Quote Creation

- Rough Quote Drafting
- Rough Quote Meeting
- Quote Refinement
- Official Quote Drafting

Rough Quote Drafting

Following the initial meetings with the stakeholders, the SD2C Director will meet with the assigned staff to draft a quote.

The SD2C Director and assigned staff member will set a time to draft an initial quote for the project. Here, they will discuss the design cycle, development strategy, and deployment time for the technologies.

> Note: This Project quote will be drafted based on line item costs as shown on the SD2C Services Site. This is typically quoted to match timeline, budget, and scope of project. Since the SD2C only charges for hours worked, the final amount may vary from this quote.

Rough Quote Meeting

Next, a meeting will take place between stakeholders to discuss the quote.

The quote is either

1. Accepted as-is

If the quote is accepted as-is, then it is ready to be drafted by the SD2C Director through the HSC Cores Resource Managment System.

2. Rejected

If the quote is rejected and not accepted with no refinement option, then the SD2C Director will place the project in Backlog and will not discuss it further with the client/partner/PI unless reapproached.

3. Questioned and Refined

If the quote is questioned and subject to refinement, the SD2C Director and clients/partners/PIs will discuss the line items in more detail or change the scope and timeline to better fit the budget. The SD2C Director will take these into account and schedule another meeting to perform a follow-up meeting to present the finalized quote.

Quote Refinement

The initial quote will undergo a complimentary refinement following the rough draft presentation to clients/partners/PIs. Any feedback is taken down as notes and relayed in a subsequent refinement quote.

Official Quote Drafting

Once a quote is accepted during the quote refinement meeting, it is then drafted on the HSC Cores Quote Management System.