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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_