

PAUL SANCHEZ PROPOSAL FOR SERVICES

OVERVIEW

Paul Sanchez is pleased to submit this proposal for services to support Harvey Public Schools District 152 in achieving its goals for improving all District websites, currently my services are utilized in order to:

- Draft creative and informative banners and signs for the district.
- Create professional quality programs for district events.
- Execute creative ideas from conception to print/production.

Objectives

- Recreate District Website, making it more user friendly and interactive.
- Provide web master service, readily available for theme changes and instant updates.
- Create and maintain a website for each school in the district.

Solutions

- Having full access and creative control of each website.
- Making changes as needed in a timely manner.
- Create a user friendly environment for all district employees and stakeholders.

Opportunities

- Create a link to Microsoft Office 365 in order for teachers, staff, and administration to quickly access their email.
- Create accessibility to PowerSchool for teachers, administrators, and parents.
- On site point of contact for any changes that may need to be made on any of the websites.

PROPOSAL

Harvey Public Schools District 152 has an existing internet presence that provides the general public with information about the district and its schools. However, faced with an outdated web format and a complicated protocol for making changes and/or updates to their websites, Harvey Public Schools District 152 is prevented from taking full advantage of technology capabilities. Harvey Public Schools District 152 has lost the interest and desire of the general public audience; the very audience whom the websites are intended for.

I have developed solutions that will help the District keep current websites and maintain a positive public perspective and experience when navigating through the sites. I will create a simplistic view of our website with effective links and pages to access vital information from your desktop, as well integrate a mobile view of all the sites making it accessible from any smartphone.

Execution Strategy

The execution strategy incorporates extremely qualified personnel, and a highly responsive approach to managing the websites. Following is a description of the project methods, including how the project will be developed.

Technical/Project Approach

Project startup will be the most time consuming and labor intensive. All websites will need to be built from conception. Each website should have a uniform feel to align with the district site.

Following is a complete list of all project tasks:

Deliverable	Description
Create Websites	Create a main District websites along with the websites for the schools.
Manage Sites	Update and keep all information current and relative to the current events & programs and information.
In house control of websites	Access to make changes to websites within the building.

EXPECTED RESULTS

A highly interactive and current look to the websites, which will include ease of navigation with access and links to vital information for our district parents, teachers, and administrators.

The proposed solution will provide the following results:

- Financial benefits by cutting cost of current vendors used to manage current websites.
- Cost savings by utilizing in house support.
- Increased usage of technology resources.
- High interest of all stakeholders.

SCOPE OF SERVICES

The following table details the scope of the services outlined in this proposal.

Scope of services: Website Creation
Creation of main district website.
<ul style="list-style-type: none"> • Create page presenting Board of Education. <ul style="list-style-type: none"> - Biographies - Services - Accessibility
<ul style="list-style-type: none"> • Create page presenting District office Administration. <ul style="list-style-type: none"> - Biographies - Services - Purpose
<ul style="list-style-type: none"> • Create links for District email access.
<ul style="list-style-type: none"> • Media page to display any videos or other media needed to communicate with the public.
<ul style="list-style-type: none"> • Create private page accessible only with a username and password for sensitive information for administrators, teachers, and C.O staff
<ul style="list-style-type: none"> • Create links connecting to websites for the other schools.
<ul style="list-style-type: none"> • Create general inbox to field questions or concerns.
<ul style="list-style-type: none"> • Create and maintain graphic designs, logos, images, video and audio documents created by Paul Sanchez
<ul style="list-style-type: none"> • Customize webpage layout for all sites..
Creation of embedded websites for each school.

COST

Services Cost: Webhost Domain	
Weebly.com	\$300.00 per year
Services Cost	
One time setup fee.	\$5,000 / \$500 per website
Quarterly Fee for maintenance and updates	\$2,500 x 4 quarters
Total Services	\$15,000
Total	\$15,300