



TOWN OF HARRISON VILLAGE OF HARRISON

ALFRED F. SULLA, JR. MUNICIPAL BUILDING
1 HEINEMAN PLACE
HARRISON, NEW YORK 10528



E-1

JACKIE GREER
Town/Village Clerk

Telephone: (914) 670-3030
Fax: (914) 835-2009

TO: Supervisor Dionisio
Councilpersons Sciliano, Leader, Evangelista, Brown

FROM: Jackie Greer, Town Clerk

DATE: May 23, 2022

SUBJ: Website Upgrade

I would like to request on the next agenda a one-time fee of \$5,000 for a Town Website Re-Design. We have done this in the past, 5 years ago, Covid delayed this current request. Mike Piccini and I have spoken to Civic Plus the company we have been using for last 11 years and feel this is the best option for us at this time. Funding is available in account 001-1900-100-4407.

Please let me know if you have any questions.

Jackie



Standard Website Services

Town of Harrison, NY (Town Website Re-Design)

Initial Services

Phase 1: Website Design

- Create New, Custom Homepage Design & Layout
- Create Subpage Design & Layout
- Modify Design with Client Input until Approved

Phase 2: Site Implementation

- Identify Global Navigation, Cascading Navigation, Mega-Menus
- Implement Design within CMS
- Develop Landing Pages Per Approved Design

Phase 3: Content Development

- Update Website Navigation in Coordination with Client

Phase 4: Website Deployment

- Final Site Review and Link Checking
- Install & Activate related modules
- DNS Activities

Total Project One-Time Cost:

\$5,000

001-1900-100-4407

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-23862-1

Date:

3/29/2022 1:48 PM

Expires On:

6/27/2022

Product:

CivicEngage

Client:

Harrison NY - CivicEngage

Bill To:

Harrison NY - CivicEngage

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Alex Webb	x	alex.webb@civicplus.com		Net 30

CivicEngage - Statement of Work

QTY	Product Name	DESCRIPTION	PRODUCT TYPE
1.00	Drupal 7 Redesign - CivicEngage Open	Drupal Website Redesign - CivicEngage Open	One-time

List Price - Year 1 Total	USD 10,000.00
Total Investment - Year 1	USD 5,000.00
Annual Recurring Services - Year 2	USD 0.00

Total Days of Quote:278

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the Harrison NY - CivicEngage Statement of Work signed by and between the Parties ("the Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.
2. Client will be invoiced for the Total Investment - Year 1 (the sum of one-time costs and a prorated portion of the Annual Recurring Services) upon signing and submission of this SOW. The Annual Recurring Services subscription fee for the Products (as described above) included in this SOW are prorated and co-termed to align with the Client's current billing schedule and the Annual Recurring Services amount will subsequently be added to Client's Term and regularly scheduled annual invoices under the terms of the Agreement.
3. Each year this SOW is in effect, a technology investment and benefit fee, as agreed to in the Agreement, will be applied to the Annual Recurring Services subscription fee.

Signature Page to follow.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the Agreement terms and conditions

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

By:

Name:

Title:

Date:

CivicPlus

By:

Name:

Title:

Date:

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization	URL	
Street Address		
Address 2		
City	State	Postal Code
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.		
Emergency Contact & Mobile Phone		
Emergency Contact & Mobile Phone		
Emergency Contact & Mobile Phone		
Billing Contact	E-Mail	
Phone	Ext.	Fax
Billing Address		
Address 2		
City	State	Postal Code
Tax ID #	Sales Tax Exempt #	
Billing Terms	Account Rep	
Info Required on Invoice (PO or Job #)		
Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [] or N []		
Please list all external sources: _____		
Contract Contact	Email	
Phone	Ext.	Fax
Project Contact	Email	
Phone	Ext.	Fax