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## **Santa Cruz County Regional Transportation Commission (SCCRTC) Web Site Production Proposal**

### **Project Outline**

The following services will be provided:

1. Use existing design from Santa Cruz Clicks
2. HTML production and implementation
3. Web site testing (i.e. find and fix broken links, make sure content is in place, etc.)
4. Consult on web site maintenance and procedures

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### **Process**

1. Web site production
2. Testing, final edits/correction and launch
3. Procedures for ongoing maintenance (delivered as a Word document)
4. Postmortem, next steps and maintenance plan

### **Deliverables**

The SCCRTC will receive:

- HTML files and accompanying graphics (.gifs and .jpps)\*
- Master files such as Adobe Illustrator files and/or Photoshop files used in the site development\*

Progress billings may be submitted upon completion of each project milestone as listed below:

1. All navigation, site graphics and at least 50% of the content in place within the site - (\$1083)
2. The entire site is completely populated and launched - (\$1083)
3. All maintenance procedures, instructions and supporting web site documentation have been completed and delivered to the SCCRTC (a master hard copy as well as all the electronic Word files) - (\$1084)

\* All images, artwork, copy and code are the property of the SCCRTC.

**Estimate**

Estimate is based on the development of a 65 page +/- 5 web site using the existing web design provided by Santa Cruz Clicks.

**Notes:**

- The number of pages does not include formatting or creating PDF files. We will link to PDF files provided.
- The page count includes the pages within [www.commutesolutions.org](http://www.commutesolutions.org) excepting the pages related to the Clean Air Transportation Conference.
- A search feature/field will be added into the site that uses the Cruzio hosting search feature.
- Assistance will be provided to groom the site for better search engine placement (via page titles and content recommendations).
- Written procedures/documentation as well as an initial maintenance plan/structure will be provided for ongoing maintenance of the site.

**Fees:**

TOTAL ESTIMATE: \$3250.00

Payable to "Learning In Motion"

If these terms are agreeable, please contact Leanne Riem to finalize and begin work. Thank you.

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