

WEBSITE DESIGN REQUEST FOR QUOTES

EXHIBIT A

SCOPE OF SERVICES

TASK 1: DESIGN*

The following updates and modifications to the website will be made:

1. Consolidation/creation of headers (tabs) to promote easier location and retrieval of documents
2. Redesign and reorganization of pages as suggested in Exhibit A website map attachment (this is a draft subject to change based on recommendations from web design firm)

*The selected firm will develop a proposal for work not to exceed \$10,000. This is a budgetary limit.

TASK 2: DEVELOPMENT/PROGRAMMING OF THE WEBSITE

Upon review and approval of the design, the firm will implement changes and maintain the website. Website hosting must be provided. A content delivery network will be required for the website due to the large amount of data to be stored. A program such as Google Analytics will be needed for the generation of website statistics.

TASK 3: PROMOTION OF THE WEBSITE

Provide optimization of the website through search engines in an effort to give the R2CTPO website a broad internet presence.

TASK 4: MAINTENANCE AND TRAINING*

The selected firm shall design and produce web pages for the internet site and provide training to assist select R2CTPO staff in maintaining and updating information on the pages utilizing the Content Management System (CMS) WordPress. Once the training is satisfactorily completed, the firm may continue to be utilized for changes to the website, as determined by the R2CTPO, by the issuance of a work order and payment for services billed at rates as detailed in Exhibit B.

*The selected firm will have up to \$1,700 for hosting and yearly maintenance of the website.

TASK 5: TIMELINE

All work must be completed by June 30, 2017.