

## SCOPE OF WORK ISTS, INC.

### **Annual Web Hosting**

ISTS, Inc., has agreed to provide to the City of Fort Collins Engineering Department the service of hosting the Internet website, [www.engrdocs.com](http://www.engrdocs.com) ([www.fcdocs.com](http://www.fcdocs.com)). This service is provided on a month to month basis. If either party wants to change or terminate the service, they shall give each other at least 30 days notice of the change.

The web hosting service that ISTS, Inc. provides on a monthly basis is:

Hosting Fee = \$30/month  
Bandwidth, high image size viewing across the Internet = \$150/month  
Hard Drive Disk Space – 13 Gb size at \$20/Gb/month = \$260/month  
Oracle Data Base Hosting = \$60/month

Total Monthly Fee = \$500

### **Annual Website Maintenance**

As the creator of the Engineering website, ISTS, has agreed to provide software maintenance for the website. The maintenance includes, but is not limited to:

1. First Level Application Support – Provide the day to day development support of the existing application software, such as troubleshooting and correction of processing problems.
2. Security Reviews – Provide monitoring of security updates and awareness of system usage.
3. Application Monitoring – Provide monitoring of system application performance and cache review.
4. Consulting – provide expertise to consult on capacity and infrastructure needs.

The primary service provider will be ISTS, Inc. Director, Greg Eslick. The backup contact if ISTS, Inc. is unavailable will be Kent Bejcek, Squarei CEO. ISTS is available via cell phone 8-5 daily and for emergencies. The emergency response to an event will be within 2 hours during business hours and 4 hours during non-business hours.

The maintenance schedule is eight (8) hours a month or \$8160/year. The hours will be coordinated for maximum benefit from both parties. Time maybe arranged for small programming enhancements that fit within the eight hours.

## **Licensing**

The Engineering website requires the renewal of licensing on an annual basis. ISTS, Inc. has purchased on behalf of the City Engineering Department the licenses required for operation. As the licenses come up for renewal, ISTS will pay for the renewal and charge the City for the cost.

SSL License = \$40/year

.com name = \$ 40/year ([www.engrdoc.com](http://www.engrdoc.com) and [www.fcdocs.com](http://www.fcdocs.com))

## **Special Project Development**

ISTS, Inc. will develop a special web application process for establishing web security based on user groups. This process will limit document access based on user group level permissions and related security at log-in.

The goal is to create a process that will not be susceptible to breaking if the current SIRE database model is modified or updated in the future.

The cost for this project is \$1870. (22 hours @ \$85/hr).

## **Website Development**

ISTS will continue to work with Engineering to make further enhancements and improvements to the E-Docs website. The development cost is based on an hourly wage of \$85/hr.

The list of development issues to address is listed below. This list is in no particular order and is not all inclusive.

- Add the EQUAL function to the search criteria.
- Link with a new GIS Addressing feature.
- Create a password expiration and verification process.
- Modify the user account request form to include password expiration information, purpose of use of the documents, and make some fields required.
- Create a registered users interface for possible e-commerce uses with paid subscriptions.
- Develop and administrative interface to update information through browser functionality.
- Implement a methodology to push mirror intranet application to Internet application on a scheduled interval.

- Possibly implement SQL database for faster searchability.
- Monitor Guest usage and implement a forced registration after so many visits.
- Create more user friendly interface – tip of the day, help menu items on main page, rotate pictures, etc.
- Create a secure FTP data conversion method to transfer data.