



Sheboygan Water Utility

Employee Portal

July 10, 2023

#6055

Overview

Sheboygan Water Utility has requested an estimate from Dynamic to develop an employee portal. The scope of work would include building an employee intranet portal on the existing Sheboygan Water Utility website.

Dynamic Solution

Dynamic will develop an internal website to function as the company's intranet. The website will be password-protected and restricted to current employees and will provide information such as onboarding, HR, and field data. To streamline the project scope, the website will adopt the look and feel, as well as the code base, of the main website.

Web Project Deliverables

Dynamic will work with you throughout the project by involving you in the review and feedback process for each phase. Each phase will include one round of revisions before final approval is received and progress is made to the next phase. If changes requested in a subsequent phase alter previously approved changes, a change order will be required and submitted for approval.

The project will be divided into six phases:

Phase 1: Discover

Dynamic will determine your business and project objectives through a series of intake meetings with the client's team and key stakeholders. The result of this phase will be a project scope document, which includes the notes of the Discovery session(s), and will include a project timeline along with any technical requirements.

Phase 2: Define

In the Define phase, Dynamic will shape the findings from Discovery into a cohesive, actionable plan for your new website. A content strategy will be developed based on the Discovery session and desired message direction, with a plan and goal for each page of the website. Dynamic will create a sitemap and wireframes for the site structure and how content will be organized.

Phase 3: Design

With the approved sitemap and wireframes in hand, Dynamic will create 2 concepts for the website user experience. After a design concept is chosen, the design team will create the remaining unique interior pages and mobile experience. All design elements will be in line with the current style guide.

Phase 4: Develop

The Development stage is where all components come together to build the brand experience. The development team at Dynamic will take the approved wireframes and visual design and begin building the solution using HTML, CSS, Javascript, PHP, and MySQL technologies. Dynamic will perform QA testing throughout the build process to ensure a quality solution has been met.

Phase 5: Deploy

Dynamic will deploy the website code, content, and assets to the production server for launch. Once the site is launched, the client has five business days to check for inconsistencies, errors, and possible bugs. These bug fixes are included in the original scope of work.

Phase 6: Demonstrate

Dynamic will facilitate a client team CMS training. This is a 2-hour session two weeks post-launch. Follow-up sessions (2, 1-hour sessions) will be provided as refresher discussions and/or phone consultations as needed.

After approximately 3 months post-launch, Dynamic will conduct a website audit to measure the performance of the key performance indicators discussed during the Define phase.





Scope of the Project

General Website Build

The project's scope involves building a general site with various page types in the CMS, including a flexible layout homepage, a blog for articles, a block page, and a site search feature. Content blocks are also included, which can be used to assemble pages using different types of media, such as YouTube, Vimeo, image slideshows, and embedded code from third-party sources.

Employee Sign In

The new intranet website will be password protected, requiring employees to log in prior to viewing any pages on the website. Sheboygan Water will be able to add and remove employee accounts in the CMS. This will also prevent the website from being indexed by search engines.

For additional security, Dynamic will install two-factor authentication for the portal login. This can be set as an opt-in for each employee account, or enforced across all accounts by the website administrators.

Site Search

The website's site search will be powered via a general full-text search

Website Hosting

Dynamic would provide hosting for the Sheboygan Water Utility Employee Portal site.

If the need arises, Dynamic would be able to easily move the site to a different hosting option.

Basic Hosting

- Cost: \$50/month agreement (\$600/yr) OR \$550 annual agreement (1 month free)
- Requirements: website must be built using PHP
- Good for small-sized, low-traffic website

Shared, managed hosting on a cloud server. Your website will be hosted on one of our high-performance servers, at a fraction of the price of a dedicated server. Perfect for small business websites that have low traffic and don't require substantial resources.

Basic hosting sites are managed and monitored by one of our partners, providing security patches and uptime monitoring 24/7.

Features

- Daily backups
- Uptime monitoring

Code Guard

At Dynamic, we are devoted to providing tremendous business value to all of our customers and look forward to the opportunity to strategically partner with you long-term. Code Guard is Dynamic's website service to keep your website up-to-date with security patches and incremental framework upgrades. Your assigned account executive will send an email notification of any security or CMS upgrades prior to and once deployed.

Security Updates

With SilverStripe, security patches are incremental and we take care of keeping your site up to date with these releases. With the addition of the Code Guard Agreement, we will implement these on your behalf at no additional charge.



CMS Upgrades

We will keep your website up to date with the latest minor version of the SilverStripe CMS. Any major releases (e.g. SilverStripe 4 to 5) will be quoted outside of this agreement.

Accept  

Custom Code Support

We will resolve issues related to custom code, security patches, and incremental framework upgrades.

Focus on improvements, not maintenance

The launch of your website is just the beginning. Care and attention are needed to ensure it continues to run smoothly and is up-to-date. Upgrades and patches need to be implemented to prevent vulnerability to attacks and compatibility issues.

Monthly Code Guard Services

This agreement includes services that Dynamic will provide and security updates as needed.

Terms

This agreement shall cover a one (1) year period from the acceptance date. This agreement shall automatically renew unless either party provides notice to the other of its intent to terminate this agreement not less than thirty (30) days before the end of the then-current term.



10% OFF

Sheboygan Water Utility - Employee Portal - 6055 SUBTOTAL ~~\$9,946.00~~
\$8,946.00 Selected

Description	Item	Price
Discover	\$1,085.00	\$1,085.00
Define	\$1,715.00	\$1,715.00
Design	\$2,100.00	\$2,100.00
Develop	\$3,360.00	\$3,360.00
Deploy	\$840.00	\$840.00
Demonstrate	\$840.00	\$840.00

Assumptions and Dependencies

- Client provides all copy, video, and photography
- The site will use the theme created for the main Sheboygan Water Utility website during the redesign.
- The estimate does not include ongoing support but you can select our maintenance support, Code Guard.

Employee Portal Website Hosting - 6071 SUBTOTAL \$600.00 Selected

Description	Item	Quantity	Price
Intranet Website Hosting	\$50.00	12 months	\$600.00

One month free with annual billing

Employee Portal Code Guard - 6072 SUBTOTAL \$1,200.00 Selected

Description	Item	Quantity	Price
Code Guard	\$100.00	12 months	\$1,200.00

Total Discount	-\$994.00
Total	\$10,746.00

APPROVAL

The signatories below are authorized personnel and have assessed or consulted with the appointed company agent to assess the attached documentation that makes up the comprehensive statement of work to be performed. Any deviation from this Scope will be discussed between the two parties to determine if a Change Order is needed. If that proves to be necessary, a written Change Order will be issued for the signature of both parties.



Contact: Tamara Scheuren

Project: Employee Portal

#s 6055, 6071, & 6072

Accept  

Accept

+ TERMS AND CONDITIONS

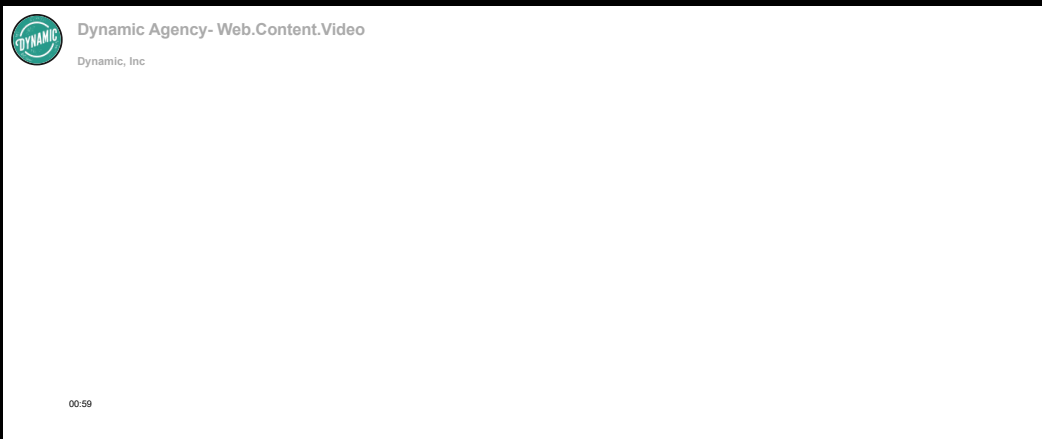
Bemis "Made in the USA" Recruitment Campaign




 **Mike 30**
Dynamic, Inc

00:30

Why you should choose Dynamic



 **Dynamic Agency- Web.Content.Video**
Dynamic, Inc

00:59

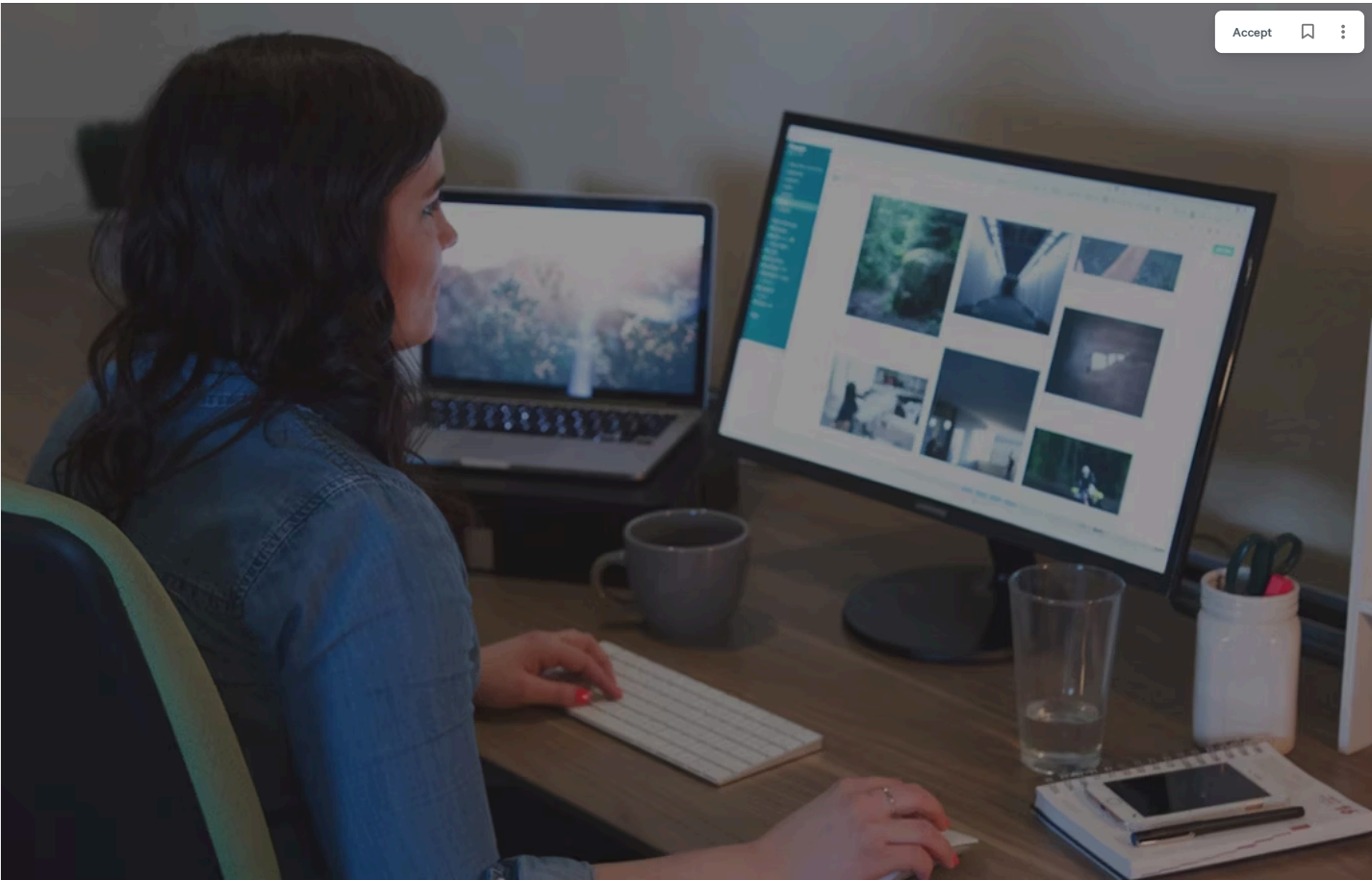


CORE COMPETENCIES:

Accept  

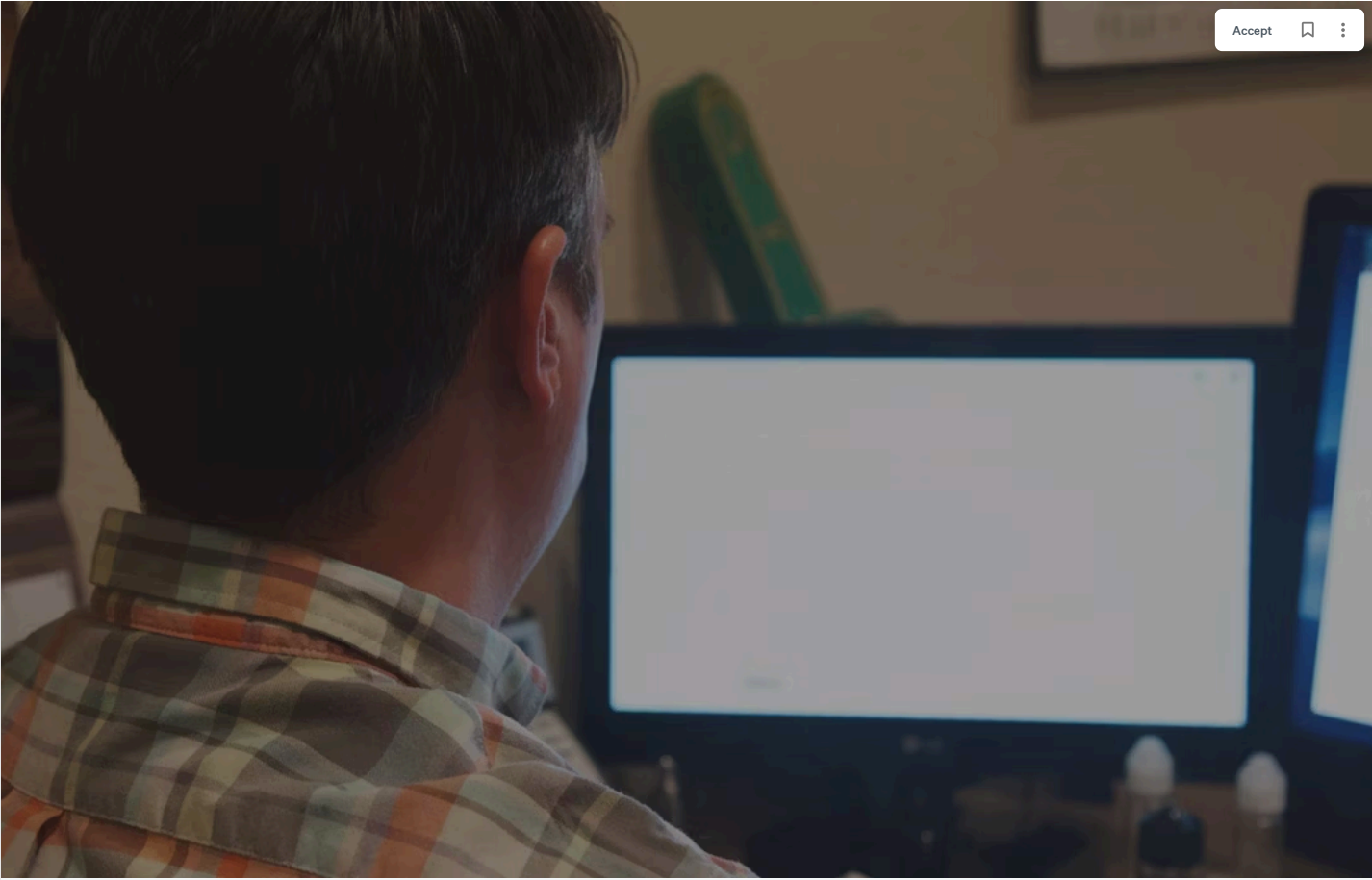
get jazzed about developing personalized tools to create customized solutions, and they're usually amazing and oftentimes outlandish, but all effective. From custom code to mobile applications to specialized P... all but can explain it in regular-people language. Plus, we develop our own creations, which makes our job even more satisfying and provides clients with valuable benefits as well.





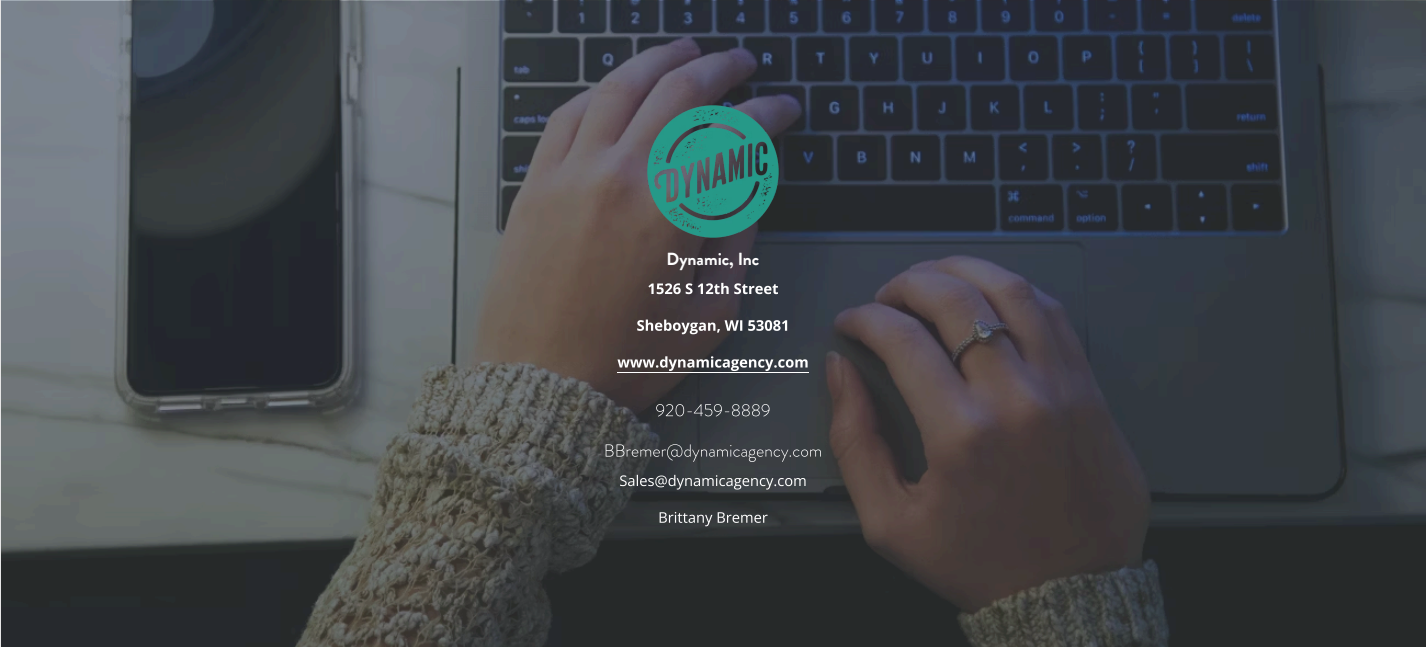
experience for your audience that efficiently navigates them to information and engages them to cultivate brand loyalty. We determine which tools and collateral will work hardest to achieve that, ensuring that —from social media posts to billboards to display booths. We provide everything you can think of and maybe a few things you’ve never even heard of. And yeah, we know that every agency out there touts its cre our work speak for itself. [Check it out!](#)

ery project from the get-go with a winning strategy. Defining the objectives, goals, audience, key performance indicators, and projected outcomes at the outset means we’ll make the best decisions during the pr ; us to better track and share a return on investment in the analysis/measurement stage.



CLIENTS





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