MENU MANAGER

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.

NEWS LETTER APP

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.

ONLINE FILLABLE FORMS APP

Having online forms that Residents can fill out in their Internet browser provides a quick and easy alternative for users to communicate with you and provide important feedback, complete tasks online, or fill out permit requests and job applications. These forms can be used to have web visitors can apply ofr a job, permit, or contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

WEB CONTENT ARCHIVE

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.

WEB CONTENT SCHEDULE

This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.

AUDIT TRAIL

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.

AUTO SITEMAP TOOL

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.

HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.

ROLES/PERMISSION SETUP

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.

SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.

WEBSITE STATISTICS

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.

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WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized "approver" to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

"Our innovative solutions are custom-tailored to meet the needs of each individual client."

Did you know?

Revize installs new features into your content management system on a rolling basis!

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Mobile Device and Accessibility Apps

ALT-TAGS
Use of alt tags for images, a required part of the Revize CMS image manager feature,   allows
vision impaired individuals to understand the content of the image.

FONT SIZE ADJUSTMENT
Provides the ability for users to change font size by
clicking button to reach their desired size. Helps those
with low vision to easily read information on your
website.

RESPONSIVE WEB DESIGN
Revize uses pixel rendering Responsive Web Design to
accommodate better viewing of text and graphics for any
size screen, i.e., smart phones, tablets, iPads and iPhones.

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Thank you

For Considering Revize

Prepared by Azaila Powell

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

Ph: 616-325-8063 Fax: 866-346-8880

www.revize.com

revize.
The Government Website Experts

Jodie Wyman

https://www.cityofpacificgrove.org/

https://www.anamosa-iowa.org/

https://www.cityofclive.com/

Emily Voeller
Deputy Clerk
City of Prairie City
203 E. Jefferson
Prairie City, IA 50228
515-994-2649
Emily.voeller@prairiecityiowa.us

This email was scanned by Bitdefender

Prairie City

To: Honorable Mayor and Council of Prairie City

From: Jodie Wyman, City Administrator/City Clerk

Date: 10/05/2021

Re: Website Financing

Revise Quote (First year)	$10,600.00
Walmart Grant	(1,000.00)
Remaining Balance	$9,600.00

ARPA Funds (to be expended by 2024)

Total Amount of Funding to be Distributed	$256,022.65
Phase 1 Project Commitment	(240,000.00)
Remaining Funds	$16,022.65

ARPA Funds	$9,600.00
Remaining Balance	0.00

Revize Quote (Second year and onward investment) $1,800.00

ARPA Funds will fund associated website expenses for the first three full years. (16,022.65 – 9,600.00 = 6,422.65/1800.00 = 3.57) If the first year is 2021, the remaining funds after year three (2024) will be $1,022.65.

Jodie Wyman

Dear Grantseeker,

Congratulations! Facility # 2764 has recommended your Community Grant application, Request ID 69681315, to receive a $1,000.00 grant.

Please allow 4-6 weeks for delivery. If you do not receive your check in that time, please contact the facility manager to make further inquiries. For your reference we have provided the check information and address below:

Invoice # 71011557
Address:
    203 E Jefferson St
    Prairie City, IA 50228

You will also receive a final confirmation notice once the application has passed final review with the additional payment details, but we wanted to keep you informed on the status of your request.

We appreciate your efforts to help people live better and wish you success.

Sincerely,

The Walmart Community Grants Team

CG/JMAIL/217019381

This email was scanned by Bitdefender

MEMORANDUM
State of Iowa: Department of Management – ARPA NEU Funding
Determination of Funding Report

DATE: August 10, 2021
TO: State of Iowa – Department of Management
FROM: RSM US LLP
SUBJECT: Determination of Funding Report – City of Prairie City

This transmittal letter has been prepared in accordance with the contracted *Scope of Work (Section 4), Execute Program Administration Processes (Task 3)*, as specified in Contract #21019, *CARES Act Funding and Accounting Management Services, Amendment No. 2*. RSM's primary responsibilities under this task order include executing intake and processing of applications for the American Rescue Plan Act of 2021 ("ARPA") Non Entitlement Unit ("NEU") Funding Project.

RSM verified receipt of the NEU's approved agreements that affirm that the NEU will utilize any received funding on eligible expenses and will follow all formal published Federal guidance on how the funds should be spent. RSM's procedures were limited to those outlined in the work plan approved by the State of Iowa, which is based on the State's interpretation and understanding of the current U.S. Treasury federal guidance. This includes the validation of the support provided by the NEU to determine compliance with the requirements identified in the approved work plan.

To comply with requirements for *Task 3* described above, the following is the summary of results obtained through the testing performed:

NEU Information		Request for Funding Allocation and Distribution	
NEU	City of Prairie City	Budgeted Amount	$1,977,558.00
NEU Recipient Number	IA0471	Budgeted Amount Capped at 75%	$1,483,169.00
Maximum Allocation Allowed to NEU	$256,022.65	Total Amount of Funding to be Distributed *(lesser of Max Allocation Allowed or 75% Budget cap)*	$256,022.65
		Tranche 1 Amount *(First Round)*	$128,011.33

Overview
The NEU has submitted its application and all required forms pursuant to the US Treasury's guidance for the ARPA NEU Funding. The validation review has been completed for the NEU. At this time, a total of $256,022.65 will be disbursed through the State of Iowa's Department of Revenue. This funding will be paid in various tranches according to U.S. Treasury federal guidelines. Tranche 1, Round 1 is for $128,011.33. The remaining funds will be disbursed at a later date in accordance with the U.S. Treasury federal guidelines.

Total Distribution $256,022.65
Water project   <$240,000.00>
                      $16,022.65

Available to Use for Website Redesign

RSM has reviewed and validated the City of Prairie City's request for funding. Based on the application submitted, the supporting documentation received, and the testing guidance provided by the State of Iowa, RSM recommends the State of Iowa transfer funds in the amount of $256,022.65 to the City of Prairie City with respect to this submission. This funding will be paid in various tranches according to U.S. Treasury federal guidelines. Tranche 1, Round 1, is for $128,011.33. The remaining funds will be disbursed at a later date in accordance with the U.S. Treasury federal guidelines. This recommendation is provided to the State of Iowa for final review, approval and award determination. It is subject to change by the State of Iowa and in no way is RSM's recommendation deemed to be authoritative or an official approval for funding for the City of Prairie City.

RSM US LLP
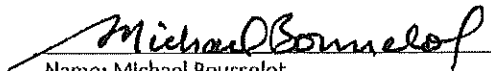
Company: RSM US LLP
Date: August 10, 2021

State of Iowa - Department of Management Final Award Determination:

The State of Iowa acknowledges receipt of this funding request packet and determines the final award amount to be:

$ *128,011.33* .

State of Iowa Comments

Michael Bousselot

Name: Michael Bousselot
Title: Director, Department of Management, State of Iowa
Date: August *19*, 2021

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Proposal for Fully Mobile-Friendly Website Upgrade, Website Service, and Support

City of Prairie City, IA

Today's Date: 7/21/21   **Expiration Date:** 10/21/21

Phil Neenan, Regional Sales Manager
GovOffice Web Solutions
2112 Broadway Street NE, Suite 250
Minneapolis, Minnesota 55413
952-484-1827 direct
Phil@GovOffice.com
www.GovOffice.com

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Dear City of Prairie City Officials and Staff,

My name is Phil Neenan, and I represent GovOffice Web Solutions (www.govoffice.com) in Minneapolis, Minnesota.

Following you will find my proposal for planning, drafting, structuring, revising, programming, testing, implementing, hosting, securing, and supporting a modern, professional, mobile-friendly website to better serve your residents.

Citizens' expectations of their local government website have grown tremendously over the years; GovOffice has added technology and service solutions and infrastructure upgrades over time to keep pace with those expectations, and they are presented in this proposal with a focus on the following:

- Your website will be fully mobile-friendly (and each design element will be built for compliance with ADA standards), meaning the design and its content will conform to your citizens' choice of device from wide desktop monitors to small smartphone screens in both vertical and horizontal orientations. **See pages 5-6.**

- Included in your service are enhancements to the core GovOffice Content Management System for greater editing features and our expanding infrastructure for increased speed, security, and support. **See pages 8-10.**

- An attractive, mobile-friendly design is not the only enhancement that you can expect. Navigation and, thus, delivery of information will be greatly improved as well, with a focus on ease of use for your residents and staff. **See page 14.**

- GovOffice offers numerous, flexible payment options, but our standard Agreement calls for a commitment of only 3 years, and all charges are spread evenly over those 3 years. Some national competitors require a commitment of 4 and even 5 years! **See page 15.**

On behalf of the entire GovOffice Team, I thank you for your consideration of my proposal for a next generation website. I look forward to discussing it with you in the near future.

Sincerely,

Phil

Phil Neenan
Regional Sales Manager
952-484-1827
GovOffice.com
phil@govoffice.com

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Content

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Background

GovOffice is a leading provider of cost-effective, state-of-the-art websites for local governments. With its cloud-based, mobile-friendly platform, GovOffice offers proven, easy-to-use web technology tools to enable a more efficient and responsive government.

Launched in 2001, GovOffice was the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association and the League of Minnesota Cities, with an additional 15 state municipal leagues eventually joining our partnership.

In those 19 years, we've seen local government websites evolve from being a novelty to a necessity. We have served over 1400 local governments in 44 states and stayed true to our mission of providing state-of-the-art web technologies that meet the needs of local government at an affordable cost.

GovOffice LLC is headquartered in Minneapolis, Minnesota.

Our Value Proposition

Our population-based pricing makes GovOffice an effective, affordable solution for every size of local government. With GovOffice, you don't pay for a bunch of pricey features you don't want or need. Our solution provides all the core features used by most local governments, and enables you to add more specialized features as needed. In short, we are easier to use, more affordable, and offer the features you and your citizens need, designed to fit a government budget. And as governments try to do more with less now more than ever, that's the perfect win-win for you and your constituents.

GovOffice is Powerful and Affordable

GovOffice delivers the solution you need with a whole lot less hassle and expense, including:
• Professional Responsive Website Design (RWD) website
• Powerful, flexible Content Management, with unlimited sections and subsections
• Online forms system for sign-ups, comment forms, polls, and more
• Audio and video files integration
• Calendars, News, Image galleries
• Security system enabling multiple users with varying levels of editing permissions to update the website

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Responsive Website Design (RWD) Framework

Why RWD?
The number of U.S. residents using smartphones increases each year, and the number of visits to government websites increases annually, too. To extend service to the public whose choice of device is a smartphone—tablets as well—a fully mobile-friendly RWD website is the answer, as it conforms to any device from large desktop monitors to small smartphone screens in either portrait/ vertical or landscape/ horizontal view.

Why Now?
Simply put, RWD is not only the future, it is the present. <u>Today your website receives twice as many visits from someone using his/ her smartphone than from any other type of device.</u> So, local governments should be looking at RWD for its next website design, and many already have made the switch.

While RWD itself is not new, it is a new concept to local governments that are slow to adopt new Internet technologies; far too few of them have a Responsive Website Design in 2020. Making the switch to RWD now will not only serve your citizens better right away, your website may be promoted as a model of excellence to communities across the region that are not yet Responsive.

Creative Process
1) Personal consultation with our graphic designer, 2) Development of draft(s), 3) Presentation of design draft(s) to the Client via Preview Mode, 4) Round(s) of revision to the Client's chosen draft, 5) After completion of revision(s), presentation of final draft to the client via Preview Mode; Client's approval is then requested

Programming Process
6) Constructing the final design draft approved by the Client onto a working test site (Test Mode), 7) Adjustment as necessary to the display or behavior of the design on the test site, 8) Testing of the design across the latest versions of all major Web browsers; further adjustment made, 9) Schedule a date for upload of the finished, browser-tested design with the Client, 10) Upload of the design to replace the Client's existing design on its live, public website; the project is then declared completed

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Popular RWD Features
Packages that included these features are noted in blue

1. Development of new title graphic including official logo, slogan, and stylish font type. It appears atop or overlapping the large homepage image and moves to the navigation menu and Search bar automatically on smaller devices. Favicon and Mobile Touch Icon development both take place at this time and also are included. **Budget, Value, Progressive, Premium**

2. Image Slider allows staff to put up and take down community photos at any time on the homepage (5 images at a time). Each image may be captioned and linked to any page, internal or external. Further, website visitors may swipe forward or back with their cursor or finger to see more photos. **Value, Progressive, Premium (Slider on any section at Premium); Budget: 1 static image at a time**

3. The Filmstrip contains icons that allow one click access to the most highly trafficked pages of the website. Ten icons will be uploaded, arranged, and linked for the Client per the Homepage Setup process and will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more icons. **Progressive, Premium**

4. Carousel allows even more self-admin control (images, titles, links) in directing visitors to specific areas of interest on the website. Up to 10 items at a time may be added to the color-styled Carousel and, like the Filmstrip feature, will slide continuously. Website visitors may swipe forward or back with their cursor or finger to see more. **Premium**

5. Like Image Slider, Filmstrip, and Carousel, the Notifications Banner is another self-administered, self-activated feature to Responsive designs. It allows Clients to draw citizens' attention to urgent notices, alerts, reminders, etc. on the homepage with an eye-catching, colored, roll down banner that also has a close out button. **Progressive, Premium (Notifications on any section at Premium)**

6. Social Media Icons Bar supports clickable icons to your Facebook, Twitter, YouTube, Blogger, Instagram, Pinterest, Linkedin, and Nextdoor pages. The icons are anchored to the browser window so that your citizens know where to find them, regardless the page they are on. Above Social Media Icons Bar is Local Weather Integration, also fixed in the same location on every page. Local Weather Integration is a feed from the National Weather Service (weather.gov) and provides a dynamic reading of temperature and weather condition. **Weather Integration: Progressive & Premium; Social Media Icons Bar: Premium only**

7. An Advanced Footer is personalized to the Client's branding with a custom color, font, image, and left and right (or centered) blocks of text. It also includes a floating Return to Top button. **Progressive, Premium**

8. This entire area of the homepage (and all interior pages), left to right, above the footer and, in this case, above the Secondary Navigation Block (Premium designs only) is where self-administered website content displays. If a Section Introduction is added, it will be located in the center. Regular Promotions, such as a calendar, and Sidebars may be added to the left, center, or right, and all are totally Responsive. If Content Boxes, another standard, self-admin feature of Responsive designs, is utilized, they will appear in the main column (4 are shown here). **Budget, Value, Progressive, Premium**
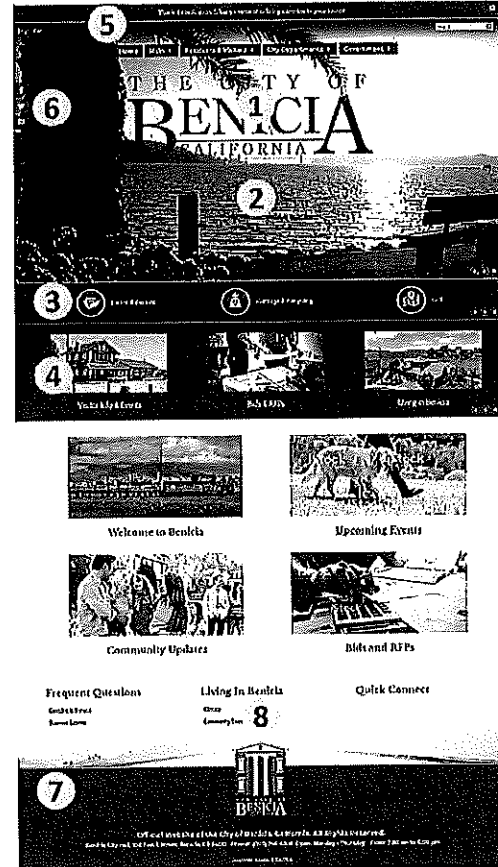
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Content Management Highlights

Every day GovOffice users efficiently manage their websites from their office and at home—on any computer that is connected to the Internet through the latest versions of modern Web browsers—and they enjoy the many features that GovOffice offers:

- Unlimited number of sections and subsections are allowed to expand your site
- Unlimited number of links throughout your site
- Build a home page that includes a greeting, breaking news, upcoming events
- Online sign-up for newsletters, comment forms, polls, and surveys
- Audio and video files posted throughout the site
- Image gallery that serves as an online photo album
- News articles that can be featured and archived
- Post meetings agendas and minutes as searchable documents
- Calendar of all community events and meetings
- Contact information of staff and elected officials
- Advanced users may switch to HTML mode for added flexibility
- Social media integration (Facebook, Twitter, YouTube, Pinterest, Instagram, LinkedIn, Blogger, Nextdoor)
- Security system allows multiple users with varying levels of permissions to update the website simultaneously
- License of GovOffice CMS software
- Unlimited bandwidth & hosting up to 4 GB (expandable) of uploads
- Unlimited administrative users; 24/7/365 access for editing
- Maintenance and upgrades to base CMS
- SmartForms system with integrated ePayment (optional to use)
- And much more!

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This is how your GovOffice Site Administration appears on desktop, tablet, and smartphone devices...

GovOffice CMS Version 4.0: A Message from Our CEO

GovOffice was launched in 2001 as the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association, League of Minnesota Cities, and Avenet Web Solutions which developed the GovOffice technology. Over time an additional 15 state municipal leagues joined our partnership.

In those 20 years, local government websites have evolved from being a novelty to a necessity. We have served over 1500 local governments in 44 states and stayed true to our mission of providing state-of-the-art web technologies that meet the needs of local government, at an affordable cost. Now we are excited to announce that we have initiated a major development initiative to create the next generation of our technology:

GOVOFFICE**4.0**

GovOffice CMS 4.0 will meet the needs of our local government clients and your constituents well into the future.

This major upgrade will be implemented in multiple phases which will help users absorb and adopt to changes over time. User interface upgrades will maintain a priority on ease of use. Current sites will be seamlessly upgraded to the new system with no or minimal disruption.

Phase 1 will result in:

- A faster, more intuitive Admin system—DONE
- Even faster public websites—DONE
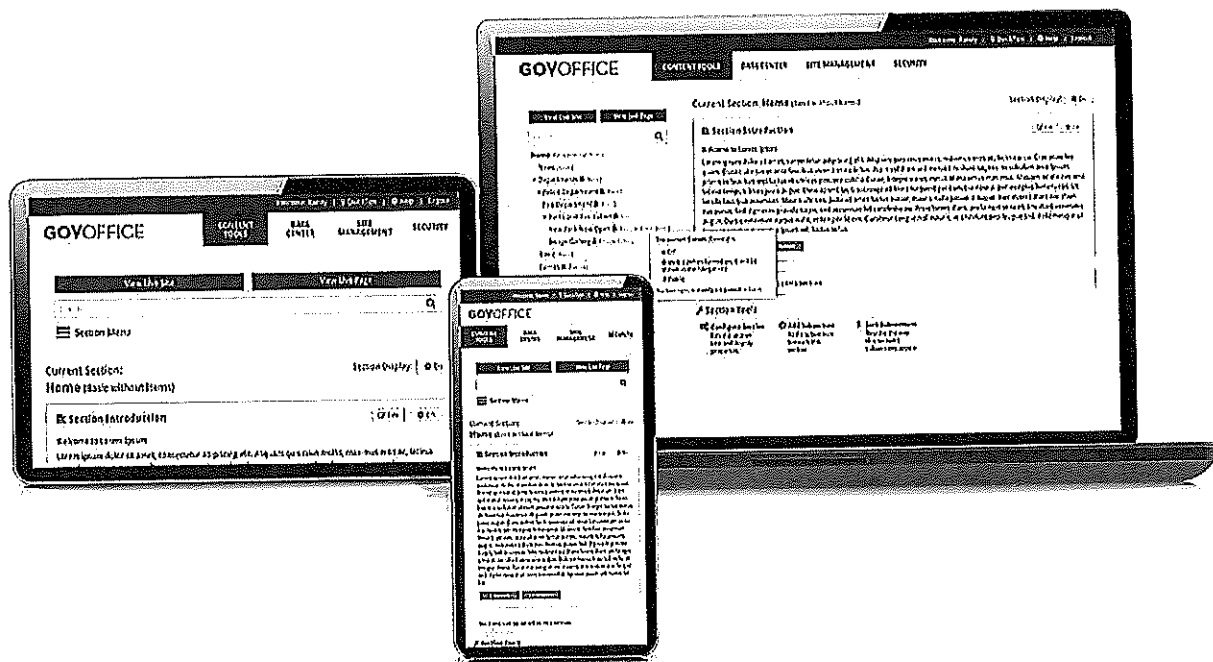
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- A new site-wide Search system—DONE
- Refresh of the Admin look & feel aimed at enhancing ease of use; also, it will be fully Responsive (mobile-friendly)—DONE
- A state-of-the-art code which can be extended rapidly to add new features in subsequent phases—ONGOING

Additional, incremental upgrades will feature new content types to meet the growing needs of our clients.

Eric Johnson, General Manager
GovOffice LLC

Delivery of GovOffice Technology, Hosting, and Security

GovOffice has provided the website technology to over 1500 local governments for almost 20 years. We have developed unique expertise in protecting local government websites from security concerns and delivering a proven record of reliability, performance and data protection for our clients.

Delivery of GovOffice CMS Technology

The GovOffice technology stack is architected for redundancy and scalability. We use blade servers with Intel Xeon processors with SSD storage. The GovOffice CMS is hosted on a load-balanced Web farm that can easily be expended as resources require. Our application servers run Windows Server 2016 with IIS 10.0 and SQL Server 2016, which allows SSL communication to be done over TLS 1.2. The GovOffice design framework utilizes jQuery and HTML 5 to provide Responsive designs that look great and are optimized on both desktop and mobile browsers.

In contrast to some widely used software systems, GovOffice CMS is a proprietary system that does not have known exploits published on public websites for hackers to exploit. The GovOffice team installs patches on a regular basis, adheres to the highest standard of web server administration and access and logs access to all of our infrastructure.

Worry-Free Hosting & Security

All GovOffice websites include our worry-free hosting and support which includes the following services:

Web Monitoring

- Data center engineers monitor all of our servers and infrastructure, 24/7/365

Up-time and Disaster Recovery

- 99.99% up-time
- Daily backups of all website data and are kept for 90 days
- Website data can be restore as needed from backups, typically within hours

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Enterprise Class Data Center

GovOffice websites are hosted in a highly secure, cutting-edge global data center with 24 x 7 monitoring to meet your critical need for robust bandwidth, streamlined data storage, and business continuity.

Located only 15 minutes from GovOffice's corporate office, the data center is monitored by trained technicians with a Network Operations Center (NOC) team. The NOC adheres to a strict escalation procedure to help ensure that GovOffice websites are available to the public at all times. Our primary data center is located in a former US Federal Reserve System building, constructed to withstand natural disasters, such as earthquakes, tornadoes, and floods.

Security

The safety and security of your data is our highest priority. Our data center is SAS 70 audited, SOC 2® attested, and SOC 3® certified

We observe industry best-practice standards including, but not limited to:

- Hand biometric and RFID card controlled access to data center
- Cage door sensors
- Motion activated surveillance cameras
- 24 x 7 Monitoring
- 24 x 7, on-premise security guards

- Daily backups of data
- 24/7/365 maintenance of Web servers and security systems
- SSL (Secure Sockets Layer) administrative website
- TLS (Transport Layer Security) public website
- DDoS (Distributed Denial of Service) protection

DDoS protection

Federal, state and local government websites have become prominent targets for both domestic and foreign originated Distributed Denial of Service (DDoS) attacks designed to impair or shut down websites. All GovOffice clients' websites are protected through a system-wide DDoS solution designed to combat this growing threat.

The data center utilizes an enterprise level DDoS solution developed by a leading DDoS security company, Corero. The key benefit of the Corero solution is that it automatically mitigates DDoS attack traffic before it impacts GovOffice clients, enabling us to keep our networks clean of attack traffic.

Training & Technical Support

Our Training & Technical Support Team is available Monday through Friday, excluding national holidays, from 8:00 AM to 5:00 PM Central Standard Time. It provides unlimited assistance to clients via toll-free phone and e-mail in the areas of initial online training of the GovOffice toolset, additional training, technical support of websites, and more.

Online training sessions typically take 90 minutes to complete. If your staff has a basic understanding of Microsoft Word, everyone will easily pick up our Content Management System. Support will schedule a training session at no added charge

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that fits your group's schedule, and sessions are conducted via Webinar. No expensive on-site meetings are necessary, and there is no charge for future training sessions with new or existing staff.

GovOffice Support delivers **unlimited** access to:

- Help Website
- Online Training Sessions
- Toll-Free Phone Support
- Video tutorials
- Support documents

- Unlimited toll-free technical support
- Unlimited online training/re-training
- Access to Help.GovOffice.com
- Access to video tutorial library & Help Chat

Chat with us

CMS Product & Service Features

GovOffice requires no specialized software skills, and it allows staff to administer the site anytime, from any Internet connection. GovOffice CMS is a database driven web application based upon underlying Microsoft technologies, including SQL Server.

Our Software as a Service (SaaS) hosting model means your website will be worry-free. GovOffice provides the hosting, technical infrastructure, upgrades and maintenance, saving you time and money. No additional software is required.

Professional Design	Standard	Suggested
Access to stock design template styles; customization of the design by the end user is limited to adding your organization's name, slogan, and a footer	✔	
Customized graphic design to incorporate a community theme into a Responsive Website Design format: Budget, Value, Progressive, Premium packages available		✔
Self-admin linking of Facebook and Twitter icons; in addition, YouTube, Pinterest, Instagram, Linkedin, Blogger, and Nextdoor icons are available on all designs	✔	

Web Hosting, Performance, and Support	Standard	Suggested
Up to 4 GB of stored uploads; nightly data backups at a cloud-based Web hosting facility	✔	

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Extended Storage Plan for an additional 2 GB of stored uploads on your website	N/A
DDoS (Distributed Denial of Service) protection	✔
SSL encrypted administrative website	✔
TLS encrypted public website	✔
Unlimited online Webinar training of the GovOffice CMS and selected modules	✔
Unlimited access to toll-free Technical Support for all staff	✔
Video tutorials and unlimited, live Help Chat at help.govoffice.com	✔
GovOffice Mobile delivers mobile version of website (smartphones)	✔
Page-relevant Quick Tips within the administrative website	✔

Website Access, Editing, and Management	Standard	Suggested
Homepage Setup by a GovOffice Content Specialist	✔	
Unlimited number of administrative users on the GovOffice system	✔	
Limit access and administrative permissions to each user and group(s) on the system	✔	
Preview feature that shows how an unsaved edit would appear if it was saved and activated on the live website	✔	
Live Site feature that allows users to switch between the live and administrative websites within one browser window	✔	
Data storage tracker to help manage your load of Web content	✔	
Audit log that shows editing activity of all administrative users	✔	
Google Analytics integration	✔	

CMS Features	Standard	Suggested
Flexibility to name and order all navigation menu buttons	✔	
Import, type, and edit text with formatting controls essential for a Web page	✔	

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Create unlimited number of links to internal pages and external websites   ✔

Upload, resize, position, and caption photos   ✔

Online forms for questions, comments, and requests to be contacted by staff   ✔

Upload and post audio and video files   ✔

Upload and name documents, such as Agendas & Minutes and newsletters   ✔

Schedule of events, including recurring events, within a true calendar display   ✔

Online opinion polls with controlled responses and option to display the results   ✔

Image gallery to create a Community Photo Album; includes slideshow capability   ✔

Ability to add, turn on & off, and easily remove sidebars from all pages   ✔

Directory, including contact information and photos, of Elected Officials and staff   ✔

Post news stories with a pre-set release date for automatic display on live website   ✔

Display job listings with post & deadline dates and post the employment application   ✔

List Frequently Asked Questions by department or the entire organization   ✔

Highlight *related links* to associated websites without posting long URLs   ✔

Directory of local attractions and automatically created links to a Google Map   ✔

Site Map for added ease by site visitors in locating any section of the website   ✔

Last Edit stamp that shows the date on which any Web page was last updated   ✔

Site-wide search engine that also searches keywords within uploaded documents   ✔

Advanced Features	Standard	Suggested
HTML mode for editing—example: embed community videos from your YouTube Channel or Google Maps of your area	✔	
Friendly URLs (for example, govofficecity.com/police) for quicker and direct access to select sections the website—bypassing the home page entirely	✔	

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Intranet capability for *staff only* areas of the website; accessed only by username and password ✓

Bulk e-mail tool that allows visitors to opt-in and opt-out of receiving e-mail notifications from your government office ✓

RSS feeds *in* from other news-related websites ✓

NEW GovOffice ePayment—online and over-the-counter payments (taxes, utilities, etc.) ✓

NEW Meetings content type (agendas, minutes, packets, audio, video) ✓

Navigation Architecture and Homepage Setup

The **Navigation Architecture** will make your navigation menu compatible with a Responsive Website Design and greatly enhance speed of service to your website visitors.

Our content professionals will analyze the entire site navigation menu and then organize and label it according to best practices of usability, Web design and the latest standards for government websites. The end result is a well-organized, intuitive website that ensures your site visitors will quickly and easily find the information they need.

After completion of the Navigation Architecture project, GovOffice will move on to the homepage and perform a **Homepage Setup**, which involves organizing your existing homepage content to follow the best practices of Web writing and design. Specifically, it involves:

- Writing and formatting welcome text for efficient online reading
- Organizing and labeling primary site navigation menus
- Incorporating images effectively
- Using Promotions to display news, events, calendars, etc. in a visually appealing way
- Using Sidebars and Content Boxes to display related links, text and images

Quarterly Accessibility Review (QAR) Service—OPTIONAL

GovOffice provides the following for ongoing assistance in maintaining website accessibility compliance:

- GovOffice will utilize automated tools to review your website and identify areas of your website with are not in compliance with WCAG 2.0 accessibility standards.

- Based upon findings, GovOffice Content Specialists will perform remediation to remediate or address areas of your website which are not in compliance with accessibility standards.

- The Accessibility Review includes up to 4 hours of professional services, **four times per year.** There is also an option to have done twice a year.
- Only clients with a Responsive Website Design are eligible for the QAR Service. With acceptance of this proposal, the Client will have a Responsive Website Design.

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3-Year Payment Plan

Recurring and Non-Recurring Services Over 3 Years	Budget Responsive	Value Responsive	Progressive Responsive	Premium Responsive
DESIGN Non-Recurring Creative and technical development of a customized, public RWD which elements support the latest in ADA compliance standards	$3400	$4900	$6700	$8700
CONTENT Non-Recurring Navigation Architecture, Homepage Setup, and Accessibility Statement	$0	$0	$0	$0
HOSTING, MAINTENANCE, SECURITY, SUPPORT Recurring ($1450/ year x 3 years) License of GovOffice Content Management System (CMS) • Unlimited bandwidth & Website hosting up to 4 GB of uploads • Unlimited toll-free technical support • Unlimited training/ re-training of CMS • Daily backups of stored Website content and design files • Maintenance of Web servers and their installed security systems • Unlimited Administrative users • Secure SSL (Secure Sockets Layer) Administrative Website • Upgrades of base CMS • DDoS (Distributed Denial of Service) Protection • Secure TLS (Transport Layer Security) Public Website • Domain name registration or redirection • Friendly URLs for all sections	$4350	$4350	$4350	$4350
1-year agreement payment	$4850	$6350	$8150	$10,150
3-Year agreement	$7750	$9250	$11,050	$13,050
Equal, Annual Payments	÷ 3 years	÷ 3 years	÷ 3 years	÷ 3 years
August 2021 – July 2022	$2583	$3083	$3683	$4350
August 2022 – July 2023	$2583	$3083	$3683	$4350
August 2023 – July 2024	$2583	$3083	$3683	$4350

↓ OPTIONAL ↓

	Budget Responsive	Value Responsive	Progressive Responsive	Premium Responsive
Quarterly Accessibility Review Service (ADA compliance of website <u>content</u>); see page 14	Add $1200/ year	Add $1200/ year	Add $1200/ year	Add $1200/ year

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Live Examples

Budget Responsive
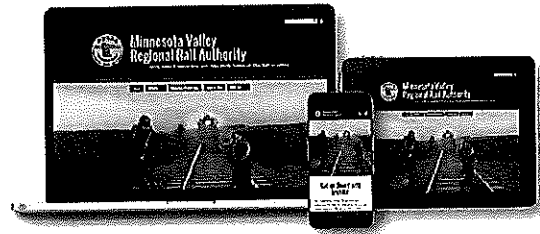
https://www.beloitwi.gov/
Another Example: https://jackmanme.net/
Another Example: https://hilltop.govoffice.com/

Value Responsive

https://www.mvrra.org/
Another Example: https://www.janesvillemn.gov/
Another Example: https://uniontwp-hcnj.gov/

Progressive Responsive

https://zimmerman.govoffice.com/
Another Example: https://caldwell-nj.com/
Another Example: https://www.killingtontown.com/

MOST POPULAR CHOICE

Premium Responsive

https://www.ci.benicia.ca.us/
Another Example: https://www.ci.sauk-rapids.mn.us/
Another Example: https://www.cityofbaraboo.com/

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3-Year Budget Plan: Three Options to Continue with GovOffice at the End of Year 3

1. The original Agreement may be renewed for Years 4-6 at the above rates. At renewal, GovOffice will repeat all of the services performed in the original Agreement (or services up to an equal dollar value), including development of a totally new graphic design and content services and the respective levels.

   This plan will keep you in a modern, compelling Responsive Website Design at all times, and you will be insulated from any rate increase that occurs over the next 6 years in the areas of Annual Service & Maintenance, Graphic Website Design, and Professional Content Services that are used to calculate the annual payment.

2. You may opt not to renew the original Agreement, rather start an entirely new 3-year Agreement (again, with an option for renewal for Years 4-6). The new annual charge could be less than or greater than the original Agreement, depending on the services selected (i.e. a less advanced website or a more advanced website).

3. You may opt out of the original 3-year Agreement and convert to a year-to-year commitment at the then-current, population-based Annual Service Package rate, but none of the non-recurring services will be repeated.

General Project Timeline

The implementation timeline for deliverables is subject to client participation, direction, and approvals. The Client's remade GovOffice website may be deployed in approximately 3.5 months (estimate only).

Responsive Website Design (RWD) process—creative & programming	9 weeks
Site testing across all major Web browsers and mobile devices	< 1 week
Complete Navigation Analysis & Restructure, Homepage Setup, Accessibility Statement	4 weeks
Webinar training/ re-training (no added charge) of GovOffice CMS for staff	90 minutes

GOVOFFICE

Testimonials from Upgraded Clients

City of Cascade Locks, Oregon
https://www.cascade-locks.or.us/

"GovOffice walked side by side with us through the process, stayed in constant communication, advised and guided us to an exquisite website that today is the central source for information and connection in our community."
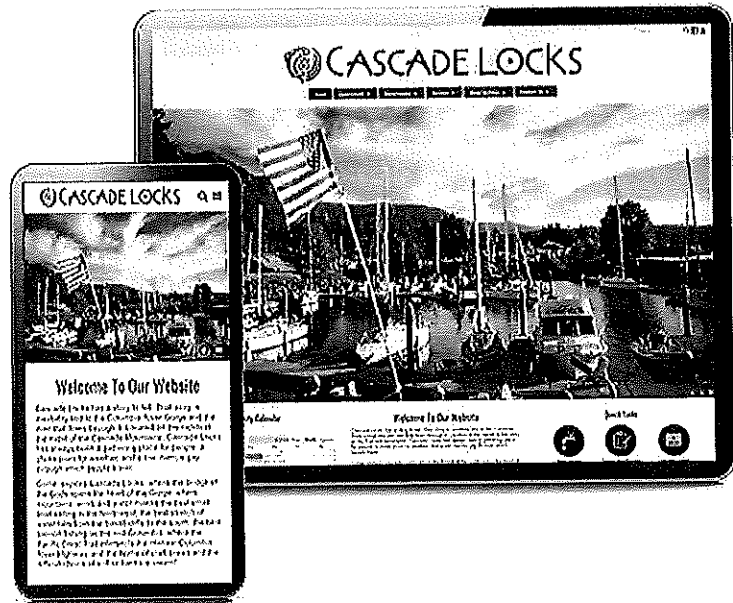
City of Twentynine Palms, California
https://www.ci.twentynine-palms.ca.us/

"GovOffice allowed us to personalize our website with new features so it remains fresh and innovative for years to come. And their customer service gets an A+ rating. Always quick replies, always a positive attitude and all the options you need to decide what fits your city."

Jodie Wyman

GovOffice content transfer fees below.

Em

From: Phillip Neenan [mailto:phil@GovOffice.com]
Sent: Wednesday, July 21, 2021 5:08 PM
To: Emily Voeller <emily.voeller@prairiecityiowa.us>
Subject: RE: GovOffice content transfer cost for Prairie City, IA

Hi Emily. Below is the cost to have us transfer all content to the new website. Keep in mind this cost can also be split among three years with the 3-year agreement.

30 hours ($1200)– includes 2 years of agendas and minutes
40 hours ($1600) – includes all agendas & minutes (council-2019 & Pride-2015)

Thanks Emily.

Phil Neenan
Regional Sales Manager
952-484-1827
www.GovOffice.com

From: Phillip Neenan
Sent: Wednesday, July 21, 2021 12:14 PM
To: 'Emily Voeller' <emily.voeller@prairiecityiowa.us>
Subject: GovOffice proposal for Prairie City, IA

Here you go Emily. Thanks again for jumping on the call with me. Let me know if you have any questions. I will get you content transfer cost as soon as I receive it.

Thank you.

Phil Neenan
Regional Sales Manager
952-484-1827
www.GovOffice.com

From: Phillip Neenan
Sent: Wednesday, July 14, 2021 4:13 PM

We are Canoe There

We are a creative media and marketing outfitter.

What is a marketing outfitter?

Simply put: we do video production (https://www.canoethere.com/des-moines-iowa-based-video-production/), commercial photography (https://www.canoethere.com/des-moines-iowa-based-commercial-photography/), web development (https://www.canoethere.com/des-moines-iowa-based-website-design-development/), graphic design (https://www.canoethere.com/identity-branding/), and writing (https://www.canoethere.com/content-copy-writing/), working directly with organizations and businesses and through agencies.

Why "Canoe There"?

It's a metaphor for our methods.

Canoeing is a beautiful way to travel. It requires more thought. It's not about getting somewhere at breakneck speed, it's about paddling with purpose so no stroke is wasted.

For us, it's about taking a little more relaxed approach. Let's find the right rhythm so we're enjoying the process of media production. This doesn't mean we won't be working hard.

Much of life is the stuff that happens between vacations and celebrations. It's spent planning, preparing, and working hard. You might say the majority of our lives are spent "in production."

It's our goal to enjoy the production process and share our culture with clients. In a world that seems to be working for the weekend, let's have a few more good Monday's.

Canoe travel takes commitment, and we're in it for the long haul. We're looking to partner with good people and build long-term relationships.

So where do you want to go? We want to learn your goals so we can be the answer to the next question: How do we get there?

Who is Canoe There?

We're a small production team from Des Moines, Iowa, led by our main navigators, Ryan Borts (https://www.canoethere.com/producer-ryan-borts/) (producer), Dave Poyzer (https://www.canoethere.com/production-manager-director-of-photography-dave-poyzer/) (production manager), and Mariah Borts Poyzer (art director).

SAMPLES OF OUR WORK

(HTTPS://WWW.CANOETHERE.COM/IOWA-ATHRITIS/)

IOWA ARTHRITIS

(HTTPS://WWW.CANOETHERE.COM/COLFAX-LOGO-BRANDING-PRESENTATION/)

CITY OF COLFAX

(HTTPS://WWW.CANOETHERE.COM/THE-WEDDING-FORMAT-LOGO-WEB-DESIGN/)

THE WEDDING FORMAT

(HTTPS://WWW.CANOETHERE.COM/WATER-HOUSE-WEBSITE-LOGO-DESIGN/)

WATER HOUSE

(HTTPS://WWW.CANOETHERE.COM/NEXT-LEVEL-PORTRAIT-LOGO-WEBSITE-DESIGN/)

NEXT LEVEL PORTRAIT

(HTTPS://WWW.CANOETHERE.COM/SKOGER LAW-WEB-DESIGN/)

THE LAW SHOP

(HTTPS://WWW.CANOETHERE.COM/DES-MOINES-MUSIC-COALITION-WEBSITE-DESIGN/)
DES MOINES MUSIC COALITION

(HTTPS://WWW.CANOETHERE.COM/PORCH-LIGHT-WOODWORKING-WEBSITE-DESIGN-PHOTOGRAPHY/)
PORCH LIGHT WOODWORKING

(HTTPS://WWW.CANOETHERE.COM/GO-WEST-WEST-DES-MOINES-COMMERCIAL-PHOTOGRAPHY/)
GO WEST | WEST DES MOINES

(HTTPS://WWW.CANOETHERE.COM/PELLA-CORPORATE-BRAND-PHOTOGRAPHY/)

PELLA

(HTTPS://WWW.CANOETHERE.COM/CATCH-DES-MOINES-VIDEO-PRODUCTION/)

CATCH DES MOINES

(HTTPS://WWW.CANOETHERE.COM/TRAVEL-IOWA-VIDEO-PRODUCTION/)

TRAVEL IOWA

A Few of Our Clients

City of Ames (https://www.google.com/url?q=https://www.cityofames.org/about-ames/always-ames&sa=D&source=hangouts&ust=1587569177150000&usg=AFQjCNGH7-plk675fsXUOxfP_Uz80FWPPw), Go West (West Des Moines) (https://www.canoethere.com/go-west-west-des-moines-commercial-photography/), Catch Des Moines (https://www.canoethere.com/catch-des-moines-video-production/), Iowa Economic Development Authority (https://www.canoethere.com/made-in-iowa-video-production/), Travel Iowa (https://www.canoethere.com/travel-iowa-video-production/), Arizona Office of Tourism (https://www.youtube.com/watch?v=V89Hhk-DFwE), South Bend, IN Tourism (https://www.canoethere.com/notre-dame-last-call/), Kansas Office of Tourism (https://www.canoethere.com/little-jerusalem/).

PROPOSAL

Website Design & Development

How a website should work for you.

Your storefront to the world, so to speak. Let's create a site that elevates your brand, quickly engages and directs site visitors, and showcases content well.

Let's build a website with great...

- Navigation Structure (so users can easily find things)
- Content (to promote Prairie City's attractions — Neal Smith Wildlife Refuge, Wilkies Garage, Goldie's Ice Cream Shoppe, Whiskey Barrel Pub & Eatery, etc.)
- Photography
- Easy to update Calendar & Forms
- Visual Design/Content Layout (to bring the window shoppers inside)
- Responsiveness (works on mobile phones, tablets, & desktop)
- SEO (search engine optimization) (so more people find what they are looking for)
- Content Management System (so you can easily and quickly update your website on your own)
- Hosting, Maintenance, and Management (to keep things updated and running smoothly)

PRICING

Website design and development suggested budget:

$40,000
*first year of hosting and maintenance free

Want a custom quote?

Looking for something else specific or have a budget you want to work within? Please let us know. We'd love to work with you!

Let's continue the conversation.

Ryan Borts
ryan@canoethere.com
515-599-0180

BASE CAMP - DES MOINES, IOWA

515.599.0180 (tel:515-599-0180) INFO@CANOETHERE.COM (mailto:info@canoethere.com)

NORTH RISK PARTNERS®

EMPLOYEE BENEFITS RENEWAL
12/01/2021

City of Prairie City

September 28, 2021