

Revised CV-SALTS Website Approach Proposal

The current CV-SALTS website has languished and is difficult to use. The project experienced significant performance issues with the subcontractor hired to update the website. Alternate vendors were considered and IPM issued two requests for proposal for services to redesign, and received over 20 proposals. The proposals were either nonresponsive in qualifications or scope, or were significantly over budget and unreasonable for the site work needed.

In our discussion with several vendors and their staff, they indicated the biggest difficulty is the organizational change required for the existing file system, not the website development. To resolve this issue, IPM would like to propose a different approach for the Committee to consider.

We believe that we need to separate the project into two phases:

- Phase 1 would reorganize the CV-SALTS files and develop the file structure that would be utilized in the new website. This would involve cleaning up file versions, and organizing the files into the new structure.
- Phase 2 would develop the site design and update the website, incorporating the new file structure.

The intended file structure would separate working documents from current contract by committee of origin, and final or global documents. This would ensure greater accessibility to the various committee files: Executive, Technical, LSJR etc. for committee members. Additionally, the various versions of file would be obvious and could be deleted when the final is approved and added to the final document directory. Documents developed prior to the current contract, January 2011, would be placed into an archive directory for searching and listing but not further organized.

We believe that current IPM admin staff can accomplish the majority of this task in approximately two months within the current contract budget. Daphne Orzalli has worked on many of the files and is familiar with the committees and efforts. We estimate this will cost \$4,000 to \$5,000 to complete this task.

Phase 2 would proceed, following completion of Phase 1, with redevelopment of the site based on the most recent web content management version. The current version will not be supported next year and transition is important. Additionally, the design changes for a new look and feel for the site are not difficult to complete under contract to a third party web developer. We expect the cost of this Phase 2 task to be \$3500-\$4,500.

Overall the combined costs are above the costs proposed for the website and well above that remaining. We proposed to complete this work under the existing contract amount by reducing other areas of work as needed.