years. A One-Stop Solution.

### ****Type of JOBS****

There are SIX main types of JOBS in SRAD:

* Form Teacher (Periods) - Class Form Teachers and Co-Teachers
* Academic (Periods) - Subject Teachers
* CCA (Hours) - CCA Teacher
* Committee (Hours) - Committee formed by Schools such as SMC, Steering Comm, Standing Comm
* Event (Hours) - School Events such as Speech Day, Anniversary, CIP Projects, Carnivals
* Others (Hours) - Any other Activities that require Staff Involvement and count their hours

***All periods can converted into Hours for the purpose of calculating the TOTAL HOURS allocated to the Teachers.***

### ****User Groups****

There are 4 User Groups identified for SRAD-MS:

* SRAD Admin - They will manage the SRAD master Database, collating all the entries and check the overall Resource Allocation and Deployment.
* Admin Manager - They will represent the school leaders in updating the Form Teachers, Committee, Event and Others
* HOD Academic - They will manage the Subject Teachers under their respective departments
* HOD CCA - They will manage the Teacher in charge of the various CCA

### ****Data Entry****

User may use EXCEL-OPM to input the entries or enter directly into SRAD. Once the SRAD Admin consolidates the entries, all the reports will be available immediately. There is no need to process.

**Staff Resource Allocation and Deployment Management System**

### Schedule Price

The retail price for SRAD Management System is $4800.00. There will be $1000.00 discount for schools that have purchased at least one of our software.

The package shall include:

* SRAD Installation with Site License (Unlimited of PC Installation)
* Workshop for SRAD Admin (90 minutes)
* Workshop for End Users (45 minutes)
* On-Site Support and Trouble-Shooting
* Free Upgrade for One Year
* Warranty Period of One Year

### ****Annual Service and Support****

Once the warranty period is over, there is an optional Annual Service and Support at $750.00 which shall include:

* Free Upgrades (At least 4 upgrades per year for the initial year)
* On-Site Support and Trouble-Shooting

**ORDER FORM**

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|  |  |  | Date: |  |
|  |  |  |  |  |
| Name of School : |  |  |  |  |
|  |  |  |  |  |
| Teacher-in-charge: |  |  | Contact No: |  |
|  |  |  |  |  |
| eMail: |  |  |  |  |
|  |  |  |  |  |
| Existing Software from RJCAT, if any |  | Amount : |  |
| 1) |  |  |  |  |
| 2) |  |  | Please eMail order form to jonathan@rjcat.com |
| 3) |  |  |
| 4) |  |  |
| 5) |  |  |

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| Principal’s Signature | School Stamp | Date |