



WEBSITE PROPOSAL

for

SIS CONFERENCE, INC.

12/28/2022

Prepared For:

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Prepared By:

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Introduction

I'll always do my best to fulfill your needs and meet your expectations, but it's important to have things written down so we both know what's what, who should do what and when, and what will happen if something goes wrong.

You, SIS Conference, Inc., are hiring me, Luna Bug, LLC to design and/or develop a web site as outlined below.

Based on preliminary discussions, I have assessed your current site and other applications you currently use. I've identified and listed below the Needs and Solutions that I will address in this project.

Assessment

This is my assessment as of the date of this proposal. SIS Conference, Inc. is a 501(c)3 non-profit business created for the sole purpose (at this time) to promote and hold the annual SIS Conference.

SISCONFERENCE.COM WEBSITE:

- The website is as it was when the 2022 conference concluded.
- Needs to be updated with the 2023 conference details & designs.

GMAIL:

- Appears to be a single email address used by everyone involved.
- I don't see an easily understandable labeling system to determine what's happening, who needs to do what or when, etc.
- Although there is access to 'Google Docs' I see very few documents kept there.

MAILCHIMP:

- Subscribers are now being added via the proper (legal) means.
- Has few enough subscribers to qualify for a free account. However, they do offer a discount for non-profits.

GENERAL:

- There is no single defined logo – each year there is a theme icon that changes.
- I cannot find where you keep your digital documents.

Needs

SIS Conference needs a website system that will

- Yearly Conference
 - gather registration information
 - provide answers for frequently asked questions
 - display news & announcements

- show the event schedule
- venue information
- accommodation contact
- scholarship donations
- volunteer signups
- offer a way to contact SIS
- Committee Portal (intranet)
 - store digital documents that are available to committee members (and whomever else you choose); centralizing all of the information into a single secure area will make it easier to keep up with all of the moving parts
 - support/ticket system access

Solutions

I will 'freshen-up' the current site ensuring a good user experience.

After reviewing your Gmail account, I recommend using a new email address such as info@SISConference.com. This is more professional and gives users a better sense of security when making a purchase. We will forward womensis@gmail.com to the new email so nothing is lost. Regardless of the email address, I recommend sending it into a ticketing system that will keep all requests neat & orderly. Keeping track of this data will help build a useful FAQs page.

I will also add a document library where ALL of the important SIS Conference documents can (should) be stored. Doing this will make the SISConference.com website the true data keeper for all important information.

Workflow

Layout & Design

I will update the logo, fonts, colors, and background graphics.

Time Frame

1-2 days

Development

I will add a support/ticketing system and a document library.

1 week

Testing

Because we have a very small window to get everything completed. I will need your entire team to do testing on possibly short notice. Please note, once the site is published, fixes for items not thoroughly tested are billable.

2 days

Launch

Before launch, I will create training videos; and, if necessary, provide Zoom meetings for trainings.

Planned launch date:
1/9/2023

I will launch the site only after you give me approval to do so.

Maintenance & Hosting

Maintenance & Hosting is included in this proposal. This includes:

- File system backup 4 times a month
- Database backup every 6 hours (if the site were to be hacked, you would only lose, at most, 6 hours of registrations/posts/development)
- Software/security updates 4 times a month
- Modification requests at a discounted hourly fee of \$25 (regularly \$55)
- Host this site with a reputable hosting company for **no additional fee**
- Setup up to 5 email addresses for your team

Fee Schedule

Options for a 12-month contract:

- One payment of \$1300 due when the contract is signed
- Two payments of \$650; first due when the contract is signed, the second due on the day registration begins.
- 12 monthly payments of \$110 beginning when the contract is signed and charged automatically

Next Steps

1. Accept the proposal "as is" or discuss desired changes. Please note that changes to the scope of the project can be made at any time, but additional charges may apply.
2. Sign and return the proposal.
3. Sign and return the contract.

Once these steps have been completed, I will begin the project.

Luna Bug, LLC



Signed

Leslie A Carson

Print Name

12/28/2022

Date:

SIS Conference, Inc.



Signed

Donna Krohn

Print Name

01/02/2023

Date: