YOUR  
LOGO

**COMPANY NAME**

BUSINESS CONTINUITY PLANNING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to develop a comprehensive Business Continuity Plan (BCP) for your organization. We specialize in creating strategies that ensure operational resilience during disruptions.  
  
This proposal outlines our approach to delivering a BCP tailored to [Client Name]'s needs.

# Project Objectives

The primary goals are:  
  
- Identify critical business functions and potential disruption risks  
- Develop actionable response and recovery strategies  
- Ensure business continuity in the face of emergencies or crises  
- Provide a structured framework for ongoing resilience planning

# Proposed Services

Our BCP services include:  
  
- Risk assessment and business impact analysis  
- Identification of critical operations and dependencies  
- Development of response, recovery, and communication plans  
- Scenario-based testing and plan validation  
- Training and awareness programs for staff  
- Periodic review and update recommendations

# Scope of Work

Scope includes:  
  
- Initial consultation to define BCP objectives and priorities  
- Data collection through documentation review and stakeholder interviews  
- Development of customized BCP documentation  
- Facilitation of tabletop exercises to test plan effectiveness  
- Delivery of final BCP report and strategic recommendations

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Planning & Risk Assessment | Identify risks and analyze business impact | [Start Date] |
| BCP Development | Draft business continuity strategies and documentation | [Date] |
| Testing & Validation | Conduct exercises to test plan effectiveness | [Date] |
| Final Report & Recommendations | Deliver final BCP and strategic advisory | [Completion Date] |

# Pricing

Estimated cost breakdown for business continuity planning services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Risk Assessment & Business Impact Analysis | Identify critical functions and assess risks | [Amount] |
| BCP Development | Create customized continuity plans | [Amount] |
| Testing & Training | Conduct scenario-based tests and staff training | [Amount] |
| Final Reporting & Advisory | Deliver BCP report and improvement recommendations | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted consultancy specializing in risk management and business continuity planning.  
  
- Experience: [X] years in business continuity and disaster recovery  
- Expertise: Risk analysis, continuity frameworks, crisis management  
- Mission: To safeguard business operations through effective continuity planning

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: BCP development for a financial services firm  
- Outcome: Enhanced resilience and minimized downtime during operational disruptions  
  
Testimonial:  
“[Your Company Name] delivered a practical and comprehensive BCP that significantly improved our readiness for unexpected events.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Service Scope: Includes assessment, plan development, testing, and advisory.  
Client Responsibilities: Provide access to documentation, systems, and key stakeholders.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

To approve this business continuity planning proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_