



Factory 47 Design

Making creative matter for K-12 schools

TO: SUZANNE CHARLES, OFFICE MANAGER/BOOKKEEPER, SBESC
FROM: JOSEPH JARAMILLO, INDEPENDENT CONTRACTOR, FACTORY 47 DESIGN
RE: PROPOSAL TO PROVIDE CONSULTING SERVICES TO REDESIGN WEBSITE

THE PROPOSAL

EFFECTIVE DATES FOR THE AGREEMENT: December 2008 through February 2009.

SCOPE OF WORK:

Independent Technology Consultant Joseph Jaramillo will provide services to redesign The South Bay Environmental Services Center (SBESC) website as specified and requested by Suzanne Charles. Under this agreement, Joseph Jaramillo will provide the following services commencing December 2008 and ending February 2009:

1. HTML development
2. Document posting (PDF/MS Excel/MS Word)
3. JavaScript development
4. Digital image editing & Flash galleries
5. Professional blog setup & maintenance (closed to comments if requested)
6. Contact/order forms
7. Online newsletter tool
8. Subscription form (for newsletters, press releases, e-blasts and alerts)
9. Transfer of calendar code to current site (or conversion to new calendar tool)
10. Site search engine
11. Google map directions to/from main office
12. Technical support, including search engine optimization
13. Quality assurance (testing on multiple platforms/browser versions)
14. Regularly scheduled backup of website content
15. Weekly website statistics reporting
16. Training and maintenance to update website pages and email addresses (if requested)

FEE FOR CONSULTING SERVICES: The fee to redesign the site is **\$1650**. This estimate is based on approximately 30 hours of work, meetings and travel at \$55/hr, and includes conversion and editing of the current website content.

Upon approval, the consultant requests the following payment schedule:

50% deposit (\$825) to start the Scope of Work.

50% (\$825) with the completion of the Scope of Work.

OPTIONAL SERVICES: Website hosting - \$60/year (or \$100/two years, if paid in advance) for web hosting through 1&1 hosting services. Includes domain registration and/or domain transfer, hosting, tech support and POP3/IMAP email accounts. See attached list for complete Website Hosting Features and Benefits.

Additional maintenance may be contracted at \$55/hour. An estimate with terms will be furnished upon request. Please visit www.f47.com for a list of client websites.

Website Hosting Features and Benefits
Prepared for SBESC by Joseph Jaramillo
Hosting provided by 1and1.com

Cost: \$60/year or \$100/two years if paid in advance

Domain Features and Benefits

Private Domain Registration (Keep your contact information confidential)	Included
Subdomains (e.g., blog.sbesc.com)	10
Host External Domains	10
Host Unlimited 1&1 Domains	Included
DNS Management	Included
Manage all of your domains in 1 place	Included
Domain Contact Management	Included
URL Masking	Included
Domain Access with or without "www"	Included

Core Features

Web Space	300 GB
Monthly Transfer Volume	3,000 GB
FTP Accounts	10
Server Side Includes (SSI)	Included
Server Priority	Included
MySQL Database (100 MB)	10

E-mail Features

E-mail Accounts	20
Mailbox Space	2 GB
IMAP & POP3 Supported	Included
1&1 WebMail	Included
Spam Filter	Included
E-mail Aliases (1&1 Control Panel)	100
E-mail Forwarding	Included
E-mail Auto-responder	Included
Catch-all E-mail Addresses	Included

Site-Building Tools

1&1 Photo Gallery	Included
Spreadshirt T-Shirt Brand Merchandising Tools	Included
eZShop (e-commerce capable)	Included
1&1 FormBuilder	Included
Scripts Supported (Perl, Python, PHP4, PHP5)	Included
Maps	Included
Directions	Included
Ready-to-Run CGI Library	Included
CGI Script Monitor	Included
Perl Syntax Checker	Included
Cron Jobs/Scheduled Tasks	Included

Marketing Center

RatePointSM	Included
Microsoft® adCenter	\$200 voucher
Google AdWords®**	\$100 voucher
Yahoo!® Search Marketing	\$75 voucher
Citysearch®	\$100 voucher
Simple Submission	Included
Access to Google Webmaster Tools®	Included
1&1 WebStatistics	Included

Communication

Mailing List (Send e-mails to a large distribution list)	Included
WordPress Blog	10
1&1 E-mail Marketing Tool	Included
Easy RSS	Included
Chat Channels	10
In2site Live Dialogue	Included

Security Features

Firewall Protection	Included
GeoTrust Dedicated SSL Certificate	Included
Daily server backups	Included
Secure Shell (SSH) Access	Included
Proxy SSL Encryption	Included
Password-protected Directories	Included

Support

24/7 Phone & E-mail Support	Included
Online FAQs	Included