

OPRA request - Web services contract details

From: Kris Scheufele (opra+request-56842-a947091b@requests.opramachine.com)

To: branchvilleclerk@yahoo.com

Date: Friday, January 5, 2024 at 04:56 PM EST

Dear Branchville Borough,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

I am requesting access to and copies of documents detailing all municipal web and content management services contracts currently held by the municipality, including but not limited to:

Names of vendors providing web and content management services.

Full copies of the contracts or agreements including pricing, scope of services, duration and any amendments or addenda for 2023 and 2024.

Contract term, start dates and end dates.

Total cost and breakdown of pricing including any scheduled rate changes.

Procurement or bidding documents related to web and content management services contracts.

Please note that I am seeking records that detail agreements and transactions for all municipal web and content management services, including website management, hosting, development, maintenance, security, content creation and management, and any other related services.

Yours faithfully,

Kris Scheufele

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-56842-a947091b@requests.opramachine.com

Is branchvilleclerk@yahoo.com the wrong address for OPRA requests to Branchville Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=branchville_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/web_services_contract_details_4

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

jperlee DESIGN

133 Sherman Ridge Rd • Wantage, NJ 07461 • 201-563-6432 • jean@jperlee.com

Letter of Agreement 2024 Website Administration

This is a Letter of Agreement between Branchville Borough and Jean Perlee for the upkeep of and postings to the current Branchville Borough WordPress website for 2024. This agreement goes into effect on January 1, 2024 and runs through December 31, 2024.

Postings include municipal documents: minutes, agendas, financial statements, etc., emergency alerts on front page, and municipal notices.

Documents for posting will be provided by Branchville and emailed to the designer in the document's original format (example, Microsoft Word). Scanned documents cannot be made accessible and are not acceptable—they must be text documents. Documents will be converted to an accessible PDF for posting. Accessible Word templates and training can be provided if requested.

This is a month-to-month agreement; either party may cancel before the end date. Notice of termination of the agreement is thirty days.

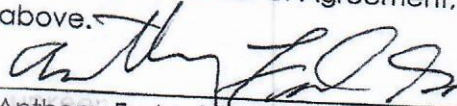
Website maintenance and postings:

\$50 per week

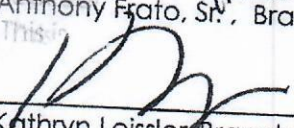
Downloadable forms:

\$25 per form

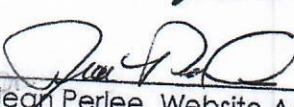
By signing this Letter of Agreement, parties acknowledge and agree with the terms above.


Anthony Frato, Sr., Branchville Borough Mayor

1-1-24
date


Kathryn Leissler, Branchville Borough Municipal Clerk

1-1-24
date


Jean Perlee, Website Administrator

1-2-24
date

jperlee DESIGN

133 Sherman Ridge Rd • Wantage, NJ 07461 • 201-563-6432 • jean@jperlee.com

Letter of Agreement

DATE: August 11, 2023

This is a Letter of Agreement between Branchville Borough and Jean Perlee for the upkeep of and postings to the Branchville Borough website for the remainder of 2023. This agreement goes into effect on August 1, 2023 and runs through December 31, 2023.

Postings include municipal documents: minutes, agendas, financial statements, etc., emergency alerts (update of emergency ticker), and municipal notices.

Documents for posting will be provided by Branchville and emailed to the designer in the document's original format (example, Microsoft Word). Scanned documents cannot be made accessible and are not acceptable—they must be text documents. Documents will be converted to an accessible PDF or html for posting. Accessible Word templates and training can be provided.

New pages will be designed as needed, such as a Stormwater page.

Downloadable forms can be designed and posted, as needed and requested.

Additional features, such as a calendar, are optional and can be discussed.

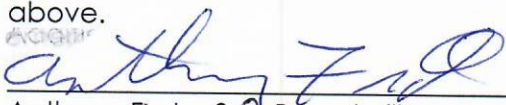
Notice of termination of the agreement is thirty days.

Website maintenance and postings: \$50 per week

New pages: \$150 per new page

Downloadable forms: \$25 per form

By signing this Letter of Agreement, parties acknowledge and agree with the terms above.



Anthony Frato, Sr., Branchville Borough Mayor

8/21/23

date



Kathryn Leissler, Branchville Borough Municipal Clerk

8/21/23

date



Jean Perlee, Website Administrator

8/14/23

date

NOT TO EXCEED \$1100.00 (KJ)

jperlee DESIGN

133 Sherman Ridge Rd • Wantage, NJ 07461 • 201-563-6432 • jean@jperlee.com

Letter of Agreement

DATE: December 29, 2023

This is a Letter of Agreement between Branchville Borough and Jean Perlee for the design of the municipal website, the maintenance and administration of the Branchville website for the remainder of the year after the completion of the new website, and the Care Package for 2025. This agreement goes into effect on January 1, 2024.

Website design: \$2500 to \$3000 (not to exceed \$3000)

Care Plan: \$1975 annually (adjusted for 2024 while site is in development.)

By signing this Letter of Agreement, parties acknowledge and agree with the terms above.



Anthony Frato, Sr. Mayor

1-1-24

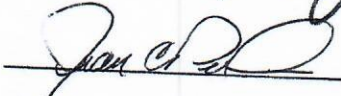
date



Kathryn Leissler Municipal Clerk

1-1-24

date



Jean Perlee, Website Designer/Administrator

1-2-24

date



BKJ Productions, LLC

1 Central St. Suite A

Stoneham, MA 02180

781-662-8800

www.bkj.info • info@bkjproductions.com

July 12, 2022

Quote: Branchville.us Audio Addition

Per request, we will add a section for your Meeting Minutes Audio Recordings. Attached is a mockup of how it will look, ideally. This also gives us an opportunity to clean up the issue with the "empty" pdf and reorganize some of the other documents.

There are some important technical issues to be aware of:

- Audio files are going to be REALLY large, so you should make sure to **delete** the older ones **every** month, as well as being careful not to upload a file *twice*. (While uploading a PDF twice is not *too* dangerous, space on the server is limited and you don't want to fill it up with redundant data.)
- You can verify the size of the audio files using the Media Library.
- The new host, DreamHost.com, provides 30GB of space, and you are using around 3GB. The available space should easily hold 12 meetings of around 3 hours each, assuming MP3 files around 250MB each. (Backups also take up space.)
- We are supporting *only* MP3 files, since that is a common, easy-to-use format.
- There is a **300MB** limit on file uploads, so *if a meeting goes longer you may need to split it up. This may take extra work on your part.* You should set the quality of your audio to **96kbps** rather than 192kbps (per your sample sent), so the files are smaller.
- **Best practice:** Take 2 minutes before uploading the file and give it a good file name and update the Media Tags to include Branchville, NJ and other relevant information.
- If you like, we can also create a Podcast feed out of this, which might be another easy way for people to access the audio. (Optional cost.)
- Not shown on mockup: You might want to indicate somewhere that you are including only one year's worth of audio minutes.

If the above is acceptable, please check options below, sign and return. Payment: 1/3 requested as deposit, 1/3 on beta proof, 1/3 on completion. Please include PO# if needed.

☒ \$990-\$1100 Audio addition

☐ \$550 Optional Podcast feed

Client

9-8-2022

Date

BKJ Productions, LLC



BKJ Productions, LLC
1 Central St. Suite A
Stoneham, MA 02180
781-662-8800
www.bkj.info • info@bkjproductions.com

January 3, 2022

Quote: Branchville.us WebCare maintenance

As we have done for the past three years, BKJ Productions is happy to provide an estimate for one year's worth of WebCare maintenance of **www.branchville.us** to make sure the site continues to run smoothly. This includes backups, WordPress updates, a brief report showing user activity, and occasional quick phone calls or email-based support. If there is some major update that requires additional programming, we'll send over an estimate beforehand. If you have any needs, please send a message to support@bkjproductions.com with "branchville" in the subject so we can deal with it in a timely manner.

Additionally, in June of last year we began covering the cost of website hosting at **Dreamhost.com**. You are effectively paid up for hosting until 6/13/23. To synchronize these costs, we will pre-bill the remainder of 2023.

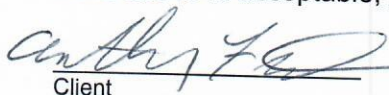
Hosting: July-December 2023: \$117.15

WebCare 12 months @ \$110/month: \$1320.00

Total: \$1437.15

If you have any questions, please contact Brian K. Johnson at 781-662-8800.

If the above is acceptable, please sign and return.


Client

2/1/23
Date

BKJ Productions, LLC