MONTECITO FIRE PROTECTION DISTRICT

AGENDA FOR THE COMMUNITY OUTREACH COMMITTEE MEETING

Montecito Fire Protection District Headquarters

595 San Ysidro Road

Santa Barbara, California

November 14, 2013 at 3:00 a.m.

Agenda Items May Be Taken Out Of The Order Shown

1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District; 30 minutes total time is allotted for this discussion.

2. Review Proposals for Website services and provide direction.

3. Requests for items to be included for the next Community Outreach Committee Meeting.

Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is November 8, 2013.

MONTECITO FIRE PROTECTION DISTRICT

By_____

Chip Hickman, Fire Chief

Letter of Interest

September 11, 2013

From:	To:
Ameravant Web Studio 420 E Carrillo Street Santa Barbara, CA 93101 805-456-6011 michael@ameravant.com www.ameravant.com	Montecito Fire Protection District Website Development Attn: Chip Hickman, Fire Chief 595 San Ysidro Road Santa Barbara, CA 93108 Phone: 805-969-2537 Email: chickman@montecitofire.com Email cc: geriventura@montecitofire.com

On August 21, 2013 the Montecito Fire Protection District issued an RFP for the development of a new website to replace www.montecitofire.com.   Ameravant was asked, and is very interested in working Montecito Fire Protection District on their new website.

Ameravant is a 13-year old company with 7 employees. We are heavily involved in the Santa Barbara, Goleta and Carpinteria communities. With over 370 active clients we have the technical support team and systems in place to support this new website and full-time Customer support staff to support the people at Montecito Fire Protection District, after the website is live.

Ameravant is committed to contributing to the health of our community. We support over 60 nonprofit organizations. The owner of Ameravant, Michael Kramer, is also involved in these community organizations:

- Board Member of the Goleta Chamber of Commerce (4 years)
- Member of the Carpinteria Chamber
- Member of the Solvang Chamber
- President of the Santa Barbara BMW Motorcycle Club (6 years)
- President of Santa Barbara Referral Associates (10 years)
- Past Board Member (vestry) of Trinity Episcopal Church
- 6 Terms as Director of Leads Club (business networking) over the past 10 years
- Have actively supported the Hispanic Chamber of Commerce and SB Young Professionals Group

Ameravant Employees that will be working on this website are:

- Michael Kramer, client consulting, specification writing, project reviews and client liaison
- Dave Myers, Sr Designer
- Kelly Lane, Designer and content layout
- Joshua Leach, Content migration, Search Engine Optimization and client training
- Matt Burns, domain management, Google notification and post Client Support
- John Richardson, Project Administrator

Sincerely,
Michael Kramer

Montecito Fire Protection District

Website Specifications per RFP

September 11, 2013

REQUIREMENTS:

1. Enhance the MFPD's overall online presence
2. Redesign the current website with easy navigation
3. The site must contain the following features
   a. Can be easily updated
   b. Contain downloadable documents
   c. Allows for unlimited content to be added
   d. Must contain the content from the current website
   e. Must have an open architecture so in the the future other features can be easily added
4. Expand information about the District's services
5. Keep residents and visitors better informed about services, activities and events, including emergency notifications.
6. The MFPD requires a website that:
7. Is modern and visually appealing and accessible.
8. Displays correctly in all major browsers; these minimally including: IE, Firefox and Chrome, Safari and Opera. (The current release/version of each browser and one prior version)
9. Has a conforming look & feel that works with mobile and tablet browsers. (Responsive Design)
10. Meets ADA / 508 standards compliance.
11. Offers language translation. (Google Translate)
12. Does not rely on an outside webmaster to add new web pages/documents, make changes to existing pages, or update the look and feel of the website as-needed.
13. Has a design architecture that allows for easy accommodation of new pages and features as well as future sub-sites. (multi-tenant websites allow multiple sub-sites)
14. Incorporates RSS feeds or other subscription services that allow residents to subscribe to selected topics on the website. As a result, residents will automatically receive information updates via email or text messages.
15. Includes redundant backup of system information.
16. Incorporates Employment hiring form(s) and database(s).
17. Includes AM Radio station streaming. (plugin)
18. Convert all content and documents from the existing website into the new CMS-based website/templates.
19. Provide website management training to a minimum of four (4) District employees that will be responsible for updating website pages.
20. Provide one (1) year of website support, CMS maintenance and website hosting from the date the new website is "live". This involves 8am-5pm, M-F phone support with remote access and minimum 2 hour call back support after hours and weekends.
21. Provide a proposal for website support, CMS maintenance and hosting beyond year one

Design and Development Team - Dave Myers (4-year design degree) and Kelly Lane

http://artofdavemyers.com - Dave Myers

http://dejalane.com - Kelly Lane

Dave and Kelly are full-time Ameravant Staff Designers. Dave has worked with Ameravant for 7 years and Kelly has worked for Ameravant for over 3 years. Samples of work include:

1. www.carpfire.com - newly released Carpinteria-Summerland Fire Department
2. www.goletavalley.com - Goleta Valley Chamber of Commerce
3. www.solvangcc.com - Solvang Chamber of Commerce
4. www.lemonfestival.com - California Lemon Festival
5. www.johnsonfamilydental.com - Johnson Family Dental
6. www.hazelwoodallied.com - Hazelwood Allied Movers
7. www.schipperconstruction.com - Schipper Construction
8. www.yourwebinarguru.com - Your Webinar Guru
9. http://scoresb.site-ninja1.com - SCORE Business Counceling
10. www.unitedbg.org - United Boys and Girls Club
11. www.abdesignstudioinc.com - AB Design Studio
12. www.stvincents-sb.org - Saint Vincents
13. www.ameravant.com - Ameravant Web Studio
14. www.site-ninja.com - SiteNinja CMS
15. www.cphhomes.com - Capital Pacific Home Builders
16. www.sbexetrans.com - Santa Barbara Executive Transportation
17. www.syvaor.com - Santa Ynez Association of Realtors
18. www.missionterracesb.com - Mission Terrace Skilled Nursing

Past Experience on Similar Projects:

1. www.carpfire.com - newly released Carpinteria-Summerland Fire Department
2. www.goletavalley.com - Goleta Valley Chamber of Commerce
3. www.solvangcc.com - Solvang Chamber of Commerce
4. www.carpinteriachamber.org - New site under construction. To be released 10/1/13
5. www.site-ninja.com - SiteNinja CMS (over 450 pages of content)
6. http://www.calnd.org - California Naturopathic Doctors Association (site updated almost daily)

Viability of the proposed Content Management System "CMS":

Ameravant proposes www.site-ninja.com as the CMS for the new montecitofire.com website. SiteNinja is a more secure platform than other CMS's. Here is a recent article by the Pacific Coast Business Times about security flaws with open source CMS's like Wordpress, Joomla and Drupal.

http://www.ameravant.com/article/4231-wordpress-hacked-how-to-keep-your-small-business-site-secure-on-a-budget

SiteNinja has an open architecture so any 3rd party scripts can be added to provide additional functionality to the website. It is not "open source", which means that 3rd party programmers cannot change the code of the CMS. This is what brings stability and security to SiteNinja. Since the release of SiteNinja, over 3 years ago, there has never been a successful attack on any website or the server environment. On the other hand, there are many SiteNinja clients that were using hacked Wordpress websites.

SiteNinja currently supports over 370 websites, with over 300 in the Santa Barbara area. Major benefits of SiteNinja include:

1. SiteNinja is hosted on the Amazon Cloud, which offers redundant backup of data and hardware used to host the website.
2. SiteNinja meets ADA / 508 standards compliance.
3. Runs on a "Multi-Tenant" environment, which means that deploying sub sites for Montecito Fire District can be done very quickly and can be deployed with the same design as the main site. You can
4. Lifetime free security upgrades.
5. Lifetime free feature upgrades. SiteNinja has full-time programming staff that adds new features, with releases about every 2 months. Anyone using SiteNinja receives the new features for free, with free support for learning how to use the new features. The idea is your website should never be technically outdated, but should alway contain the latest industry features.
6. Lifetime free support from live staff 9am-5pm M-F (phone, screen share, online, Email, Ticket System)
7. Of the most popular CMS's, SiteNinja is the easiest to manage content. Many content areas in the Admin area are drag and drop easy. When you upload images, the are automatically resized into 6 different sizes when can be used anywhere in the website.
8. SiteNinja has "Responsive Design", which means the website will look good on all size devices, including desktop, notepad and mobile phones.
9. SiteNinja is the only CMS to have native Responsive Design on the Admin site, this allow you to post pages, articles, images and videos to your website from your mobile phone.
10. SiteNinja is also designed to enhance the Search Engine Optimization of content, which means SiteNinja website perform better in Google Search over other CMS's
11. SiteNinja adheres to professional industry standards for its Html markup. This can be tested at http://validator.w3.org. Enter www.site-ninja.com into the test field an you will see there are no errors. Enter www.montecitofire.com into the test field an you will see 81 erors, just on the homepage. Errors like this can prevent the content in the page to be correctly indexed by Google and do not adhere to disability standards.

References:

Grace Donnelly Carpinteria-Summerland Fire District g.donnelly@csfd.net www.carpfire.com (805) 684-4591	Cynder Sinclair Past Executive Director of SB Neighborhood Clinics 805-689-2137 cynsyn@cox.net www.nonprofitkinect.org
Michael Padden-Rubin St Vincent's 805-683-6381 x110 mpaddenrubin@sv-sb.org www.stvincents-sb.org	Shelby Sim, Development Director Goleta Chamber Of Commerce shelby@goletavalley.com 805.967.2500 x 5 www.goletavalley.com

Stability of Ameravant

Ameravant is a 13-year old company with 7 employees. We are an S-Corp. We have over 370 active client with just over 300 in the Santa Barbara area. About 40% of our revenues come from monthly website hosting

fees. 60% of our revenue comes from new sales. Even though we all support our clients, only one of our employees is 100% dedicated to customer support. The rest of us are selling and developing new websites. As the owner of the business, I (Michael Kramer), could run the company with only 2.5 employees and never need to make another sale. We average 7 new websites per month. We have the largest client base of any Santa Barbara Website Development Company and are highly respected in the community.

Even though the majority of Ameravant's clients are in the Santa Barbara community, we have created a new entity, www.franchisewebtechs.com that is actively marketing to the franchise industry. A key advisory member of Ameravan't team is the past president of the International Franchise Association. We are very excited about serving clients that have multiple locations and need multiple websites.

Total Cost:

1. Base Website, including the migration of all pages of content: $4,500
   a. According to Google, has 272 pages of content. You can test this by going to www.google.com and entering (site:http://montecitofire.com -pdf)
   b.
2. SiteNinja Content Management System includes:
   a. language translation using "Google Translate"
   b. Includes RSS Feeds on Articles
   c. Integrate AM Radio Station Streaming plugin
   d. Ability to add unlimited pages
   e. Built-in Blog
   f. Role Management to allow Users to manage different areas of content
   g. Ability to add unlimited photos and slideshows
   h. Secure Contact Us form, that prevents spammers from using your email address
   i. Lifetime free support
   j. Simple professional template design, as a starting point
   k. Onsite training of client staff to learn how to manage your content
   l. Client is responsible to provide all content for site
   m. Migrate current website content, and optimized for SEO
   n. Create new Navigation & define additional content
   o. Review Page Layout Options
   p. Domain setup and transfer, if needed
   q. Implement facebook and twitter into site, if needed
   r. Register Domain and Sitemap with Google Webmaster Tools - lets Google know we have new URL's for our pages, so Google can update all their indexed pages of the site.
   s. Setup Google Analytics - track visitor traffic to the site
   t. Testimonial System
   u. Homepage Featured Content Slideshow: included (4 slides)
   v. Responsive Web Design for friendly viewing on all Mobile Devices
   w. Event Management System - Events are automatically archived after date of event
   x. Image/video Gallery
   y. Directory Listing System - to manage multiple categories of resources
   z. Private Pages System - allows you to create password protected pages and assign unlimited Username and Passwords to access the pages.
   aa. Daily backup of data (pages and files) for a 30-day period
3. Custom Design: $3,000
   a. includes 4 design reviews
4. Implement Custom Design: $1,500
5. Employment Hiring Form: $500

a. Export to excel
b. Time Stamped
c. Application grading system based on qualifications entered
d. Secure/encrypted by https
e. Viewable on multiple browser platforms
f. Automated response to applicant after submittal
g. Automated notification to Admins of complete application

6. **Total Cost: $8,500**
7. Terms:
   a. 50% down
   b. 25% at design approval
   c. 25% upon client training or when site goes live, whichever comes first

Website Support after site is live:

Monthly website hosting and support fee are $89 per month, for the life of hosting the site, and includes:
1. Support is 9am-5pm Monday - Friday. Weekend support with 2 hour response.
2. Ameravant's historical support response is 20 minutes
3. Free phone and screen share support for the assistant of managing content.(pages, images, video, articles, events, etc). Client will be able to easily manage content. If client doesn't have the time to manage their own content and request Ameravant be responsible for updating the website, Ameravant will prepare a support agreement based on the estimated time needed each month. For occasional minor updates of content (less than 5 minutes) Ameravant will gladly assist in posting content.
4. Free training of new MFPD staff, at Ameravant's office in downtown Santa Barbara

Timeline of Development

1. From signed Work Order + initial Deposit
2. Week 1-2 : two meetings with Michael Kramer and MFPD staff to define detailed specifications for the website, including layout of homepage content, menu's and design. Dave Myers, Sr Designer, will attend the design meeting.
3. Week 3-5: Ameravant staff will deploy the website with all the functionality defined in the specifications. Staff will also migrate and SEO optimize all page of content from the current site to the new site.
4. Week 4-5: Design review meetings (in person or virtual) with MFPD staff, Dave Myers and Michael Kramer
5. Week 6-7: implement custom design into the website
6. Week 7-8: final site reviews. Site will be ready to go live.
7. Week 8-9: client training at MFPD office, for 4 or more staff

www.montecitofire.com
Web Development & Maintenance Work Order:
September 11, 2013

Ameravant
web design studio

Montecito Fire Protection District Website Development Attn: Chip Hickman, Fire Chief 595 San Ysidro Road Santa Barbara, CA 93108 Phone: 805-969-2537 Email: chickman@montecitofire.com Email cc: geriventura@montecitofire.com	Prepared by: Michael Kramer www.ameravant.com mkramer@ameravant.com 805-456-6011 direct line 805-455-2399 cell

See Website Specification document for outline of new website.

Agreements

In consideration of the mutual covenants set forth in this Agreement, Customer and Ameravant hereby agree as follows:

1. Development of Web Site. Ameravant agrees to develop the Website according to the specifications detailed in the Ameravant Order Form**.**

2. Delivery of Website Services. Ameravant will use reasonable diligence in the development and maintenance of the Website and endeavor to start within 1 week of an approved Ameravant Order and initial deposit. The website will be ready for Customer Training within 7-8 weeks. Customer acknowledges, however, this delivery deadline, and the other milestones are estimates, and are not required delivery dates.

3. Delays due to Customer's requests. If Customer changes work requests, features, design or delays in getting content to Ameravant staff, the delivery of the website will be delayed. There may also be delays by Ameravant due to unforeseen circumstances.

4. Ownership Rights. Upon Customer's payment in full for services provided by Ameravant, specifically, but without limitation, Customer shall hold all right, title, and interest in and to graphics, animation, audio components, and digital components of the Web Site (the "Content")

5. Limited Warranty and Limitation on Damages. Ameravant warrants the Web Site will function

according to the terms in the Ameravant Order Form document. If the Web Site does not conform to the Specifications, Ameravant shall be responsible to correct the Website without unreasonable delay, to bring the Website into conformance with the Specifications. This warranty shall be the exclusive warranty available to the Customer. Customer waives any other warranty, express or implied. Customer acknowledges that Ameravant does not warrant that the Website will work on all Internet browsers. Customer acknowledges that Ameravant is not responsible for the results obtained by the Customer on the Website. Customer waives any claim for damages, direct or indirect, and agrees that its sole and exclusive remedy for damages (either in contract or tort) is $125.00.

Ameravant warrants the site for a period of 30 days, after the site is live on the Internet, or 30 days after Ameravant has given notice to Customer that site is ready for Customer Training. During that 30 days Customer is responsible to review all areas of the website and report and functional, design or bugs to Ameravant. Ameravant will fix any bugs or tweaks to the site, to bring the website into initial specifications. After 30 days any work completed by Ameravant is considered maintenance work and will be billed to Customer at $125 per hour. Bug fixes are not considered maintenance and will be fixed by Ameravant at no cost to the Customer. Ameravant warrants that Customer's new website will use current standards to protect the site from attack from web crawlers and viruses. DISCLAIMER: Websites, by their public nature, are subjects of attack from hackers. There is no 100% full-proof way of protecting sites, it's more of a constant battle between hackers and current security technology that prevents hack attacks. If the site is attacked Ameravant assumes no responsibility for down time, loss of data, cost of restoration, etc.

6. Web Site Content. Unless specifically agreed to in writing, Ameravant is not responsible for creation of website content, including but not limited to text, photos, videos, etc. Customer is solely responsible for the content of their web site. Should Customer verbally, via Email or in writing ask Ameravant to assist in reviewing or developing content, Customer agrees to pay Ameravant their standard billing rate of $125 per hour.

7. Web Hosting & Data Backup. Ameravant warrants that any web hosting service offered by Ameravant or used by Ameravant will keep daily backups of both databases and web files, for a period of 30 days. Ameravant does not guarantee against any loss of data if the data center is not able to restore 100% of original content or if a restore point is later than 30 days old. For an additional fee to Customer, Ameravant can create a custom backup schedule that extends beyond 30 days.

Website Hosting and Support monthly fee will begin on the first day of the month, after the site is ready for Customer training. The Customer shall determine when their site goes live, not Ameravant staff. Monthly Website Hosting and Support payments are only available by credit card. Semi-annual or Annual payments may be paid by check.

Ameravant reserves the right to "suspend" the Customer's site if the monthly fee becomes more than 90 days delinquent. This includes the suspension of Customers login ability to the site. Ameravant will contact Customer after 90 days to arrange payments to bring the monthly fee current. If Ameravant and Customer are not able to reach an arrangement within 15 days, Ameravant will "suspend" the Customer's site until arrangements are made. Once arrangements are made, Ameravant will activate the Customer's site within 24 hours and provide Customer new login information.

8. Compensation. For all of Ameravant products and services under this Agreement, Customer shall

compensate Ameravant, in cash. In the event Customer fails to make any of the payments referenced by the deadlines set forth, for the initial delivery of the website or maintenance thereof, Ameravant has the right, but is not obligated, to pursue any or all of the following remedies: (1) terminate the Agreement, (2) suspend or remove the Web Site, (3) bring legal action. All payments 30-days past due will accrue interest charges of 1.5% per month. All past due payments are applied to the oldest outstanding amounts first.

9. Collection Methods. If Customer is on a "Pay by Check" method, and is 60 days behind on their any payment, Ameravant is authorized to use Customer's credit card as the new method of payment.

10. Additional Work. All Additional Work requested by Customer will be billed at $125 per hour or the Retail price of the Ameravant module requested by Customer.

11. Employees. Ameravant is not an employee of Customer. Customer agrees to not solicit work from Ameravant staff, graphic designers, programmers, or anyone working for Ameravant. All persons working for Ameravant have signed agreements to not work directly with Customers of Ameravant.

12. Binding Effect. This Agreement shall be binding upon and inure to the benefit of Customer and Ameravant and their respective successors and assigns.

13 Cancellation Policy. Once this Order is approved, Ameravant incurs expense to set up systems to manage the website project, and web hosting services. Multiple staff will often be working on different areas of the website at the same time. Should Customer cancel their project prior to Customer training, Customer agrees to pay a $1,000 cancellation fee, per website, plus actual programming, graphic design time or other staff expense accumulated up till the time Ameravant receives notice of cancellation. If Ameravant has notified the Customer the website is ready for Customer Training then there are no refunds to the Customer from the initial deposit. Total cancellation fees will never exceed Customers initial deposit.

14. Expiration. If not executed within 30 days from the date at the top of this Agreement, the terms of this Agreement may expire.

ACCEPTANCE OF AGREEMENT:

The above prices, specifications and conditions are hereby accepted. The Developer and Client are authorized to execute the project as outlined in this agreement. Payments will be made as proposed above.

Client's signature: _____ Date_____/_____/_____

    Chip Hickman, Fire Chief

Developer's signature: _____ Date 9/11/2013

    Michael Kramer, Ameravant Inc.

AMERAVANT WEB DESIGN 420 E CARRILLO STREET Santa Barbara, CA 93101 805-456-6015

September 11, 2013

Chip Hickman, Fire Chief,
Montecito Fire Protection District
595 San Ysidro Road
Santa Barbara, CA. 93108

Re: Proposal to Redevelop and Redesign "montecitofire.com"

Dear Chief Hickman,

It has been an honor to work closely with Montecito Fire staff, providing for your Web needs since 2007. I take this opportunity to show that I remain uniquely qualified to continue providing your Web services.

I have nearly twenty years of experience designing, developing and managing sophisticated Web-based applications, customized to meet a wide range of business needs.

Considering that my children are the fourth generation of my family to call Montecito home, you can continue to count on me for years of dedicated, attentive service, along with tremendous local knowledge and insight.

Working closely with MERRAG over nearly a decade as a Board Member, an active MERRAG Response Team Member and a Neighborhood Representative, I have gained valuable insight regarding the information and communication needs of *both* the community *and* the Fire District. As a radio-carrying Response Team Member, I am on-call 24 hours a day. In the past, this has allowed for immediate Web assistance during emergencies.

After careful consideration of your RFP, I submit for your consideration a modified proposal to provide an upgrade to your Web site. I look forward to continuing to work with you. Please feel free to contact me if you have any questions.

Sincerely,

Chris Wilkinson

Post Office Box 50516 • Santa Barbara, California 93150 • Ph: 805-969-7699

A PROPOSAL and SCOPE OF WORK for CONSULTING SERVICES
TO REDEVELOP & REDESIGN the WEBSITE
FOR
Montecito Fire Protection District

SUMMARY AND OBJECTIVE: "montecitofire.com"
eWave proposes to provide consulting services to upgrade the
design and functionality of the existing Montecito Fire
Protection District Web site,("montecitofire.com").

During the six years since the existing site was developed,
the Internet, and how it is accessed, has undergone tremendous
change. Most notable is the emergence of *tablets* and
smartphones. Taking this in to account, we will create an
entirely new design and framework that is *responsive* to the
device used to view it.

The primary objectives are to:
1. Bring your Web presence up to current standards, including
   compliance with ADA, current major browsers and basic
   language translation;
2. Reduce your administrative work load through improved
   content management processes;
3. Improve the value and streamline the online experience you
   provide the public;
4. Improve Montecito Fire Protection District's public image;
5. Increase effectiveness through improved communication,
   strategic marketing, and public service.

Specifically, eWave proposes to:
• Design, produce, and host a visually stunning upgrade to your
  existing Web site.[Recent examples available on request];
• Provide improved Web-based tools for managing content,
  interacting with the community, and communicating valuable
  information. It should be noted that our content management,
  Web applications and other modules are totally custom and
  proprietary. Rather than be stuck with a rigid third-party
  solution, this allows us to provide a totally custom-tailored
  service on a long-term basis, as your needs change;
• Provide an upgraded Web server with improved disaster
  resistance. My company is in the process of moving our
  servers to the safest, most interconnected technology
  facility in the world, an area free from natural disasters
  such as wildfires, earthquakes, tornados, floods, hurricanes,
  ice storms, tsunamis and malfunctioning nuclear plants. It is
  protected by armed, full-duty security command 24/7/365.
  Layered on top of this, we are configuring to run a true high

performance computing environment, based on the latest hosting and cloud technology.

- Provide ongoing service and support, allowing you to easily manage, transform and expand your Internet presence for years to come.

Furthermore, a simple yet elegant interface and navigation, combined with striking images, will clearly communicate your message and key information. The technology will be cutting edge, but we will keep it user-friendly. The architecture and design will continue to provide for easy scaling and modifying. We can provide all services necessary to complete this.

The Process

PHASE 1: Collect New Assets
~~~~~~-
You will provide us with any <u>new</u> photos, graphics or text copy. eWave is not proposing to provide any text copy.

PHASE 2: Design and Refine
~~~~~~
Based on any new assets we collect in phase 1, we will refine the look-and-feel of the site to suit your tastes.

PHASE 3: Web Site Production
~~~~~~
Web production upgrades and back-end integration to the Web applications can now be done. As part of the integration process, the new Web site will benefit from an upgrade to the content management system. These tools provide a scalable Web platform that allows Montecito Fire Protection District staff to make Web content changes easily and manage the growth of your Web needs over time.

*Additional requirements can be discussed during the design phase and a reasonable effort will be made to incorporate the requirements. If additional requirements go beyond the current product offering, an estimate for the additional work will be provided in a project change order document.

Training and Support
~~~~~~
With all of the big pieces in place, we will work with your staff to teach them how to update the content of your new Web

site using our Admin tools. I will make myself personally
available for any ongoing support you may require.

Deliverable
~~~~~~
A fully functional Web site in production.

Time Frame
~~~~~~
Based on how quickly we receive various assets and approvals,
I estimate that we will need approximately 8 to 12 weeks to
complete this project.

The cost
~~~~~~
We will provide the services described above as follows:

1. Web Site Design and Production $14,750.
Payable 50% in advance, 50% upon completion.

2. Web Site Hosting $1,495/yr.
Web hosting fees are recurring costs and will be contracted
directly with eWave. This fee covers your use of our content
management software and 24/7 support.

Work Approval
~~~~~~
A 50% deposit of $7,375. and signed scope of work is required
to begin work.

ACCEPTED BY:

_____

_____

Date: _____

eWave

_____

_____

Date: _____