



Ferguson Lynch

IT Consultancy and Web Architecture

Dr. Rose Hessmiller
8146 Avenida la Prestina
Albuquerque, NM 87109
rhessmiller@fergusonlynch.com
www.fergusonlynch.com
mobile: 505 228 8806

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Proposed IT, Web Portal, and Cloud Support for the Eastern Brook Trout Joint Venture
<http://easternbrooktrout.org/>

Submitted to:
Lori Maloney
EBTJV Coordinator
ebtjv.coordinator@gmail.com

Scope of Work for March 2023 – March 2024
Total Proposed Costs: 5500.00

1. Hosting Server Lease, Backup, and Support; Manage DNS for EBTJV Domain Name
1750.00

Task 1 Costs Breakdown

\$1,200.00 for yearly hosting
\$ 150.00 Secure SSL

2. IT Services and Advanced IT Support
 - a. Renew domain name registration;
 - b. Install Plone security updates and upgrades
 - c. Ensure QA/ QC of all installed elements and operating program
 - d. Provide oversight of hardware & software maintenance and testing of backups, security, performance evaluation services, monitoring logs.

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for Contract Dates:
March 1 2023 –March 1 2024

Task 2 Cost - \$ 500.00

3. Basic Day-to-Day User Support
 - a. Registered the site EBTJV website Domain name
 - b. Respond to user's questions, support project uploads, add members
 - c. Delivered day-to-day support to general portal user inquiry and members
 - d. Provided basic support to portal users and members or institutional administrators and technical IT staff through day-to-day assistance and problem solving via phone, collaborative software, or email. Example include but are not limited to assisting members in posting content onto the portal, creating, editing, and moving content
 - e. Provided one-to-one learning via phone and following up using Portal Help tutorials
 - f. Communications/ project management
 - g. Project submission content workflow
 - h. Set up Development Site for testing and any requested new functionality redesign Support**
 - i. Site Search and any custom support**
 - j. Support / connectivity with Spatial data, multimedia, social media**
 - k. Support EBTJV with site inventory, archiving, edits as needed.**

Task 3 Cost - \$3650.00

Total Scope of Work Costs = \$5500.00

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