

Doretha Jackson

From: TJohns
Sent: Monday, December 11, 2023 4:18 PM
To: Shawn Stewart
Subject: RE: Confirming our meeting time for tomorrow!

Yes it does thank you.

Tanyika L. Johns, CTC
Tax & Sewer Collector
Palmyra Borough
20 W Broad Street
Palmyra, NJ 08065
P-856-829-6100
F-856-829-4096

From: Shawn Stewart <shawn@revize.com>
Sent: Monday, December 11, 2023 3:39 PM
To: TJohns <tjohns@boroughofpalmyra.com>
Subject: RE: Confirming our meeting time for tomorrow!

CAUTION:

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Sure! It looks like I would have some time around 1:30 pm, if that works for you?

Shawn Stewart

Account Executive
Revize Government
Websites

 [248-928-8064](tel:248-928-8064)
 shawn@revize.com
 www.revize.com
 150 Kirts Blvd. Suite B, Troy, MI 48084

From: TJohns <tjohns@boroughofpalmyra.com>
Sent: Monday, December 11, 2023 3:34 PM
To: Shawn Stewart <shawn@revize.com>
Subject: RE: Confirming our meeting time for tomorrow!

Sorry I have been out. Could we reschedule? For Thursday If you have an opening?

Tanyika L. Johns, CTC
Tax & Sewer Collector
Palmyra Borough
20 W Broad Street
Palmyra, NJ 08065
P-856-829-6100
F-856-829-4096

From: Shawn Stewart <shawn@revize.com>
Sent: Monday, December 11, 2023 2:57 PM
To: TJohns <tjohns@boroughofpalmyra.com>
Subject: Confirming our meeting time for tomorrow!
Importance: High

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Hey Tanyika!

Hope you had a great weekend! Just wanted to send a quick message to confirm our meeting time tomorrow at 11 am EST to make sure that the time still worked for you! Let me know if you need to move anything around!

Talk to you in a bit!!

Shawn Stewart

Account Executive
Revize Government
Websites



248-928-8064
shawn@revize.com
www.revize.com
150 Kirts Blvd. Suite B, Troy, MI
48084

Doretha Jackson

From: TJohns
Sent: Friday, December 15, 2023 11:45 AM
To: John Gural
Cc: Donna Condo
Subject: 2024 Budget
Attachments: 2024 BUDGET COMPLETED.pdf

Please find attached my 2024 budget.

I am also looking into updated our website to be ADA complaint. I went to a seminar about it at the league.

If you have questions and or comments do not hesitate to contact me.

Tanyika L. Johns, CTC
Tax & Sewer Collector
Palmyra Borough
20 W Broad Street
Palmyra, NJ 08065
P-856-829-6100
F-856-829-4096

Pay online and check tax and sewer status online at <https://wipp.edmundsassoc.com/Wipp/?wippid=0327>

TJohns

From: Shawn Stewart <shawn@revize.com>
Sent: Wednesday, December 20, 2023 11:23 AM
To: TJohns
Subject: Revize Government Website Proposal for Palmyra, NJ
Attachments: Revize Website Proposal - Palmyra, NJ December 20th, 2023.pdf; Revize Template Design Options 2023.pdf; Index of Application Descriptions.pdf

Importance: High

CAUTION:

This email originated from outside of our email domain. Do not click on links or open attachments unless you recognize the sender and know the content is safe. If unsure, do not reply to this email and call the sender directly.

Hey Tanyika!

Thank you for speaking with me about the website last week!

Attached is our proposal for your review; I included the optional features you requested as line items, including the E-mail and Text notifications and the Online Interactive Forms application that we were talking about during the meeting (They are listed on page 36).

I'd love to discuss any questions you have and to take a look into any changes you want to make as well; We can move up or down for whatever you want to customize your site to, so the proposal is definitely living! I included both design types as requested as well (the custom vs template builds). The most pertinent aspect I'd want you to see is that a majority of the cost is built into the migration of the materials from your current site. However, I noticed that most of the elements are from years previous to 2020 (normally most municipalities maintain around a 3-year record, then move files off the site to a more local storage and create FOIA requests for older information). The pricing on the proposal reflects the FULL migration, but if you have an indexed amount you'd want us to move, we would use that for the migration fee [REDACTED]

Project Experiences start on page 8, and pricing starts on page 32 with the custom design. I included some of the payment plan options on page 33 (which you could also utilize for the template build type as well!)

The template "ready-to-go" design option pricing is on page 35. I've attached a document that displays the current template designs, and I can send you some live sites with any type of design you like as well, just for reference. The website features included for each type of website are listed after their pricing; The template has different standard applications, but you can add any basic applications you need (I included a few in the optional applications on page 36 as well!)

I have also attached an index of our applications with descriptions in case there was some confusion about what individual applications were, or if you wanted to look at some we haven't discussed previously (there are applications listed in the index that aren't included in the current design, but we can look at any you would like to see!)

Let me know if you have any questions or would like someone else to see a quick demonstration!

PLEASE CONFIRM RECEIVING THIS PROPOSAL.

Shawn Stewart

Account Executive
Revize Government
Websites

	248-928-8064
	shawn@revize.com
	www.revize.com
	150 Kirts Blvd. Suite B, Troy, MI 48084



The Government Website Experts

WEBSITE PROPOSAL FOR Borough of Palmyra, New Jersey

Revize is a Minority Business Enterprise (MBE)

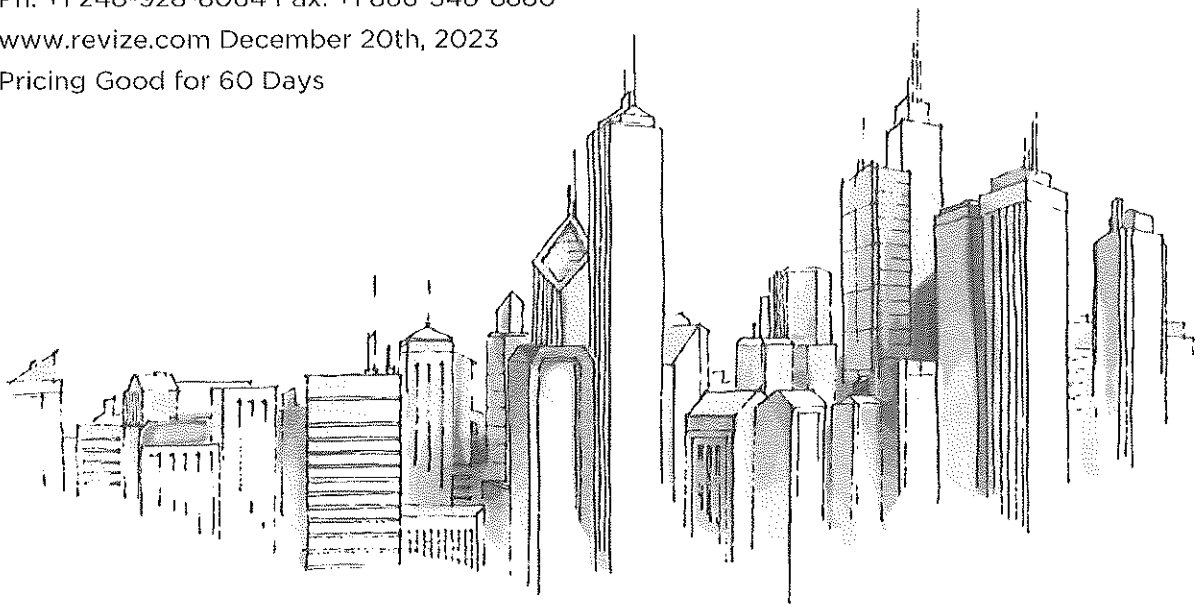
Prepared by Shawn C. Stewart

150 Kirts Blvd., Suite B, Troy, MI 48084

Ph: +1 248-928-8064 Fax: +1 866-346-8880

www.revize.com December 20th, 2023

Pricing Good for 60 Days



To Tanyika Johns and Members of the Palmyra Borough Council,

Thank you for considering Revize as your Michigan based web development partner. For over two decades, Revize has been a leader in providing high quality, government-compliant web solutions. Located in Troy, Michigan, we have launched hundreds of government websites nationwide, and our myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that this project is more than a website; It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients in include:

- Houston Complete Communities www.houstoncc.org
- The City of Lufkin, TX www.cityoflufkin.com
- Eagle County, CO www.eaglecounty.us
- The City of St. Petersburg, FL www.stpete.org
- The City of Enterprise, AL www.enterpriseal.gov
- And Many More!

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

- Effectively engage residents.
 - Enhance their web presence and build an online communications center.
 - Empower non-technical web content editors and administrators to easily execute changes.
 - Implement a scalable solution that allows them to affordably grow their web presence for the long term.
-

**“Revize Websites build engagement
with your constituents.”**

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community’s website can serve your residents better, inspire them more, and get them actively involved in your municipal government.

Please contact me if you have any questions at all.

Sincerely,



Shawn C. Stewart
Account Manager
+1 248-928-8064
shawn@revize.com

Revize Clients!

- Lago Vista, TX www.lagovistatexas.org
- New Bern, NC www.newbern-nc.org
- El Paso Housing Authority, TX www.ehome.org
- Kemp EDC, TX www.kempedc.com
- Arcadia, CA www.arcadiaca.gov
- Des Moines, IA www.dsm.city
- Gatlinburg, TN www.gatlinburgtn.gov
- Hitchcock, TX www.cityofhitchcock.org
- Largo, FL www.largo.com
- Myrtle Beach, SC www.cityofmyrtlebeach.com
- Somerset County, MD www.somersetmd.us

Colleen Roberts, New Bern, NC – Public Information Officer

“Revize is a beehive of creative thinkers who are interested in putting your organization’s communication objectives front and center. They’re extremely easy to work with and they’re engaged every step of the way. Before, during and after Revize did our site build, they were super responsive any time we had questions or concerns. & they’re always open to new ideas too. We couldn’t be happier!”

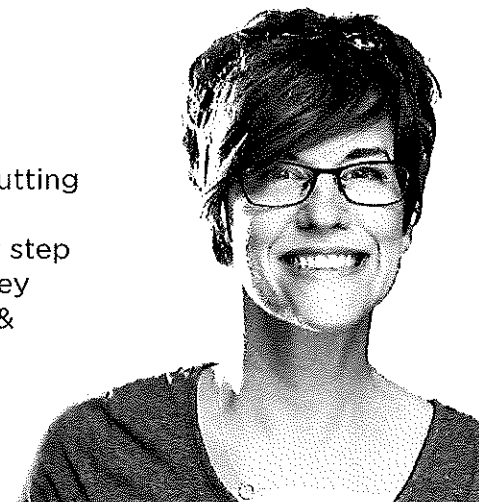


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Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website.

In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

Having launched nearly 3,000 government clients nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 24-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as

- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Track

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24/7/365 for issue tracking and management. We also provide phone and email support during regular business hours.



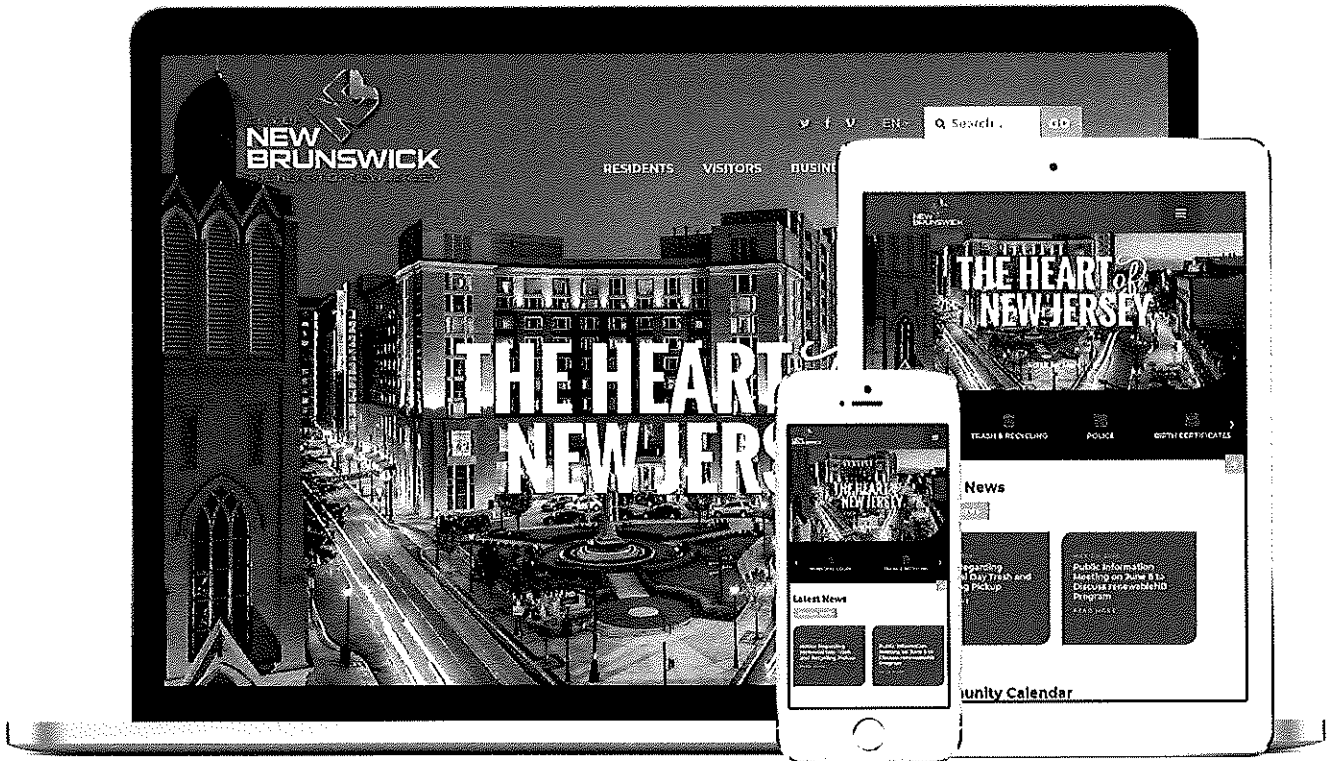
Did you know?

Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!

Government Website Project Experience

The City of New Brunswick, New Jersey

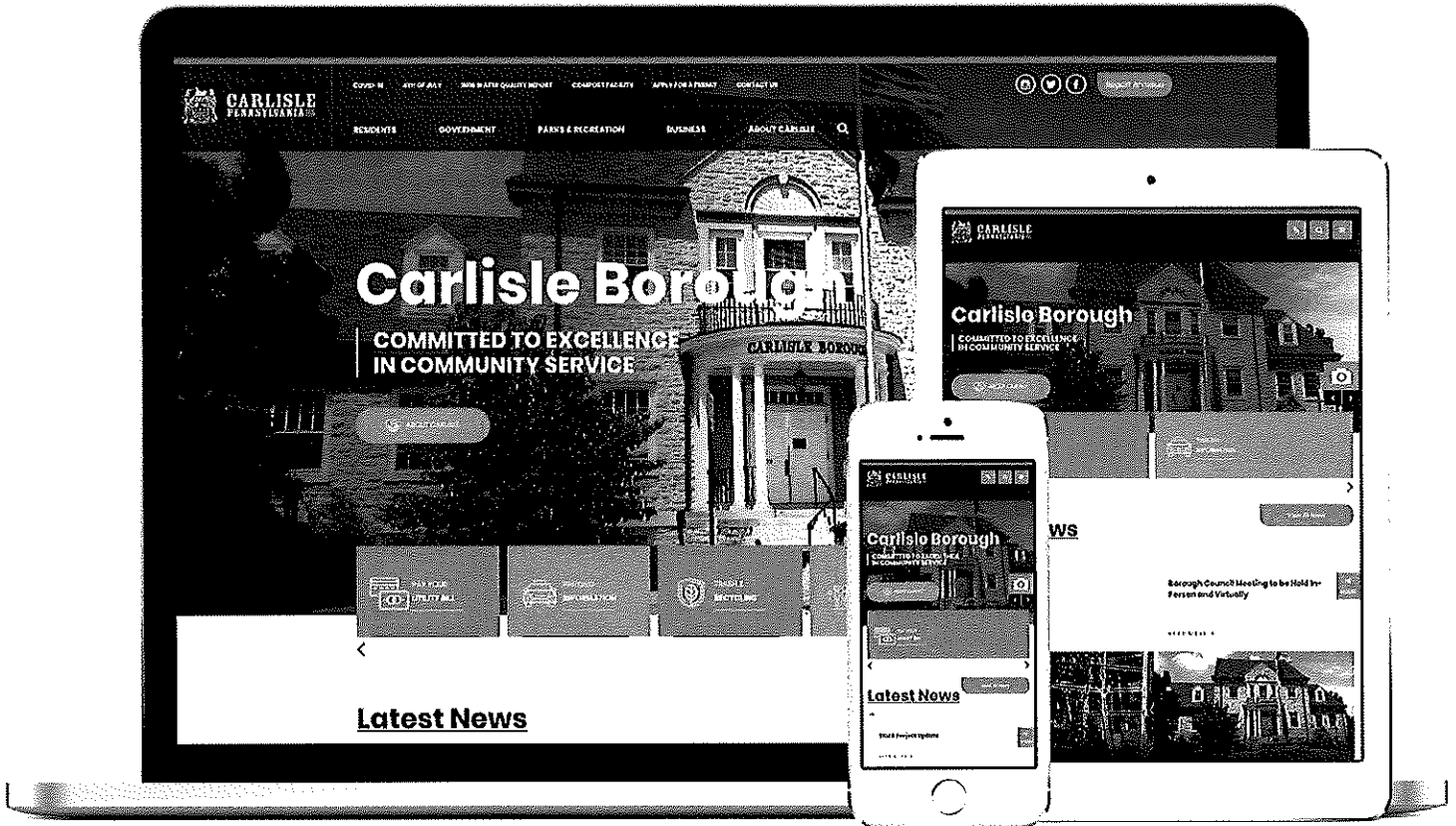
www.cityofnewbrunswick.org



Details:

Revize created a modern, aesthetically pleasing website for New Brunswick that truly captured the essence of the community. The website introduced a responsive design which now allows for an adaptive experience across all devices including smartphones and tablets, but also integrated a user-friendly content editing management system. This website brings together an amazing design with a full suite of web apps to engage residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. Their unique design, streamlined integration of web applications, and a high traffic featured news and headlines area top off this website!

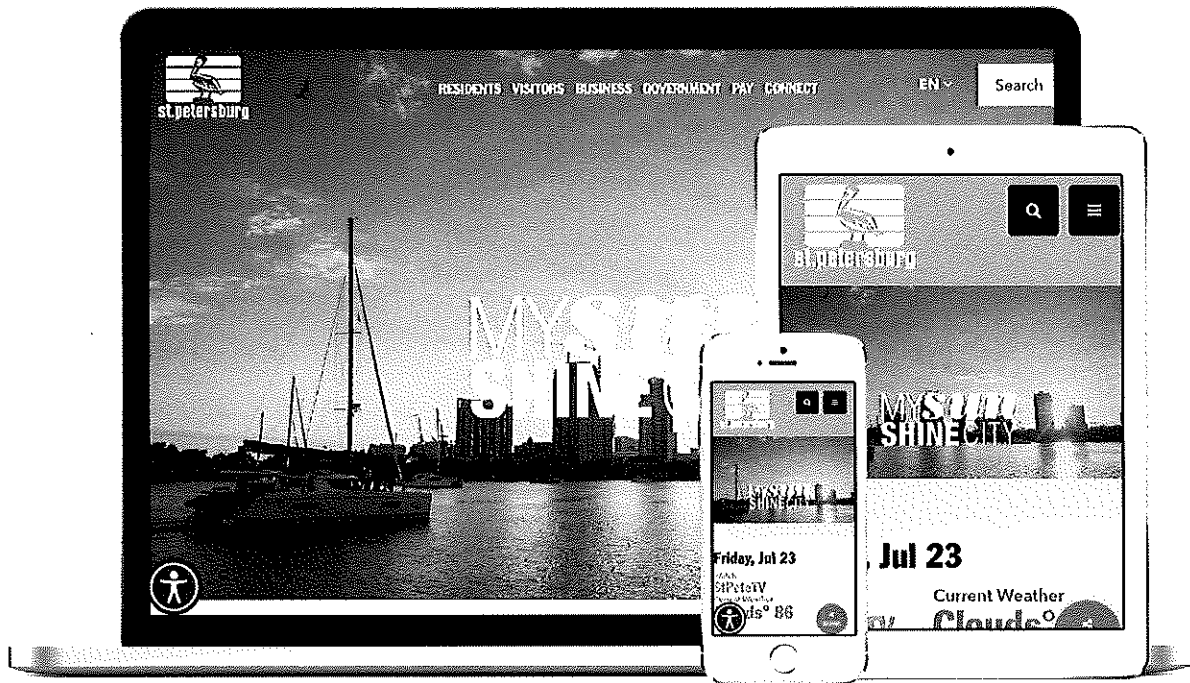
The Borough of Carlisle, Pennsylvania www.carlislepa.org



Details:

Carlisle is one of the fastest growing areas in the state. Because of this fact, the website needed to refocus its attention. In addition to resident services, this website has a focus on economic development. As you scroll down the website, this business-friendly atmosphere is intertwined with resident engagement features. Each department has their own icon that is used to identify them uniquely. The interior pages have distinctive features that make them stand out as if they were stand-alone websites. With its service for residents and its appeal to the business community, this is the next generation of government websites.

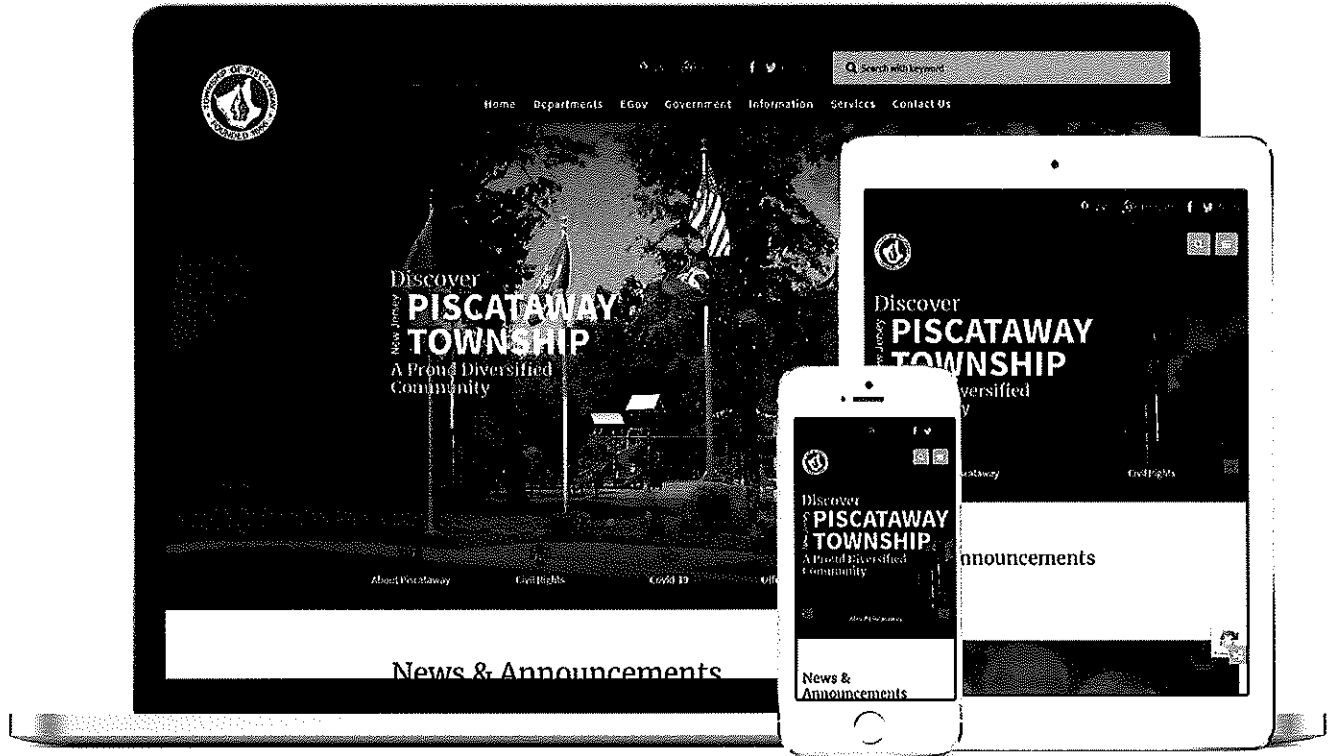
The City of St. Petersburg, Florida www.stpete.org



Details:

As Florida's 5th largest, St. Petersburg is an iconic City with something to offer everyone. Because St. Pete is a longtime Revize client, their team worked very closely with ours and actually provided their own design concepts. We did the integration/pre-launch work and their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage! St. Petersburg also uses the Revize API to develop their own templates. This website is an elite representation of the power and beauty of the Revize process.

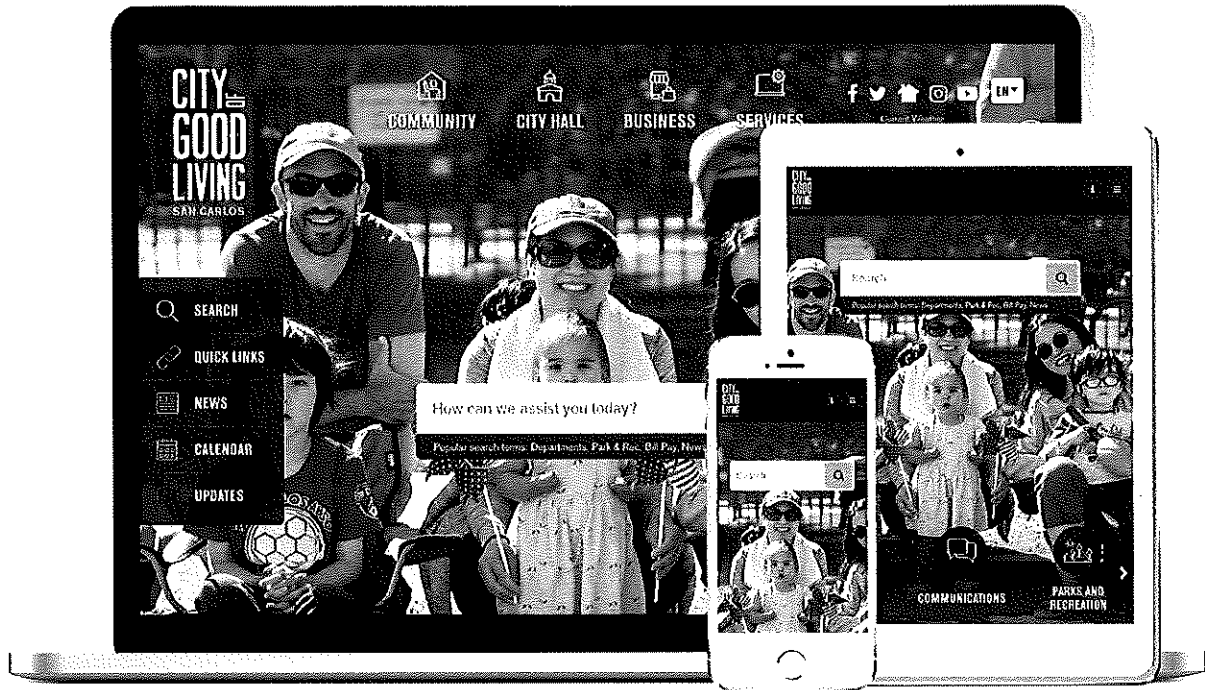
Township of Piscataway, New Jersey www.piscatawaynj.org.org



Details:

The Township of Piscataway is one of the fastest growing areas in New Jersey. This project was intended to make information easier to access for residents. In addition, the area rebranded itself to be a destination for weekend tourism. Local government applications as well as a list of weekend events make this website a perfect mix of a municipal and tourism website. In addition to a full Revize feature set, this website also includes a Home Page Pop-Up Alert that can be closed after it is read. These types of specialty modules are created for our clients that have specific needs.

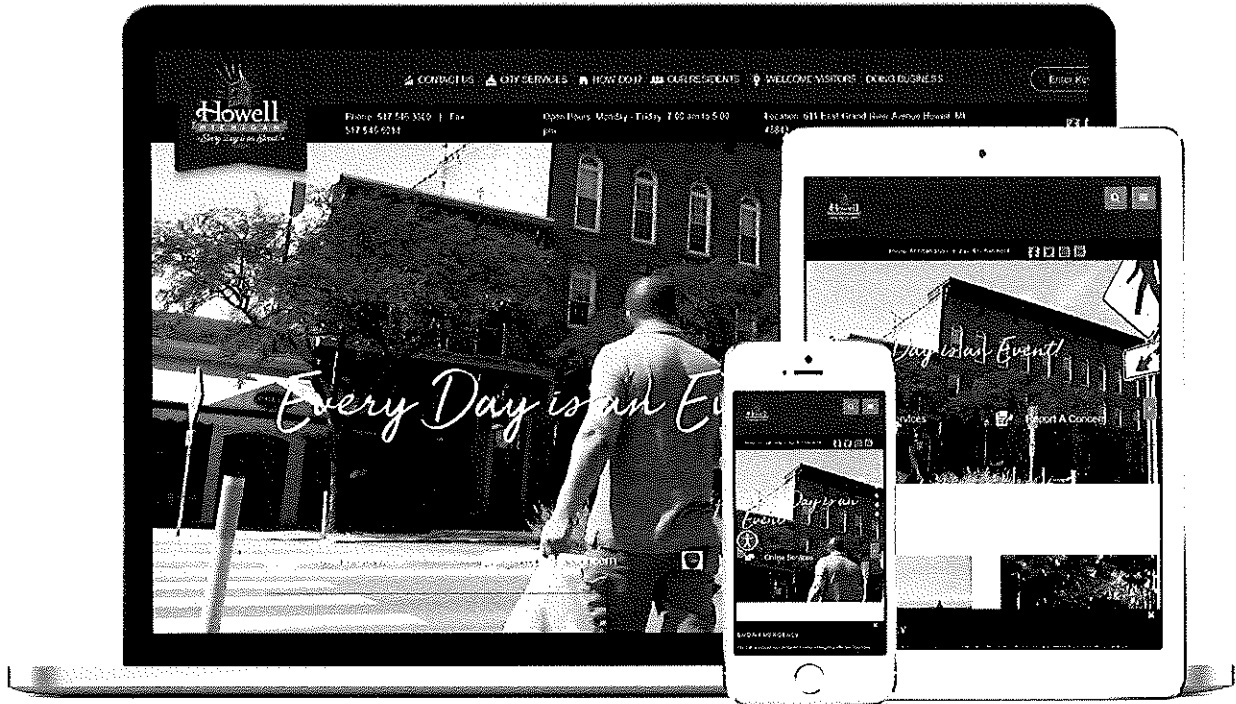
The City of San Carlos, California www.cityofsancarlos.org



Details:

San Carlos, CA wanted a website like no other. Through a collaboration between the city marketing team and Revize, we were able to create this award-winning website. Each page in this website was designed to uniquely fit the needs of the community. We also built unique designs for the departments, as well as including a specialized curated search to allow you to find everything on the site in a much easier fashion! The navigation within this site is built based on services rather than department silos. Overall, this website brings together an amazing mix of design expertise and functional clarity to create a great user experience!

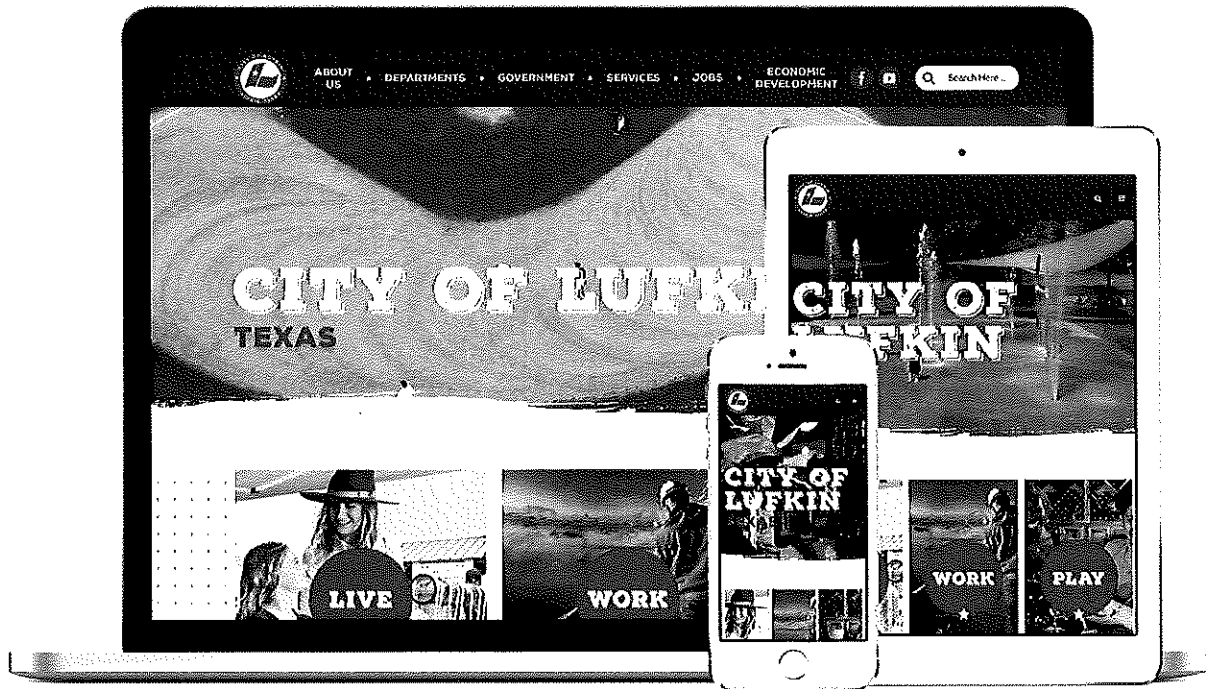
The City of Howell, Michigan www.cityofhowell.org



Details:

Howell came to Revize for a website that was completely different. Coming from an internally developed site, they wanted to work with a vendor that could lead them to a new way of interacting with their users. Page layouts were created to allow unique interaction with the city. This included board listings, Q&As, interactive park directories, plain language, and a resident focused navigation. We also incorporated some of their internal databases and features that had been built internally. This site improves the online experience for residents, business owners, and visitors!

The City of Lufkin, Texas www.cityoflufkin.com

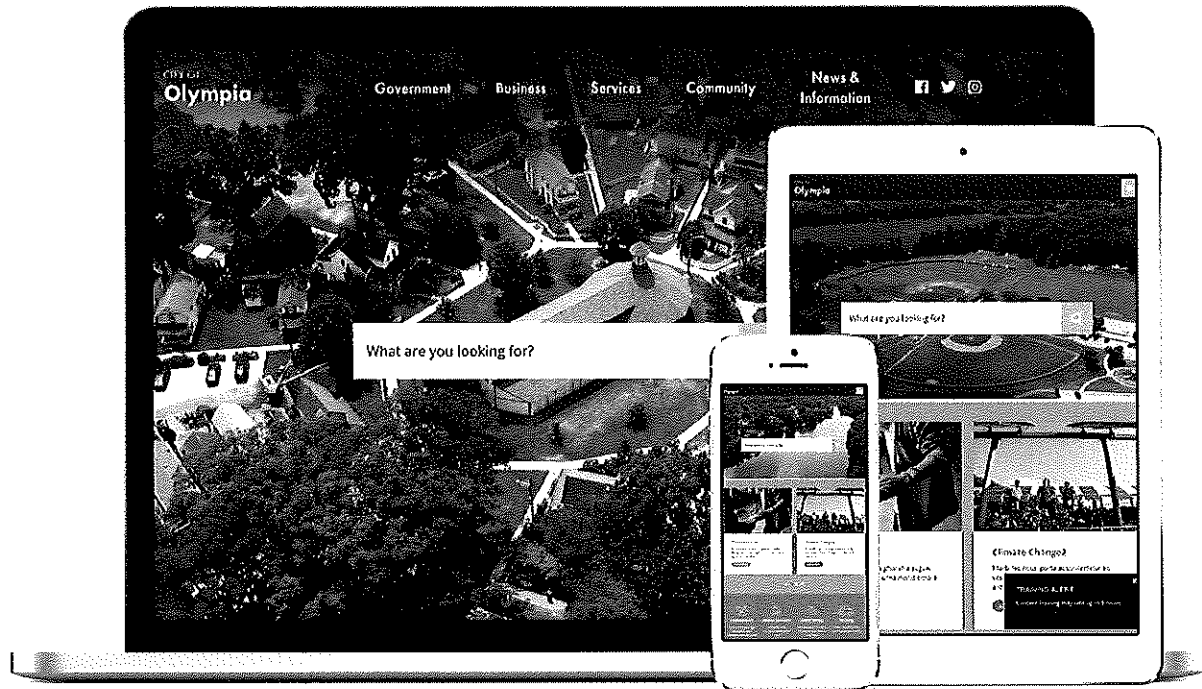


Details:

Lufkin, Texas wanted to pushed the limit of what people think when they see a city website. In addition to integrating a drone video that spans the full width of the homepage, this site features a strong mobile-ready design that showcases multiple aspects of the city they wanted visitors to see. Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the city's brand in a way that is unmatched in the industry!

The City of Olympia, Washington

www.olympiawa.gov



Details:

The City of Olympia, the capitol of Washington, presented a unique opportunity for Revize and the city's web team. This website features an extremely innovative homepage: As users scroll from one section to the next, they can explore different trending topics, services, news and much more in an extremely modern fashion. We built this website to be one of the most visually inspiring, but also most functional websites in the United States. With the unique design coupled with features such as a curated "smart search" feature and online interactive forms, this website makes a strong case for that title!

Government Account References

Client: City of Wylie, TX

Craig Kelly, Public Information Officer

Office: (972) 516-6016

Email: craig.kelly@wylietexas.gov

Website: www.ci.wylie.tx.us

Client: City of Howell, MI

Mike Pitera, IT Director

Office: 517-540-6714

Email: mpitera@ci.howell.mi.us

Website: www.cityofhowell.org

Client: Borough of Prospect Park, NJ

Intashan Chowdhury, Borough Administrator

Phone: (973) 790-7902 x532

Email: chowdhuryi@prospectpark.net

Website: www.prospectpark.net

Client: City of Largo, FL

Lauren Fatkin, Web & Marketing Specialist

Office: (727) 587-6740 x5015

Email: lfatkin@largo.com

Website: www.largo.com

Client: Carlisle Borough, PA

Contact: Stephanie Taylor, PIO

Office: (717) 240-6916

Email: staylor@carlislepa.org

Website: <https://www.carlislepa.org>

Client: City of New Brunswick, NJ

Susan Mollica, Mayor's Office, Communications

Office: (732) 745-5004

Email: smollica@cityofnewbrunswick.org

Website: www.cityofnewbrunswick.org

Client: City of Olympia, WA

Joshua Linn, Website Administrator

Office: (360) 570-3782

Email: JLinn@ci.olympia.wa.us

Website: www.olympiawa.gov

Client: City of San Carlos, CA

Quinne Woolley, Management Analyst

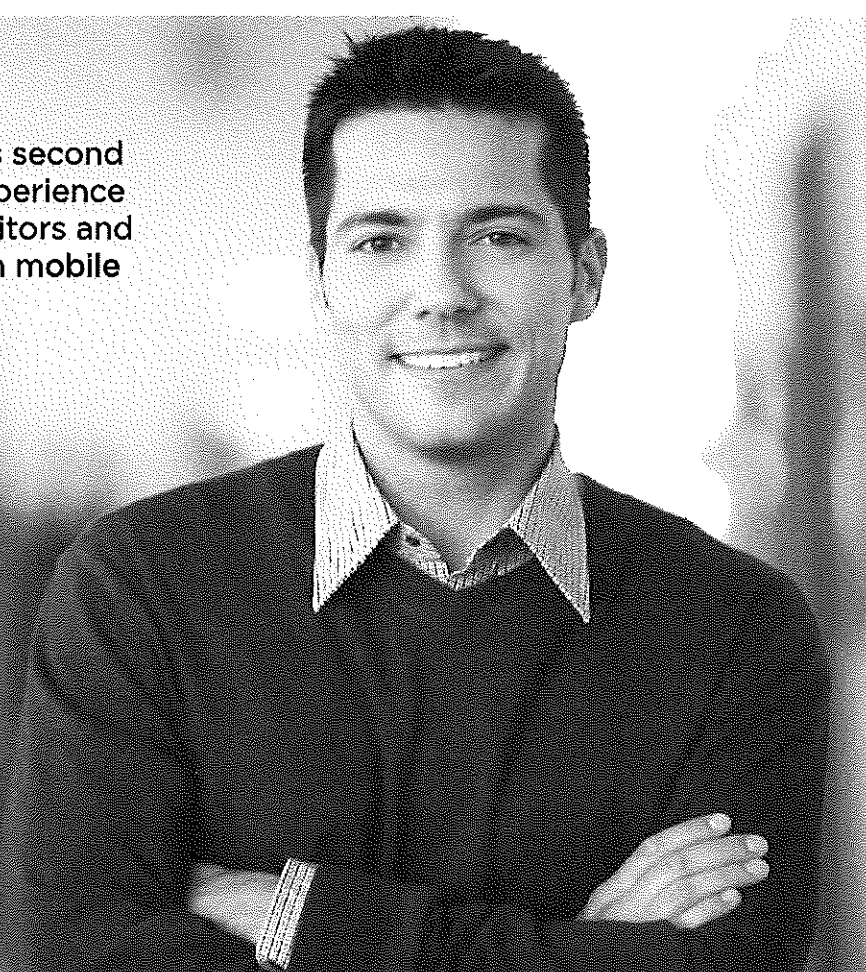
Office: (650) 802-4212

Email: qwoolley@cityofsancarlos.org

Website: www.cityofsancarlos.org

Top Ten Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
- On-time delivery
- Competitive pricing
- Responsible stewardship of the organization's stakeholders
- Full functionality to update and manage your website
- All the tools/apps needed to increase communications with citizens
- An easy CMS to train employees quickly
- Extended phone and email support
- Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
- Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.



"The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website's progressive look captures the vibrant culture of the community.

— Craig Kelly, Public Information Officer
City of Wylie, TX

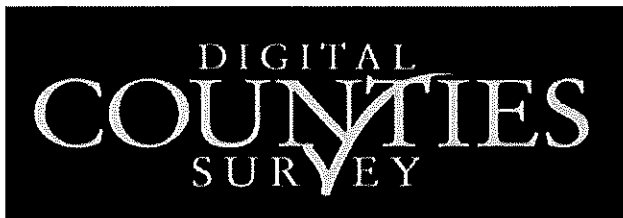
Did you know?

Revize CMS is one of the most advanced CMS in the government web design industry with over 23 years of development.

Awards & Accolades

We were thrilled with the outcome of our website redesign project. The Revize team was professional and responsive throughout the process.

- Tori Mathes, Communications Manager, City of Berkley, MI



Key Objectives & Deliverables:

The following list details this project's goals:

1. Visually appealing

Revize clients have told us that Revize has one of the best creative design teams in the industry. We create a branded style for each design with eye-catching, functional websites that help your visitors increase communication and promote awareness. We believe this creates new interest with new residents and their families to visit the library frequently. The award-winning Revize designs have been sought by municipalities across the country to increase tourism and economic development!

2. Easy to find content

Revize regularly conducts government web visitor usability studies, and as a result, we already know how web visitors want to navigate the website and get to the programs, services and information they desire in an easy-to-use manner. Revize has developed a navigation system to get to any web page in one click from the Home Page, and provides specific applications that allow for SEO optimized, functional directories and navigation that are as attractive as they are useful. The streamlined navigation includes elements such as drop-down menu navigations and mega-menus, content categorization and the ability to create additions to website pages without any hassle!

3. Increase partner engagement and follow-up

Our list of website features allows a plethora of features specifically tailored to increase interactivity with your local businesses, visitors, and special event committees. These applications include web forms for responses, listing directories, e-mail and text notifications, home page alerts, etc. We also design the website with "Calls-to-Action" in mind to inspire web visitors to take advantage of programs and information offered.

4. Increase search engine visibility

Every Revize website is programed to allow 100% of each page's content to be indexed by all the popular Search Engines. We also allow non-technical editors access to each web page's metadata so you can increase your web presence and contour the search so if someone enters a question in Bing or Google Search, it will try to pull them to the web page of your new website directly. This also includes allowing web crawling of the website, and you can even elect to implement a curated search function and categorization!

5. Seamless integration with social media and Third-Party Applications

Revize: Revize will add Social Media Icons and Social Media integration to your website's News Center. We will also create a Social Media Wall or a clean looking Social Media Center to show off your latest social media posts. We also provide framing and/or integration of currently used third-party tools into the site navigation.

6. Mobile- and user-friendly

Your new website will be functional on any electronic devices, including phones, tablets and PCs. Revize has made Responsive Website Design a standard for over 8 years. Because of this, we add additional responsive programming to take advantage of new mobile phone technologies and high-definition video cards to make your web visitors' website experience more enjoyable and smoother.

7. Easy to update content

The Revize CMS non-technical website editing solution has a 23-year maturity and was written for non-technical editors to edit the website in an easy to use "common-sense" manner through a methodology called In-Page Editing or Live-Page Editing. This allows for easy management of all functions of the website, including updating menus, removing content, etc.

Clients have indicated that if you know how to read and know about 5% of Microsoft Word, you should be able to edit a Revize Government Website (without training).

8. ADA Compliant Website

Your new website will adhere to the new WCAG 2.1 AA requirements and Section 508. We will also train your content editors how to keep ADA compliance when writing content. With your approval, Revize will also install an ADA Accessibility Widget, free of charge. This widget brings the ADA software for reading and resizing text, change color contrasts, etc. on demand for the visually impaired and/or disabled web visitor.

Example – Double Click on the Man Icon in the lower right corner to see it in action:

https://www.largo.com/facilities_directory/index.php

9. Cyber-Security

Revize has not had any website security intrusions for over 9 years. Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity. Revize can also host both your Internet and Intranet websites; your Intranet is secure and only accessible by authorized users through a login system.

The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We don't use a "one size fits all" approach because it doesn't make sense.

However, we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

The following steps are followed while designing new sites

- **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the website.
- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.
- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. The news and announcements module and events calendar would be integrated into the website, along with the social media center.



Did you know?

Revize will provide a 100% from scratch design with a satisfaction guarantee!

Wireframe to Concept

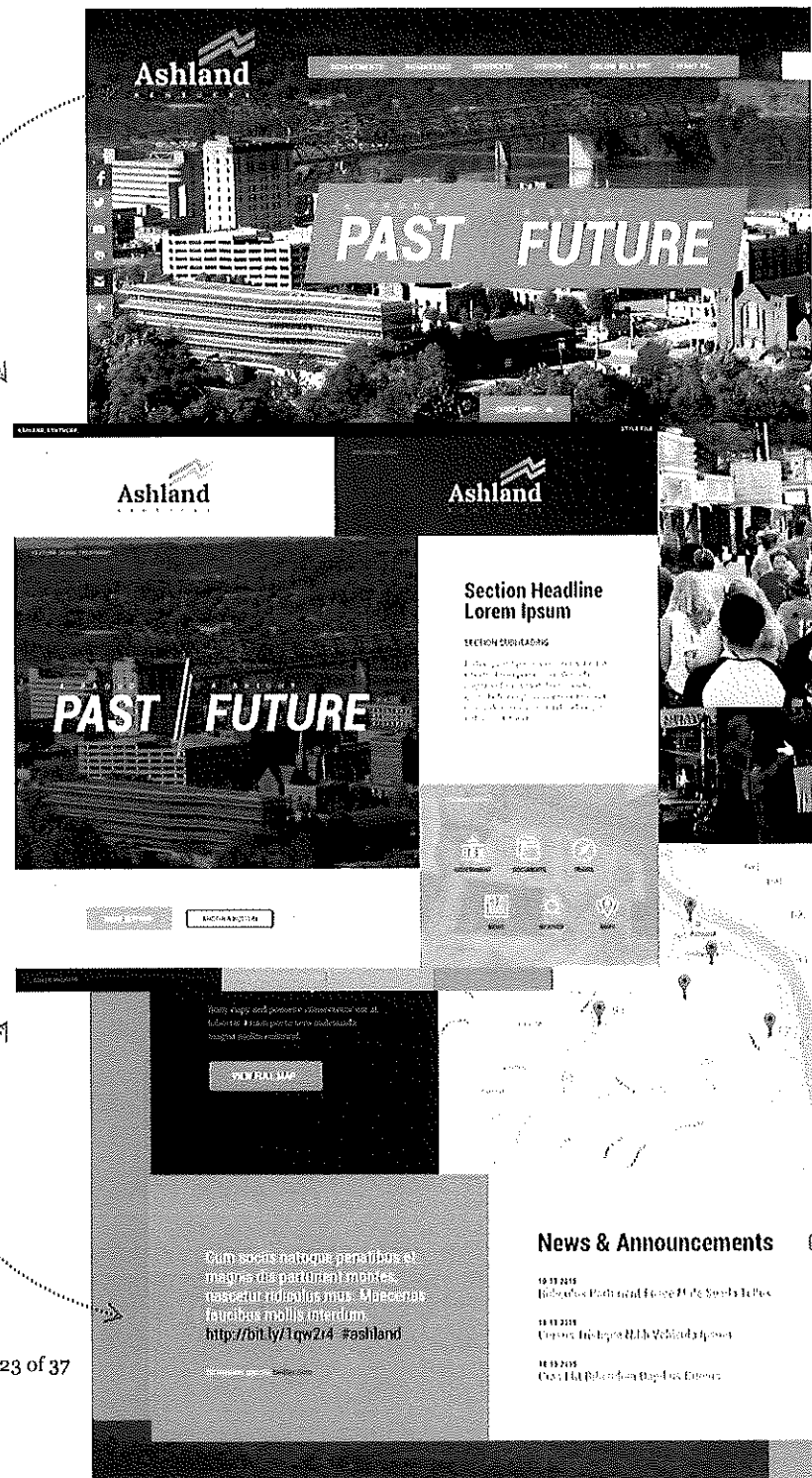
- **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.

- **Final Home Page Sign Off:**

When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.

- **Final Inner Page Sign Off:**

When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written



Please Note: The home page “wireframe” will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.

Timeline Summary

Project Timeline

Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW - Revize will conduct a staff interview and website design kickoff meeting with the client. - After the meeting, Revize will provide a detailed project plan that assesses key findings and details.	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design - Within (5) five weeks of the kick-off meeting Revize will provide (1) one custom homepage mockup, (1) one basic interior page mockup, and (1) one navigation mockup. - Revize will provide revisions to each mockup based on the feedback received from the client, and will begin site-mapping process when client approves design	Weeks 4 thru 8	5 Weeks
Phase 3 and 4: Template Development and CMS Integration - Mockups will be developed into HTML pages making them clickable and resizable. - Following HTML Development, Revize will add in the Revize Content Management System which makes the website easily editable. - Integration of any 3rd party software will begin during this phase	Phase 3: Weeks 9 thru 11 Phase 4: Weeks 12 thru 14	3 Weeks 3 Weeks
Phase 5 and 6: Quality Assurance, Accessibility and Custom Development - Revize will review all developed assets for functionality. The development team will review functionality, style sheet, and formatting checking for errors and verifying that site matches approved design mockups. - Any custom needs identified earlier in the project will be executed during this phase and tested for quality assurance. - ADA programming and beta site review with the client	Phase 5 Weeks 15 thru 16 Phase 6: Week 17	2 Weeks 1 Week

Project Timeline

Phase	When	Duration
Phase 7: Sitemap Development / Content Migration - Revize will deliver a suggested sitemap, in Excel format, for the website prior to this phase (Unless the client has chosen to create their sitemap). Client and Revize will review and provide updated versions for approval. Pages will be built out one-by-one according to this previously approved sitemap architecture. Pages that are not linked in the sitemap will be created as blank pages. - Migration includes up to all webpages, documents, and new content up to the relevant amount on the current website.	Weeks 18 thru 23	6 Weeks
Phase 8: Content Editor and Web Administrator Training and Go Live preparation - Revize will conduct a review of the beta site followed by a core team training (smaller group). - After the beta site review, the client may request tweaks to the functionality of the website. - Revize will conduct Website Usability testing and a separate full staff training for all CMS editors on-site in a classroom style setting. - The training schedule will include editor training, and administrator training with a question-and-answer period. - Results of the user experience testing will be provided to the client for review. - Any change requests will be reviewed by Revize for feasibility and scope conformance before they are completed. - Revize will conduct meeting with client IT department before go live to discuss the process and establish pre-go-live checklist (e.g. SSL certificates, redirects, subdomains, etc.) - Retraining is available any time after Go Live.	Week 24	1 Week

Go-Live (Average)

20-24
Weeks



Did you know?

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires!

Standard Training Agendas

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Specific Modules

- Emergency Notification Center
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Frequently Asked Questions
- Visitor Request Center
- Library Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

- Quarterly CMS upgrades
- Software and module upgrades (Automatically Installed)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage



Did you know?

Revize has launched hundreds of municipal and county websites large and small!

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL certificate, we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatible with the Revize CMS. It can be set up in a variety of configurations. As part of the process, we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
 - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers



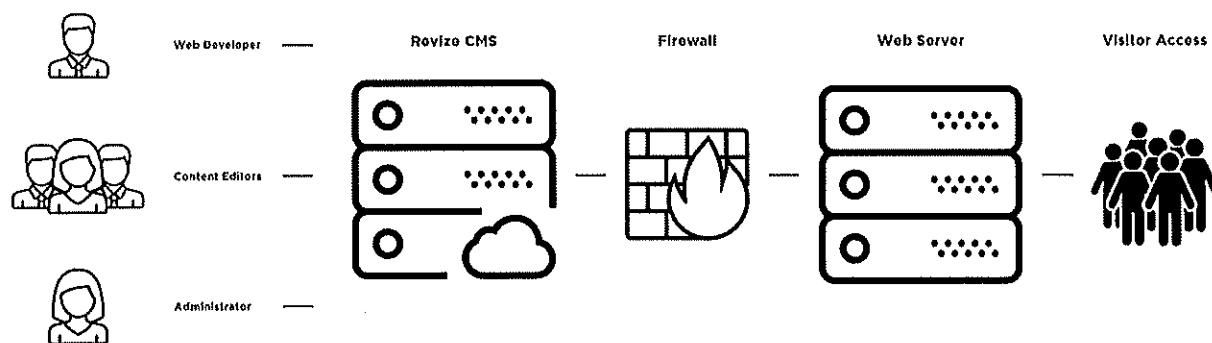
Did you know?

Revize will host your website and CMS in at least two completely separate geographic locations!

Hosting Service and Technology Architecture

Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web sites and web applications on redundant (3 TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance and reliability. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy/security. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to a timeframe of several hours or days our competitors offer).



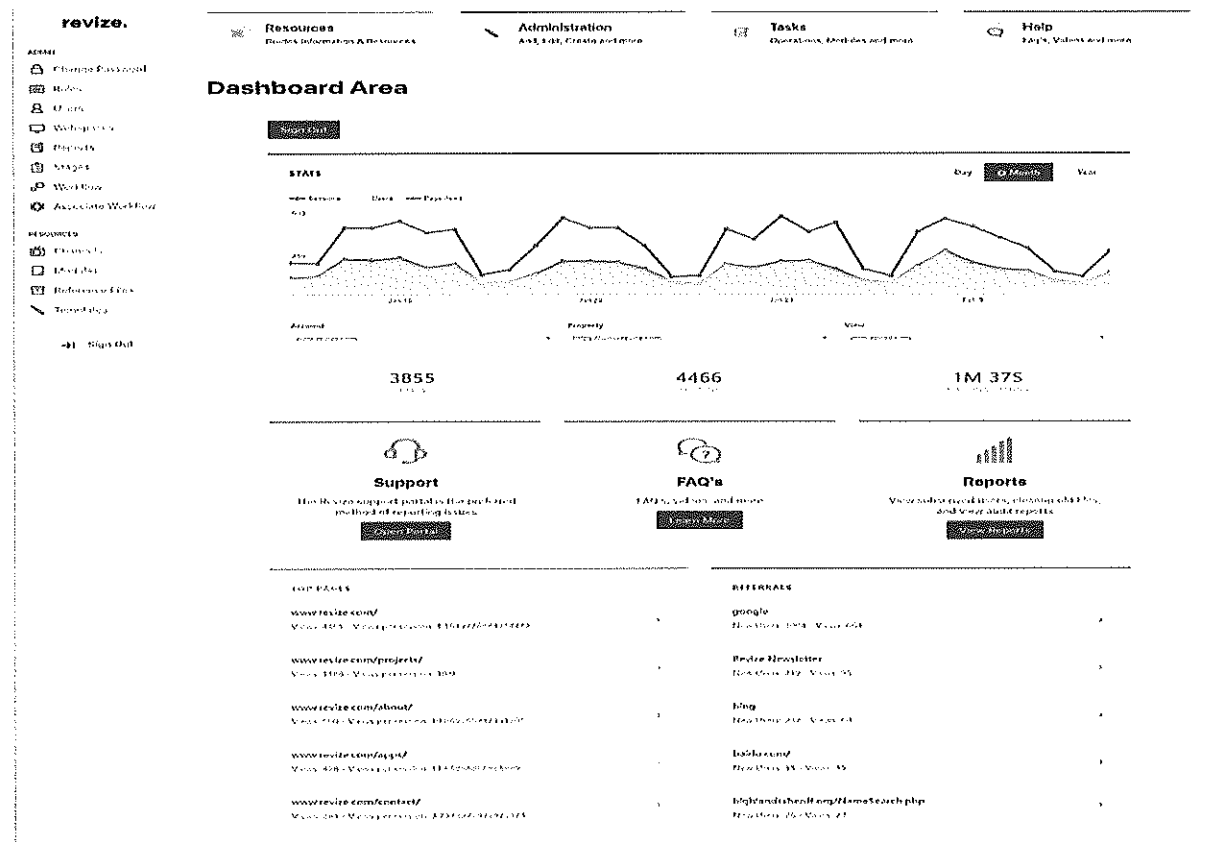
Revize Intelligent Publishing WCM

We provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Revize Website Analytics

Revize has Custom APIs for Google Web Analytics that is integrated in each of our client's websites. Analytics makes it easy to understand how your site and app users are engaging with your content, so you know what's working and what's not. Revize CMS dashboard for Analytics provides an overall picture of how residents are interacting with your site, which pages/documents are being viewed most, how much traffic you are getting in your site across different geographic regions etc. You can filter and download all sorts of analytics reports for your IT Team and Management to analyze the data and effectiveness of your website content and services offered. Below is an example graphical view of our analytics dashboard!



Revize Support Includes

- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- 24/7/365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and web site trends

Maximum Response Times

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Software Maintenance

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge



Custom Design Website Features Included

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for government. The applications and features are grouped into five categories:

VISITOR'S COMMUNICATION CENTER APPS

- Home Page Alert
- Document Center with keyword search
- Staff/Listing Directory with keyword search
- FAQs with keyword search
- Job Posting with keyword search
- RFP/RFP Posting
- News Center with Facebook/Twitter/etc. Integration
- "Share This" Social Media App
- Photo Galleries
- Quick Link Buttons
- New Revize Web Calendars with monthly grid and listing view
- Sliding Feature Bar
- Language Translator - over 95 languages

VISITOR'S ENGAGEMENT CENTER APPS:

- Citizen Request Center with Captcha
- RSS Feed
- Online Bill Pay via Third Party Payment Provider (if required)

STAFF PRODUCTIVITY APPS

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- CMS Web Form Builder with drag & drop text fields
- Website Content Archiving
- Website Content Scheduling

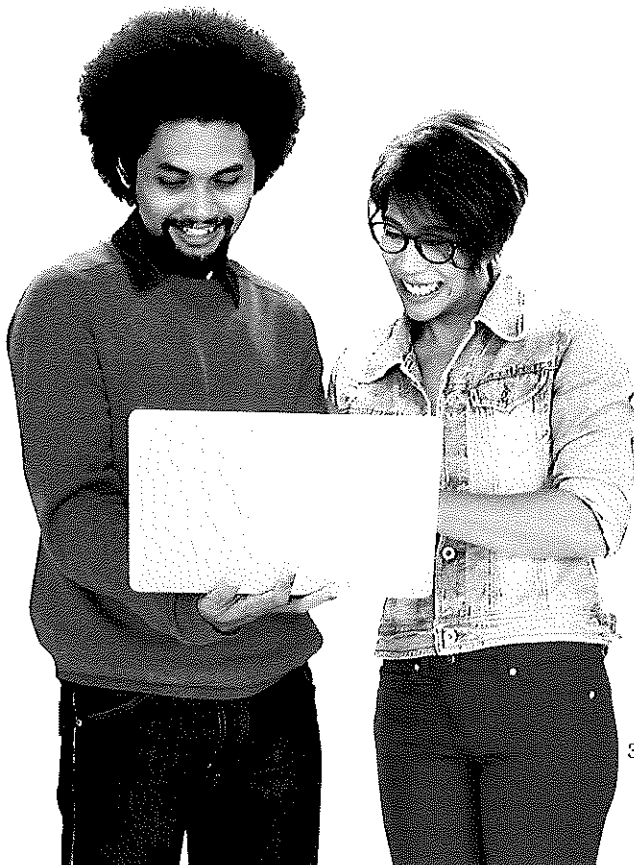
SITE ADMIN & SECURITY APPS

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SSL Security Certificate
- Unique Login/Password for each Content Editor
- Web Statistics and Analysis with Google Analytics

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ADA Compliant WCAG 2.1AA
- ADA Accessibility Widget
- Responsive Website Design (RWD) - for great Mobile Device viewing i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

ADA Compliance Disclaimer:
Revize designs and develops all websites to be ADA Compliant according to the WC3 Consortium's Web Content Accessibility Guidelines according to the 2.1 AA Level



Thank you

For Considering Revize

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