



From **Liberal Art**
 12909 Short Hills Drive
 Clarksburg, MD 20871

Quote Id **2019-58**
 Issue Date 08/09/2019
 Subject Neighborhood Council Site Redesign

Quote For **BABCNC**

Item Type	Description	Amount
Service	<p>1) Constituency Site – Full Council <i>Base rate includes:</i></p> <p>Consulting: a) Information gathering and research. b) Assist with content development to match content architecture of the site. Determine any phasing of content sections due to functional or timing requirements. c) Provide training on any custom aspects of site, as well as general publishing and maintenance workflow. d) Assist client with set up with hosting (Recommended host: Pantheon.io but TBD). <i>Hosting billed directly to client without markup. Price: \$35/mo or \$350/yr for managed hosting on tier one provider.</i> e) Assist with transfer/update of DNS for existing services (email, integrations, etc.)</p> <p>Design: a) Produce two initial design directions and refine one or a combination until approved. b) Produce art assets for full site (backgrounds, headers, hero images, etc) based on approved design. c) Mobile-first, responsive design that covers small screens (phones), med screens (tablets, small laptops) and large screens.</p> <p>Development: a) Site to be developed in Drupal 8. b) Build out HTML and CSS for site to current standards using a major open source framework (likely Bootstrap 3+) c) Customize Drupal templates based on design. d) Tailor Drupal interface to staff needs, enable content update and formatting with little or no HTML experience required. e) Implement image kit for automatic image styling/formatting via CMS and set up style settings for simplified content formatting. f) Implement any modules required for the content and functionality. (e.g image style) <i>N.B. Estimate does not include any custom module development.</i></p> <p>Services: a) Integrate council's list signup (Mail Chimp). b) Incorporate constituent services integrations in conjunction with city or council staff.</p>	\$5,900.00

Quote Total \$5,900.00

Notes

RE: Timing

Site to be live 4-8 weeks. If a specific date becomes an issue due to an event or other we'll launch incrementally with as much content/functionality as is ready by then and roll out stragglers as ready/approved.

Payment Terms:

50% due at project initiation, 50% at launch.

Other Terms:

- 1) Any third party fees for tools or services are not included but will be billed directly to the client or passed through without markup.
- 2) Any fees for licensing items, such as content, photos, or fonts, will be billed directly to the client or passed through without markup.
- 3) Please be advised that sign-offs and other client turnarounds may impact the launch, but Liberal Art will work with the client to mitigate or work around any issues from unavoidable events.
- 4) Any workarounds (i.e. as phasing in sections, temporary holding pages, etc.) to meet deadlines, or account for typical delays (i.e. approvals, third party contract issues, etc) will incur no additional fees.
- 5) Liberal Art will not subcontract any portion of this project without prior approval of the client.
- 6) Liberal Art will comply with all disclosure or reporting requirements of the project's jurisdiction.
- 7) Communication is to be conducted remotely via Basecamp, video/phone conferencing, screen sharing, or other collaborative tools wherever appropriate.