

A PROPOSAL FOR A COST-EFFECTIVE

E – Learning Platform

That works For Everyone



CADRIGHT
GLOBAL RESOURCES

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NOW IS THE RIGHT TIME TO THINK ABOUT

DIGITIZING YOUR SCHOOL

1.1 COMPANY PROFILE

Cadright IT Services is an indigenous I.C.T firm established in 2015 by a set of service-oriented professionals who saw the need to intervene in Nigeria's innovation crunch. We develop, deploy and manage various levels of I.C.T framework for a wide range of corporate clientele thereby bringing solutions to the major challenges schools, businesses and companies face. Our team of experts and partners from all walks of life coupled with a resilient determination to serve with utmost perfection, have helped us grow exponentially from a one state operation with less than five (5) founding partners to a national network of IT firms across the country. Timeliness, creativity and relationships are our strong points.

1.2 OUR SERVICES

We are currently ICT facilitators for over 122 corporate outfits including schools, churches, industries, companies, associations and merchant outlets. We take pride in the durability of our proprietary applications, products and services which we consistently improve to suit the shifting needs of our clients. In a nutshell our services include: website development and management, CCTV installations, Office system networking, Internet facility provision, database automation services, portal deployment and management services, intercom and fibre-optic communication systems, automated fee processing systems, venture management softwares, corporate staff trainings, In-session mandatory short courses for students and staff, biometric reader installations and other related services.

2.0 OUR PARTNERS

Through years of commitment and diligent service delivery, we have come to work with a wide range of facilitating partners on several fronts. Some of them include:

- ACCESS BANK PLC – financial facilitators
- GOOGLE – Cloud storage services
- MICROSOFT – Office solutions
- HD SOFT SYSTEMS – Principal software developers
- J-SYSTEMS COMPUTERS LTD – Principal hardware dealers
- SRM INSTITUTE OF SCIENCE & TECHNOLOGY (India) – Incubation partners
- CARDINAL PHOTOS – Media and publicity facilitators

- KING-JAY MEDIA - Media and publicity facilitators
- GEOMETRIX CONSULTANTS - Physical development partners
- CHINATAN GLOBAL - HR recruitment and training partners
- SMARTWEB NIGERIA LTD - Internet service providers
- Q-SERVERS LTD - Internet service providers
- AIRTEL NIGERIA - Internet service providers
- CANAAN LAW OFFICE ` - Solicitors and legal representatives
- MASTER AIR TRAVELS LTD - Trip agents and Advisors

3.0 WEBSITE DEFINITION

A website is a platform where you can show case anything you want, in any format. It has over the years become a tool the world cannot do without, and so all successful firms and businesses have one or more in order to showcase what they have to offer the general public.

Through the internet:

- Relationships are established and maintained, regardless of where the two or more parties are.
- Products and services are showcased for the world to see
- Students and Parents can be reached directly
- Information about a new development can be disseminated easily
- And many more

4.0 HOW CAN A PORTAL BE OF BENEFIT TO YOUR SCHOOL?

4.1 Enquiries – with the help of a website, Students and Parents would not need to come in person to your School to make any enquiries. And if they need to talk to any customer representative, their contact details will be available on the website.

4.2 Wider reach – the website advertises your School and makes people gain access and knowledge of what is done there from anywhere in the world. This increases the number of students the school will keep gaining over time. The website also displays the address of your School via an embedded Google map for driving and walking directions so that your School will be found easily by first time visitors.

4.3 School Fees Payments – with the help of the website, Students and Parents from anywhere can make payments for School Fees completely online using a debit or a

master card from anywhere in the world. You will receive the credit alert and then do the proper documentation.

4.4 Improved Accuracy And Efficient Management Of Your School: Your website helps you keep track of your School from anywhere. This means you no longer have to worry about dubious staff who may falsify payment information or class students information for cheap gains. Tasks that were previously done manually are now digitised and hence documentable.

4.5 Improved Students and Parents Experience – A website helps your School improve the overall experience for Students, parents, teachers and the public. Things are easier and they also have a feeling of being part of the I.C.T movement.

4.6 Information Sharing and Management – the website helps you pass across any new updates to your Students and Parents easily. Your information or updates are displayed on your website; it can be made a priority.

4.7 Publishing Results – as a school, with the help of a website you can easily collate the results of your students on the website with the help of the easy interface, the results of these students will be uploaded on the website, and they will be able to check it any time. It will reduce the stress undergone when the collation is done manually; and also reduce the rate at which results get missing. Each student can have their individual profile on the website, which they will log into to check for their results

4.8 Publishing Academic Materials – Assignments, Textbooks, Class Syllabus, Timetables e.t.c can be uploaded on the school website, so the students can download them at home from anywhere. Resources sections can also be added to the website, including: documents, videos, images, presentations.

4.9 Staff Management – the website can also serve as a platform to manage your staffs. in terms of Staff log-in and log-out as well as Result uploads by Staff as at when due.

4.10 Parent-Staff interaction – Parents that don't have the time to attend some meetings organized by your school can actually log into the website and have a live conversation for free with your Staff. This platform also makes any information from the school reach the parents live if they won't be able to make it to the meeting.

4.11 Google Classrooms Software Integration –

- **Easy setup** —Teachers can set up a class, invite students and co-teachers. On the Classwork page, they can share information—assignments, questions, and materials.
- **Saves time and paper** — Teachers can create classes, distribute assignments, communicate, and stay organized, all in one place.
- **Better organization** —Students can see assignments on the To-do page, in the class stream, or on the class calendar. All class materials are automatically filed into Google Drive folders.
- **Enhanced communication and feedback** —Teachers can create assignments, send announcements, and instantly start class discussions. Students can share resources with each other and interact in the class stream or by email. Teachers can also quickly see who has or hasn't completed the work, and give direct, real-time feedback and grades.
- **Works with apps you use** — Classroom works with Google Docs, Calendar, Gmail, Drive, and Forms.
- **Affordable and secure** — Classroom is free for schools, nonprofits, and individuals. Classroom contains no ads and never uses your content or student data for advertising purposes.

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5.0 TECHNICAL FEATURES

The table below presents a breakdown of the features of school websites created and managed by Cadright.

Website Category	Features
<p>STANDARD SCHOOL SITE</p> <p><input type="checkbox"/></p>	<p>An introductory write-up about the school, Description of It's category i.e whether nursery, primary secondary, or tertiary or a combination of these, Beautiful Pictures slide of your school and the amenities you have. Proper address with embedded map providing driving directions to your school from anywhere in the world, Contact information including Telephone, E-mail, fax, and contact advise regarding visiting hours and days. Parent - Teacher complaint form that enables a parent make an enquiry or lodge a complaint directly to the admin from your website Periodic Newsletters can be sent to parents via the site to their e-mail addresses subscribed on the site Periodic Update of News and events of your school will be uploaded and available to the world, this includes videos, audio files, documents of any format. Exam time tables, Rosters and upcoming events will be published on your website secure admin areas will be allocated to your I.C.T department to enable them log in and update your personal information by themselves. [a free training is required for this]. You can upload your class assignments, syllabus and other academic materials to aid the children and their parents in conducting home lessons. You can upload pictures, names and designations of all your staff for easy identification by parents e.t.c [Possibilities are endless]. Full Search Engine Optimization. FREE!!! printing of the new web address on your existing signpost.</p>
<p>ACADEMIC-PORTAL</p> <p><input type="checkbox"/></p>	<p>All as in Standard category plus :</p> <p>For The Administrator Of The School:</p> <ul style="list-style-type: none"> • Upload e-learning materials from your dashboard • Send email to all parents or selected • Send SMS to all parents or selected • Register new child /Assignment to class • Register new teacher/Assignment to class • School fees payment and confirmation system. • News update to publish information to the front end and p dashboard and • Prize winner and Awards update • Result uploading, interactive or static – subject to administrator’s approval <ul style="list-style-type: none"> • Curriculum or scheme of work upload section that allows teacher to upload scanned copy or type in the class curriculum or scheme of work.

	<ul style="list-style-type: none"> • An Assignment upload section that allows the teacher upload assign daily, for his / her particular class. • Pick up identity number for each child, changed every week for security purpose. • Accounts section : income and expenditure (optional / plug-in) • Computer based testing system (optional / plug-in) • A table showing list of all students by classes • A table showing list of all staff by roles • School calendar for the term; editable and displayed in administrator parents dashboard <p>For The Parents And Students</p> <ul style="list-style-type: none"> • Download e-learning materials from your dashboard • A user dashboard where one can view all his information as updated by the school administrator. • Change username and password • View and send in- messages / emails. • View assignments. • View results (pin required) • View school calendar for the term. • View student information. • Complaint form; that sends messages direct to school administrators dashboard. • View news of upcoming event uploaded by admin • View academic resources such as curriculum or scheme of work uploaded by administrator or teacher. • View payment status as checked or marked by administrator. • View Dictionary • Play Educational games <p>FREE!!! ICT and Business Ethics Training for entire staff of the School.</p>
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5.2 OTHER FREE VALUE ADDED SERVICES WE PROVIDE AFTER CREATING YOUR PORTAL INCLUDES:

- **Free ICT Training For Your I.T Department:** After creating your website, we conduct a free ICT training for your resident Staff who would be working in congruence with the site to ensure smooth functioning of the site. Their training would include how to perform real-time updates of results, how to manage incoming E-mails received from online Students and Parents, how to extract and compile online Students and Parents lists for follow-up purposes e.t.c
- **Free Printing of The New Web Address On Your Existing Signpost:** (Subject to proximity to field office) This helps to inform your Students and Parents that your School now has a website where they can download academic materials for home lessons or simply log on to follow your events and activities.

- **Free Scheduled Business- Ethics Workshop / Training for Your Entire Staff:**
This is a premium service offered to clients in the advanced website category. We would conduct a free One week training for all the School staff on work-Ethics. This has been very helpful in improving overall Students and Parents experience and thus retention capacity.

6.0 THE PROPOSAL

We will develop a full functional school website and portal for your school and maintain the same termly. The features mentioned under the ‘**Standard School Site**’ and ‘**Academic Portal**’ above will take effect for your school once ready. We will also provide you with termly **ICT Training** to ensure that you understand how to manage your newly built system. **Social media management** is an optional service.

7.0 IF YOU OPT-IN FOR THESE SERVICES

The delivery of these services to your school is in consideration of a *termly Service Fee* usually placed at USD 5.00 / child/ term. Where all features mentioned in the portal are not required by your school, a sliding scale is applied. This amount can often be included in your school fee billing and deducted (by you) to credit us when your school fee is paid.

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**OFFICIAL CONTRACT
BETWEEN
CADRIGHT GLOBAL RESOURCES LTD.**

&

YOUR REGISTERED SCHOOL NAME HERE

**TOWARDS CREATION & MANAGEMENT OF A
SCHOOL WEBSITE/PORTAL**

DATED THIS DAY _____ DAY OF _____ 21

**CADRIGHT
GLOBAL RESOURCES**

**PREPARED BY
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Abuja

COMPANY WEBSITE APPLICATION FORM - D3

Date: / /

By filling this form and submitting it, you have indicated your interest in Lightgates Technologies Ltd website creation and hosting program. A website is the fastest way to increase the reach and customer base for small / medium scale businesses. Guests can log in to view and explore your different services and offers. You can also receive orders and payments online from your webpage. It is an online office that functions 24hrs and serves people beyond your geographical boundaries. Through this program, we are continuously helping entrepreneurs get online presence and recognition thereby improving their potential for gross profits by more than 200%.

NAME OF BUSINESS :

Preferred choice of website address (2):

DATE OF REGISTRATION / INCORPORATION :

VISION AND OBJECTIVES OF THE BUSINESS:

BRIEFLY DESCRIBE YOUR PRODUCTS / SERVICES AND OFFERS RENDERED BY THE BUSINESS (Please send Supporting images, tables,

charts, videos and presentations to

cadrightnigeria@gmail.com):

BRIEF WRITE-UP ON THE COMPANY EXECUTIVE(S) / DIRECTOR :

FULL ADDRESS OF HEAD OFFICE AND BRANCHES (where applicable) :

CONTACT INFORMATION

*E - mail :

*Phone Number :

Fax :

TERMS OF CONTRACT

This contract represents the business agreement reached between, **CADRIGHT GLOBAL RESOURCES LTD** hereafter referred to as **SERVICE PROVIDER &**

hereafter referred to as **THE CLIENT**.

1.0 **CADRIGHT GLOBAL RESOURCES LTD** shall design a fully functional business website for the client and shall maintain same for the period of this contract.

1.1 The website shall feature elements as stipulated in the table above, for the selected category.

2.0 This contract shall subsist for a minimum period of five (5) years from the date of its reaching. It is subject to renewal based on the client's instruction which shall be in writing. The service fees may be reviewed after this period to allow for circumstantial requirements at the time.

2.1 The Website shall be solely administered by **CADRIGHT GLOBAL RESOURCES LTD** Staff in conjunction with her approved affiliate partner and the client's I.T unit and any other relevant body or bodies that are in agreement with her.

3.0 **CADRIGHT GLOBAL RESOURCES LTD** Nigeria shall not be liable for any misappropriation of funds or loss of business due to carelessness or failure to furnish her with correct and necessary data for the web-office.

4.0 Payment for the *termly* service renewal is due at least one (1) month from the date of resumption of a new academic term / session. In the event of your failure to renew the service as at when due, Some features of the system may not work properly and we (**CADRIGHT GLOBAL RESOURCES LTD**) nor our affiliate partner shall not be held liable for any de-activation by the host provider, and you (the client) shall bear the cost of re-activation including any penalties charged by the service provider or **CADRIGHT GLOBAL RESOURCES LTD**.

4.1 Also in this situation, (**CADRIGHT GLOBAL RESOURCES LTD** nor her approved agents) shall not be liable for any loss of business due to server down time.

4.2 There shall be no direct dealings between **CADRIGHT GLOBAL RESOURCES LTD** and parents of wards within your school. **CADRIGHT GLOBAL RESOURCES LTD** shall receive instructions (from Client) as per which students/pupils have been added/removed from the database and shall effect all necessary system resetting accordingly.

4.3 Payment for our services shall be made digitally through a suitable payment gateway agree upon by both parties. No cash transactions shall be accepted. The client is advised to make use of the secure online payment platform.

5.0 **CADRIGHT GLOBAL RESOURCES LTD** shall create and maintain social media accounts on the behalf of the Client, towards placement of adverts and posts as scheduled. The Client shall grant **CADRIGHT GLOBAL RESOURCES LTD** access to such accounts if they already exist.

5.1 Posts and updates shall be scheduled as follows for the different categories:

Standard Entrepreneur -	1 post weekly	– (free)
Business Class -	3 posts weekly	– (Request quote)

5.2 **CADRIGHT GLOBAL RESOURCES LTD** shall by this agreement receive the authority to enlist your school on school business listing websites with the sole purpose of improving your school's visibility on the internet.

5.3 **CADRIGHT GLOBAL RESOURCES LTD** shall by this agreement receive authority to make periodic blog posts on her schools-review blogsite on behalf of the school detailing the school's achievements and thereby positioning her for more patronage by potential clients.

6.0 All information on said website, blog or social media accounts are on 'as-supplied' basis. The client understands that **CADRIGHT GLOBAL RESOURCES LTD** shall not be held liable for any mis-information of the public arising from false or incorrect information presented on her website.

7.0 LEGAL DISCLAIMER

CADRIGHT GLOBAL RESOURCES LTD makes no assurances whatsoever as per authenticity of information on clients' sites created by us. Clients are fully responsible for the information presented on their website(s) and have agreed in writing, to indemnify Us in the event of any mis-representation leading to any negative outcome.

All information displayed is on 'As-Furnished' basis.

A client is defined as the individual, company or organisation whose products, services, programs and offers are described on a site created by **CADRIGHT GLOBAL RESOURCES LTD** with their written permission.

We hope that you love our intellectual creativity and continue to strive to develop more ways to serve you better.

8.0 In the event of a disagreement arising between both parties emanating from one or more of the clauses enshrined, this shall be settled via arbitration by an appointed arbitrator in line with the Arbitration Act Of Nigeria.

9.0 SIGNATORIES : (For Authorised Staff only)

Client Name:

Signature :

Date :

Witness Signature :

CADRIGHT GLOBAL RESOURCES LTD (IT CONSULTANT) :

Signature :

Date :



Best Regards,

CADRIGHT GLOBAL RESOURCES LTD

www.cadrightglobalresources.com/ict