

TAMI GRIFFIN PROPOSAL FOR SERVICES

For Burnet County ESD 7 website

OVERVIEW

Tami Griffin is pleased to submit this proposal for services to support Burnet County ESD 7 in their efforts to comply with the state mandated requirements listed under HB305. This proposal includes the GoDaddy website domain and hosting cost which will be paid directly to GoDaddy, initial website design, specified monthly and annual updates, and any other incidental or unforeseen changes that may be needed in the future.

The Objective

- Need #1: create a website to comply with the state mandated HB305 requirements
- Need #2: provide monthly updates to keep the website current and in compliance with state requirements
- Need #3: provide annual and incidental updates as needs arise

The Opportunity

- Goal #1: get Burnet County ESD 7 in compliance as soon as possible
- Goal #2: keep the website updated at least once a month in a timely manner for content and compliance

The Solution

- Recommendation #1: create a website with the information necessary for compliance
- Recommendation #2: update the content of the website to meet the goals listed above
- Recommendation #3: scheduled and incidental updates emailed to me, so all goals are met in a timely manner

PROPOSAL

Technical/Project Approach

I understand that Burnet County ESD 7 needs a website that is fully compliant with recently passed state legislation. I am prepared to set up and create a single page website with the materials needed for HB305 compliance. After the initial build, you can expect updates to be posted to the website within 24 hours after they are provided to me.

Materials Needed

Materials to be supplied by Burnet County ESD 7	Due Date*
Initial	
ESD mailing address and phone number	TBD
Names, titles and email addresses for Board Commissioners	TBD
PDF's of budget for previous 2 years	TBD
PDF's of proposed or adopted budget for current year	TBD
Change in District Revenue from 2019-2020 by dollar amount and percentage	TBD
Change in District Expenses from 2019-2020 by dollar amount and percentage	TBD
Property tax revenue budgeted for M&O last 2 years and current year	TBD
Tax rate adopted for M&O last 2 years and current year	TBD
Tax rate adopted for Debt Service last 2 years and current year (if applicable)	TBD
PDF of most recent financial audit	TBD
Monthly Meeting Agendas and Minutes for the last 12 months	TBD
Logo(s)	TBD
Mission Statement(s)	TBD
Pictures of Board Commissioners (if desired)	TBD
Monthly	
PDF's of Monthly Meeting Agendas and Minutes	The week before each meeting
Annually	
PDF's of proposed and adopted budget for current year	Annually
Change in District Revenue from 2019-2020 by dollar amount and percentage	Annually
Change in District Expenses from 2019-2020 by dollar amount and percentage	Annually
Property tax revenue budgeted for M&O current year	Annually
Tax rate adopted for M&O current year	Annually
Tax rate adopted for Debt Service (if applicable)	Annually
PDF of most recent financial audit	Annually

PRICING

The following table details the pricing for the Domain, Hosting, and delivery of the services outlined in this proposal. I can email you the “cart” for the hosting and domain to purchase after the GoDaddy account is set up and I have been granted delegate access to it. This allows you to retain ultimate control of the account and website.

Website Hosting and Domain	Price
\$240 per year plus tax (can be purchased for up to 3 years)	\$240.00 + tax
Total cost for website hosting and domain	TBD
Services Cost for Monthly Updates	
Included with Basic Website	\$0.00
Total Services Cost for Monthly Updates	\$0.00
Services Cost for Initial Build and Updates	
\$300 per year	\$300.00
Total Services Cost for Initial Build and Updates	\$300.00
Services Cost for Additional or Incidental Updates or Development	
As needed @ \$25 per hour	TBD
Total Services for Additional or Incidental Updates or Development Costs	TBD
Total Projected Annual Cost	\$540.00

EXPECTED RESULTS

This proposed solution for the needs of Burnet County ESD 7 is expected to provide the following results:

Financial Benefits

- Result #1: Increase public visibility which will bring more donations
- Result #2: Give the website a professional look which will increase the chances of being awarded grants
- Result #3: Improve community relations which will also bring more recruitments and donations

Technical Benefits

- Result #1: Achieve compliance with HB305
- Result #2: Ability to comply with future state mandates in a timely manner
- Result #3: Achieve visibility in web searches so residents can easily find the public information

QUALIFICATIONS

My relevant experience goes all the way back to high school when I was creating content and layout for the school newspaper and yearbook. Since then, I have been an IT professional for the past 30 years during which time I created flyers and built websites for my own personal side businesses, in addition to creating documentation, training resources and updated websites for several of the entities I supported over the years.

My resume includes experience with city, state, federal and medical compliance requirements that enables me to quickly interpret and deliver what is needed to assure the organization(s) will remain compliant.

CONCLUSION

I look forward to a long, mutually beneficial relationship with Burnet County ESD 7 to provide timely and cost-effective service for the website to stay compliant with state mandates as well as to increase public awareness and involvement. I am confident that I can meet the challenges ahead and stand ready to partner with you in delivering an effective solution for compliance and online presence.

If you have questions on this proposal, feel free to contact me at your convenience by email at **tamijgriffin@yahoo.com** or by phone at **(512) 367-9753**.

Thank you for your consideration,

Tami Griffin