NR

Assessor's Parcel Number: _____N/A_____

Date: ___MARCH 24, 2006_____

Recording Requested By:

Name: __COUNTY MANAGER'S OFFICE_____

Address: _____

City/State/Zip: _____

Real Property Transfer Tax: $___N/A'_____

_____

__CONTRACT #2006.059_____
(Title of Document)

FILED

CONTRACT FOR PROFESSIONAL SERVICES
OF
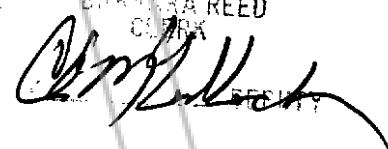## INDEPENDENT CONTRACTOR

No. 2006.054

2006 MAR 24 AM 9: 23

A CONTRACT BETWEEN DOUGLAS COUNTY

BARBARA REED
CLERK

AND

NANOSECOND
P.O. BOX 1617, GARDNERVILLE, NV 89410-1617

WHEREAS, Douglas County, a political subdivision of the State of Nevada, from time to time requires the services of independent contractors; and

WHEREAS, it is deemed that the professional services of Contractor herein specified are both necessary and desirable and in the best interests of Douglas County; and

WHEREAS, Contractor represents that he is duly qualified, equipped, staffed, ready, willing and able to perform and render the services hereinafter described;

NOW, THEREFORE, in consideration of the agreements herein made, the parties mutually agree as follows:

1. EFFECTIVE DATE OF CONTRACT. This contract shall not become effective until and unless approved by the Douglas County Board of County Commissioners or Purchasing and Contracts Administrator; whichever is required.

2. INDEPENDENT CONTRACTOR STATUS. The parties agree that Contractor shall have the status of an independent contractor and that this contract, by explicit agreement of the parties, incorporates and applies the provisions of NRS 284.173, as necessarily adapted, to the parties, including that Contractor is not a County employee and that there shall be no:

(1) Withholding of income taxes by the County;
(2) Industrial insurance coverage provided by the County;
(3) Participation in group insurance plans which may be available to Employees of the County;
(4) Participation or contributions by either the independent contractor or the County to the public employees retirement system;
(5) Accumulation of vacation leave or sick leave;
(6) Unemployment compensation coverage provided by the County if the requirements of NRS 612.085 for Independent contractors are met.

3. INDUSTRIAL INSURANCE. Contractor further agrees, as a precondition to the performance of any work under this contract and as a precondition to any obligation of the County to make any payment under this contract, to provide the County with a work certificate and/or a certificate issued by a qualified insurer in accordance with NRS § 616B.627. Contractor also agrees, prior to commencing any work under the contract, to complete and to provide the following written request to the insurer:

Nanosecond has entered into a contract with Douglas County to perform work from March 1, 2006 to July 31, 2006 and requests that the insurer System provide to Douglas County 1) a certificate of coverage issued pursuant to NRS § 616.280 and 2) notice of any lapse in coverage or nonpayment of coverage that the contractor is required to maintain. The certificate and notice should be mailed to: Douglas County Manager; Post Office Box 218; Minden, Nevada 89423

Contractor agrees to maintain required workers compensation coverage throughout the entire term on the contract. If Contractor does not maintain coverage throughout the entire term on the contract, Contractor agrees that County may, at any

time the coverage is not maintained by Contractor, order the Contractor to stop work, suspend the contract, or terminate the contract. For each six month period this contract is in effect, Contractor agrees, prior to the expiration of the six month period, to provide another written request to the insurer for the provision of a certificate and notice of lapse in or nonpayment of coverage. If Contractor does not make the request or does not provide the certificate before the expiration of the six month period, Contractor agrees that County may order the Contractor to stop work, suspend the contract, or terminate the contract.

4. SERVICES TO BE PERFORMED. The parties agree that the services to be performed are as follows: Development of a database-driven website and graphic redesign as described in Attachment A – Work Plan and Scope of Services

5. PAYMENT FOR SERVICES. Contractor agrees to provide the services set forth in Paragraph (4) at a cost of total cost not to exceed $22,900. County agrees to pay Contractor installments as follows: a down payment of $9,000 will be made by the County upon the approval of this contract, with the balance due when the website is launched.

6. TERMINATION OF CONTRACT. This contract may be revoked without cause by either party, provided that a revocation shall not be effective until 30 days after a party has served written notice upon the other party.

7. CONSTRUCTION OF CONTRACT. This contract shall be construed and interpreted according to the laws of the State of Nevada.

8. COMPLIANCE WITH APPLICABLE LAWS. Contractor shall fully and completely comply with all applicable local state and federal laws, regulations, orders, or requirements of any sort in carrying out the obligations of this contract, including, but not limited to, all federal, state, and local accounting procedures and requirements and all immigration and naturalization laws.

9. ASSIGNMENT. Contractor shall neither assign, transfer nor delegate any rights, obligations or duties under this contract without the prior written consent of the County.

10. COUNTY INSPECTION. The books, records, documents and accounting procedures and practices of Contractor related to this contract shall be subject to inspection, examination and audit by the County, including, but not limited to, the contracting agency, the County Manager, the District Attorney, and, if applicable, the Comptroller General of the United States, or any authorized representative of those entities.

11. DISPOSITION OF CONTRACT MATERIALS. Any books, reports, studies, photographs, negatives or other documents, data, drawings or other materials supplied to Contractor in the performance of its obligations under this contract shall be the exclusive property of the County and all such materials shall be remitted and delivered, at Contractor's expense, by Contractor to the County upon completion, termination or cancellation of this contract. Alternatively, if the county provides its written approval to Contractor, any books, reports, studies, photographs, negatives or other documents, data, drawings or other materials prepared by or supplied to Contractor in the performance of its obligations under this contract must be retained by Contractor for a minimum of six years after final payment is made and all other pending matters are closed. If at any time during the retention period, the County, in writing, requests any or all of the materials, then Contractor shall promptly remit and deliver the materials, at Contractor's expense, to the County. Contractor shall not use, willingly allow or cause to have such materials used for any purpose other than the performance of Contractor's obligations under this contract without the prior written consent of the County.

12. PUBLIC RECORDS LAW. Contractor expressly agrees that all documents ever submitted, filed, or deposited with the County by Contractor (including those remitted to the County by Contractor pursuant to ¶ 15), unless designated as confidential by a specific statue of the State of Nevada, shall be treated as public records pursuant to NRS ch. 239 and shall be available for inspection and copying by any person, as defined in NRS ξ 0.039, or any governmental entity. Contractor expressly and indefinitely waives all of its rights to bring, including but not limited to, by way of complaint, interpleader, intervention, or any third party practice, any claims, demands, suits, actions, judgments, or executions, for damages or any other relief, in any administrative or judicial forum, against the County or any of its officers or employees, in either their official or individual capacity, for violations of or infringement of the copyright laws of the United States or of any other nation.

13. INDEMNIFICATION. Contractor agrees to indemnify and save and hold the County, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this contract by Contractor or Contractor's agents or employees.

14. MODIFICATION OF CONTRACT. This contract constitutes the entire contract between the parties and may only be modified by a written amendment signed by the parties and approved by the Board of County Commissioners.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed and intend to be legally bound thereby.

Shirley M. Isenagle   3-7-06
Shirley Isenagle   (Date)
Nanosecond

James L. Baushke   3-16-06
James L. Baushke, Chairman   (Date)
Douglas County

Attest:

Barbara Reed

Clerk
By: _L Lynch, Clerk to Board_

Approved as to form by:

District Attorney
District Attorney

Douglas County Community Web Site
Douglas County Web Site Functional Description
March 6, 2006

1. Project Goals:

1.1. Develop attractive site:
1.1.1. Nanosecond, Inc. will assist in developing an attractive site that is both 508 compliant and easy to navigate.

1.2. Easy-to-Navigate interface:
1.2.1. The navigation used on the site will be compliant with 508 requirements and will use the most current allowable technology to show off the site.

1.3. Provide information resource for constituents, staff, and board members that are Consumer-Centric:
1.3.1. This web site is informative to all who visit and use it. This includes all outside users as well as staff members, board members and constituents. There are areas deemed secure and only available to those with the correct credentials to access them.

1.4. Allow departmental updates, with a strong and consistent design theme throughout:
1.4.1. This site will allow the staff and those who have the correct credentials, access to update their section of the web site. The updates are done with a WYSIWYG (what you see is what you get) editor so that edits are made with the user knowing what the new content will look like. We are also adding a content approval system that allows edits to be approved by managers before the content is displayed to users or the public.

1.5. Provide for a Content Management System (CMS):
1.5.1. Content management systems (CMS) are what will make the site dynamic, updatable, and upgradeable. The CMS system that we are planning on using will give the user a friendly, concise interface that is easy to use.

1.6. Compliancy with ADA 508 policies:

1.6.1.American with disabilities act and 508 policies will be adhered to as strictly as possible. The site is submitted to the *"Bobby Standards"* test page to make sure that it passes the code tests for accessibility.

1.7. Search Engine Optimization (SEO): Phase II

1.7.1.Search engine optimization is taken into account and targeted at the end of the site design and launch. Search engines must be able to find the site, be able to index the data, and rank the site within their "spidering" tools. Nanosecond, Inc. will create this site so that it follows all of the rules necessary to be correctly "spidered" and indexed by search engines.

1.8. Secure Sockets Layer (SSL):

1.8.1.A Secure Sockets Layer Certificate is used to assure all users that the site is safe to enter personal information (where needed and requested, such as online forms, payments, requests for information). The SSL certificate allows for 128 bit encryption to take place when a site is entered that has the address of "https://" Most browsers have a "lock" icon in the lower right-hand corner that displays when a secure site is entered. This will surely give peace of mind to users who are entering data, and allows data to be encrypted where necessary so that it is secure.

1.9. Password Hierarchy system – membership based:

1.9.1.A password system with levels of participation will be put into place. The site administrator adds users as necessary. Levels are given to users depending on their need to access certain pages, certain administrative areas, and as to what can and cannot be edited by them. This will assure the administrator and the user that data is not for them to edit (by mistake, accident, or intentionally) cannot be reached.

1.10. Linking to 3rd party sites:

1.10.1. Linking to 3rd party sites and applications is; by default, available on the site. The links should be reviewed before being posted, and tested for validity. Sites change their names or need to be placed in different categories, so care should be taken that links are checked often. We will recommend a tool for this so that the administrator can stay up-to-date and be able to remove *dead links when they occur.*

2. Desired Features:

2.1. Easy navigation:
2.1.1. Navigation consists of drop-down menus that are driven by Cascading Style Sheet (CSS) code and compliant with ADA and section 508 compliancy.

2.2. Sophisticated CMS:
2.2.1. The CMS system will allow for simple but secure editing, updating, or creation of web site content, depending on needs and security levels.

2.3. Formatting options for the dynamic content:
2.3.1. Dynamic content is formatted to fit the site as per the CSS that is defined for the site. If there is a need to change this for sections of the web site, it can be done by simply calling in another style sheet or adding commands to the page that are being created/edited by the user.

2.4. Content page:
2.4.1. Content pages are created and edited through the CMS system. These pages, depending on level and content approval mechanisms, are automatically published to the site.

2.5. Latest information module:
2.5.1. Latest information is driven by a database application so that all information features are current and accurate. The items are input in advance of the date of the event/news and are presented to the user in that section. The appropriate user(s) can update this section at any time.

2.6. Calendar of events:
2.6.1. A calendar of events is available to show Douglas County sponsored activities. This is NOT the agenda calendar, but a generic calendar used to show Douglas County sponsored events. Other community calendars are available as a link from the calendar of events.

2.7. News & Article Archive format with category options: Phase II
2.7.1. A master Cascading Style Sheet (CSS) file is used so that entry into the news and article area is nothing more than adding the content. The Cascading Style Sheet (CSS) file will format these articles. The user will not need to consider type style, color, or font size, unless there is a need to make something stand out.

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N A N O S E C O N D

2.8.   Link format:

2.8.1. The link format is available through the administration site so that all links are controlled from this point. Links are added to any part of the site, but will have the same look and feel throughout the site. A links page is set up so that a central link area is available departmentally (this is NOT the site map).

2.9.   PDF posting:

2.9.1. PDF files are posted to the document repository and linked to anywhere on the site. This means that there will be a central location for all documents preventing the chance of duplication, or of having information that is not updated or incorrect in various parts of the site. This area is administratively controlled and documents are added or deleted by the site administrators.

2.10.   Staff or board listing or forum: Phase II

2.10.1.   A forum may be added for direct communications with constituents. A forum is an area where questions, remarks, opinions are left and answers or rebuttal are given by those in the forum. This is a time consuming section of the site and is optionally turned on if there is a moderator that can handle the traffic to that section of the site.

2.11.   Separate sections for each department:

2.11.1.   Separate sections for each department are created so that data and information relevant to that department is found only in their area. General information is found in the document repository. The department areas are well defined and controlled through administrative access per department manager.

2.12.   Event Schedule & Group Calendaring: Phase II

2.12.1.   Agenda calendaring is made available through the current calendaring system. If there is a need to change/update this system, it may be discussed as a Phase II project.

2.13.   Multi-level password administration:

2.13.1.   The multi-level password administration allows for fine-tuning and control of access to the different department and web site areas. The system is set up so that there are many users with differing levels of access to areas of the site. The access is granted or revoked by the department managers or the web administrator.

2.14.   Online surveys and polls:

2.14.1.   An online survey and poll tool is available to set up surveys or polls for information gathering. This data is saved in a database and can then be used to formulate reports, charts, graphs and then displayed to the users on the web site.

2.15.   Upload video or audio files of meetings: Phase II

2.15.1.   Requests have been made to have the ability to stream audio and video from this site. We need to discuss the viability of this and push this option into Phase II.

2.16.   Web Hosting:

2.16.1.   Nanosecond, Inc. currently hosts many of Douglas County's web sites, including those of the elected officials. Nanosecond, Inc. has an on-going contract with Douglas County to handle the co-located systems that are at the Nanosecond, Inc. facility. This site will reside on the current co-located system.

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3. Scope of Services:

3.1. Web Site Design and implementation:

3.1.1.Nanosecond, Inc. will assist in the creation of and/or update the Douglas County web site to make it a tool of which constituents, staff, board members, and others may take advantage. Nanosecond, Inc. will take direction from Douglas County in the creation of this site. Nanosecond, Inc. will create a foundation that Douglas County can use to develop the content on the site. Nanosecond, Inc. will assist in other areas as Douglas County sees necessary.

3.1.2.Nanosecond, Inc. will NOT provide a turnkey web site. Douglas County will provide the content on the site. Nanosecond, Inc. will provide Douglas County with no more than five (5) home page designs. Douglas County will then pick one or more of these designs for the home page. Nanosecond, Inc. will produce additional designs at an additional cost.

3.1.3.Nanosecond, Inc. will NOT populate the website with its content. If Douglas County needs Nanosecond, Inc. to populate the website with supplied content, Nanosecond, Inc. will do so at an additional charge at the current hourly rate, not included in this contract.

3.2. Graphic design:

3.2.1.Nanosecond, Inc. will provide graphic design that will show off Douglas County area with photos, collages, with images of the area, service providers, shows, outings, events, and other information provided to Nanosecond, Inc.

3.3. Programming and scripting:

3.3.1.Nanosecond, Inc. will provide programming and scripting for the web using current technology which complies with the web standards of today. Nanosecond, Inc will provide HTML pages and programming to accomplish the tasks established above.

3.4. Interactive database design:

3.4.1.Nanosecond, Inc. will provide a database foundation on which the web site is built. The database is constructed to allow for automated growth of the web site. This database holds the current and future information that users see on the web site. The data stored in the database foundation that Nanosecond, Inc. is building, will provide to the web site, and users, information that was not available before, and the ability to keep information current and constant.

3.5. Webmaster services:

3.5.1.Nanosecond, Inc. currently provides Webmaster services for Douglas County through the current contract. Douglas County will provide content for the web site. Nanosecond, Inc. will provide the knowledge necessary to make the web site easy to use, easy to update, and easy to maintain.

3.6. Training:

3.6.1.Nanosecond, Inc. will provide training on the use and maintenance of this web site. Training will consist of meeting with those departments and/or groups that will author information on the site as well as the administrative groups that will be responsible for adding users, user access levels, content approval and other access types and content for the web site. Nanosecond, Inc. training will take place at appointed times during the completion and launch phase.

4. Description of Web site:

4.1. Inviting, easy to use and reflects a unique identity:
4.1.1. Done with creative design
4.1.2. Photos, collages, recognizable landmarks
4.1.3. Consistent look and feel
4.1.4. Use of Cascading Style Sheet (CSS)
4.1.5. Section-508 compliancy

4.2. Intuitive navigation design:
4.2.1. Easy to find information with the most important information and links on home page. The site is easy to update with the Content Management System (CMS) and backend database. The site allows non-technical staff to add/update/delete content on web site, not inclusive of design elements. The administration for the web site is browser-based. The site uses a WYSIWYG text editor for content insertion, modification and deletion. A form-authoring tool is available to create on-line forms. Cascading Style Sheets (CSS) are used for consistency. Administration is secure using the multi-level security module.

4.3. Page linking to 3rd party web sites and other links and Email address masking
4.3.1. Email masking is used to obfuscate email addresses on the web site to prevent spam attacks or email address harvesting.

4.4. Document Library:
4.4.1. A document repository is created for the storage of common documents that are accessed across the site. Documents are stored in a central repository to eliminate redundancy. Documents are linked from this location to anywhere on the site.

4.5. Image Library:
4.5.1. Images that are used throughout the site are placed in an image repository to eliminate redundancy. Images are linked from this location to anywhere on the site.

4.6. Content scheduling:
4.6.1. Content that is date-specific is shown to the users when appropriate and not shown when content has "expired".

4.7. Printable pages:
4.7.1.Pages are made "Printer Friendly".

4.8. Content approval cycle:
4.8.1.Where content authorship and updates are distributed throughout an organization's departments, implementation of the approval cycle will take place. Updates and changes will not go live on the website until department head, manager, or other personnel in charge of that section of the web site give approval.

4.9. Calendar:
4.9.1.Douglas County Calendar of events –
    4.9.1.1. Add, modify, or delete events.
4.9.2.Connect or link to Agenda calendar
4.9.3.The web site administrator manages calendar

4.10. News, newsletters, press releases, what's new: Phase II
4.10.1. This component is intended for the departmental level and, when put into place, creates these items.
    4.10.1.1. Each has a place on the departmental web page.
    4.10.1.2. Each may be emailed to constituents or subscribers.
    4.10.1.3. Each may be done on a "timed" basis.

4.11. Site search:
4.11.1. A Site-wide search module is added to the home page and site map. The site search module allows users to type in key words or full sentences when searching for subject matter on the web site.

4.12. Site map:
4.12.1. The site map allows users to navigate the whole site from a single web page. All links to the content on the site are found in the site map page. Works like a table of contents to the site.

4.13. Surveys and Polls:
4.13.1. A survey and Poll Tool will be put into place
4.13.2. Questions can be tailored to fit surveys or polls, and results are available in various output types (graphical, text).

4.14. Integration of 3rd party tools:

4.14.1.   The site allows for 3rd party integration such as:

4.14.1.1.   Class registration.

4.14.1.2.   Permitting.

4.14.1.3.   Service requests.

4.14.1.4.   Streaming video.

4.15. Optional:

4.15.1.   Multi-lingual support

4.16. Site Specifications:

4.16.1.   Nanosecond, Inc. will design a total of five "look-and-feel" home pages for selection by Douglas County. If one of these five looks does not meet the criteria for Douglas County, future designs and changes will be billed on an hourly rate.

4.16.2.   Nanosecond, Inc. will create three additional template home pages for departmental use. These templates consist of placement tags for elements on the page. No art, design, navigation, or content is on the templates.

4.16.3.   Nanosecond, Inc. will create two additional template content pages as subsequent pages after the home page. These templates are designed so that they match the front or home page look. These pages consist of placement tags for elements on the page. No art, design, navigation, or content will be on the templates.

4.17. Community Development Web Site:

4.17.1.   The Community Development web site is part of the initial proposal as stated throughout this document, but requires additional work outside the scope of this project due to the nature of that departments current operation.

4.17.2.   This additional work includes but not limited to graphics, navigation, site map, document repository, image repository, templates, and site administration.

4.17.3.   Nanosecond, Inc. will work with them to develop content for their site.

4.17.3.1.   Nanosecond, Inc. will hold meetings with each department within Community Development to help them gather content and formulate a plan for implementation.

4.17.3.2.   Nanosecond, Inc. will meet with the following departments:

4.17.3.2.1. Building Department

4.17.3.2.2. Planning Department
4.17.3.2.3. Engineering Department
4.17.3.2.4. Roads Department
4.17.3.2.5. Utilities Department
4.17.3.3.   This additional process should take approximately 30 man-hours for an additional approximate cost of 2900.00 dollars.

4.18.   Sheriff's Office Web Site:

4.18.1.   The Douglas County Sheriff's Office has requested that Nanosecond, Inc. build them a complete turnkey site as per their outline.

4.18.2.   To complete this turnkey site with all of the features requested, we quoted an additional fee of 2200.00 dollars to complete the web site.

4.18.3.   This is in addition to the proposal fees discussed herein.

5. Implementation Process:

5.1.   Stage 1:
5.1.1.   Objectives are defined
5.1.1.1. Prepare and tabulate surveys of key decision makers
5.1.1.2. Review existing web site and sites web sites of other cities
5.1.1.3. Study examples of other websites that are liked
5.1.1.4. Brainstorming sessions
5.1.1.5. Collect content and materials for new web site
5.1.1.6. Schedule meetings with the departments, department heads, and with Web team leaders

5.2.   Stage 2:
5.2.1. Conceptual stage
5.2.1.1. Site infrastructure
5.2.1.2. Navigation
5.2.1.3. Categorization
5.2.1.4. Sitemap
5.2.1.5. Interactive components
5.2.1.6. Drafting the homepage layout wire frame
5.2.1.7. Approval

5.3.   Stage 3:
5.3.1.   Design Stage
5.3.1.1. Creative team brought in
5.3.1.2. Based on wire frame, homepage is built
5.3.1.3. Graphic design includes:
    5.3.1.3.1.   Up to 5 homepage designs
    5.3.1.3.2. Custom icons, buttons, screen elements, and backgrounds if desired
5.3.1.4. Streamline navigation
5.3.1.5. Optimize for speed
5.3.1.6. Section 508 accessibility compliance
5.3.1.7. A Consistent graphics, structure and navigation appeal will be given to the whole site template
5.3.1.8. Approval

5.4.   Stage 4:
5.4.1. Development stage:

5.4.1.1. Interior design
5.4.1.2. Database design
5.4.1.3. CMS
5.4.1.4. Sub-level design
5.4.1.5. Migration of content
5.4.1.6. Meetings with key web design team
5.4.1.7. Approval

5.5.   Stage 5:
   5.5.1.   QA, Documentation and Training
      5.5.1.1. QA on departmental level
      5.5.1.2. Documentation for each part of web site
      5.5.1.3. Training on use, update, and authority
      5.5.1.4. Approval

5.6.   Stage 6:
   5.6.1.   Launch
      5.6.1.1. Moved from test to production
      5.6.1.2. Nanosecond, Inc. hosts, so we do the move
      5.6.1.3. Additional testing with web team
      5.6.1.4. SEO modifications are made
      5.6.1.5. Meta tags are approved and added
      5.6.1.6. Approval
      5.6.1.7. The launch of the website is dependent on the departments populating their sites with their content in a timely manner.

5.7.   Additional Provisions:
   5.7.1.   None at this time

5.8.   Licensed Software Needs:
   5.8.1.   SSL Certificate – used to secure information that is coming into and out of the site, such as forms, requests, purchases, etc.

5.9.   Accessible Menu System:
   5.9.1. Software that will allow rapid creation of ADA and Section-508 accessible menus. This program will become part of the site and will be licensed to Douglas County. Web site authors and web site editors will use this program.

5.10.   Web Forms Program:

5.10.1.   A program that allows for creation of fill-in forms for the web site. The
web authors or web administrators displaying fill-in forms on the web sites
directly use this program.

Glossary of Terms

Content Management System (CMS) –
In the context of a Web site, a CMS is a collection of tools designed to allow the creation, modification organization and removal of information from a Web site. It is common for a CMS to require users to have no knowledge of HTML in order to create new Web pages.

Administration Section –
The part of the web site that will handle who, what, and where data is available on the web site. The administration section will be divided by purpose and level. The top-level administration section allows creation of departments, responsible parties, and levels of responsibility, directory structure, and types of data that the site will have available to it.

Repository –
A repository is a central place where data is stored and maintained. A repository can be a place where multiple databases or files are located for distribution over a network, or a repository can be a location that is directly accessible to the user without having to travel across a network.

Database –
A database is a collection of information stored in a computer in a systematic way, such that a computer program can consult it to answer questions. The software used to manage and query a database is known as a database management system (DBMS). The properties of database systems are studied in information science.

Back-End-Database -
The repository of information for the web site data, navigation, administration, and control of dynamic data on the web site. The back-end that is created for this site will be the foundation for the growth and expansion of the overall site. The database will "drive" the rest of the site in the form of content, graphics, and administration.

ADA and Section 508 Compliance –
We have included an addendum to show the outline of what Section 508 includes, and we recommend the reading of this page on the Internet. It explains some of the more rudimentary provisions for web site accessibility.
http://www.access-board.gov/sec508/guide/1194.22.htm

Search Engine Optimization –

Search engine optimization (SEO) is a set of methodologies aimed at improving the visibility of a website in search engine listings. The term also refers to an industry of consultants that carry out optimization projects on behalf of client sites.

The term used to describe the marketing technique of preparing a web site to enhance its chances of being ranked in the top results of a search engine once a relevant search is undertaken. A number of factors are important when optimizing a web site, including the content and structure of the web site's copy and page layout, the HTML meta-tags and the submission process.

Process of improving the ranking of a website. Process will generally involve focusing content upon the web site, link the building process and ensuring the website coding validates. Is the same as "Search Engine Optimization", spelling difference is due to difference between English from the UK and the USA.

Web Site Navigation –

To correctly describe web site navigation, we need to know the meaning of navigation. The word is derived from *naus/nautes* (Greek), which relate to sea and sailors. In addition to navigation, these roots have also given us other words like Nautical (*relating to the sea*), Astronaut (*a sailor of the stars* – Aster means a *star*), Cosmonaut (*a sailor of the cosmos*) etc. Closing our brief English language discussion, "navigation" is the science and skill of moving from one place to another.

Web Site Navigation – (Definition)

Web site navigation is the science and skill applied to a web site that helps visitors move *from one page to another.*

Secure Sockets Layer (SSL) –

Secure Sockets Layer protocol is a method of passing sensitive information, such as credit card details, over the Internet. All communication is encrypted to prevent eavesdropping. An SSL URL is preceded by https:// instead of http://.

Dynamic Content –
Information in web pages that changes automatically, based on database or user information. *Search engines will index dynamic content in the same way as static content unless the URL includes a? mark. However, if the URL does include a ? mark, many search engines will ignore the URL.*
Web page content that changes or is changed automatically based on database content or user information. You can usually spot dynamic sites when the URL ends with .asp, .cfm, .cgi or .shtml, but it is also possible to serve dynamic content with standard static pages (.htm or .html). Many search engines index dynamic content, but some do not if there is a "?" character in the URL.
Content that is generated on the web pages on the fly. Information gathered from databases or other sources depending on user request, when displayed on the web page makes the content dynamic. Pages that are created in Flash or use other animation technique are also sometimes referred to as dynamic.

Cascading Style Sheet –
A Cascading Style Sheet (CSS) provides the ability to separate the layout and styles of a web page from the data or information. Styles such as fonts, font sizes, margins, are specified in one place, and then the Web pages feed off this one master list, with the styles cascading throughout the page or an entire site.

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Nanosecond, Inc.
Financial Proposal
March 6, 2006

Due to our experience creating web design, backend-driven web sites, and implementing content management tools, Nanosecond, Inc. is able to offer Douglas County a custom web site at a cost normally associated with canned design.

We are certain that in reviewing this proposal, you will realize that we are creating an environment that will allow for growth; ease of use, upgradeability, and with great support.

We understand that Douglas County is primarily interested in a fixed-price bid. This is common for local government like Douglas County, and we are happy to provide a fixed price for the scope as defined in the Scope of Services section.

The fixed price bid is as follows:

Service	Hours	Rate	Total
Consulting	10	85.00	850.00
Project Management	10	85.00	850.00
Design	40	85.00	3400.00
Design production	40	85.00	3400.00
Dynamic programming	80	125.00	10000.00
HTML programming	30	85.00	2550.00
Content Migration	20	85.00	1700.00
Quality Assurance	20	85.00	1700.00
Training/Documentation	10	85.00	850.00
Total			25300.00
Discount			(7500.00)
Total not to exceed budget:			17800.00

Service	Total
Sheriff's Department Add-on	2200.00
Community Development Add-on	2900.00

The following software is needed to complete the web site package. The pricing here is in addition to the development pricing. These are licensing fees.

Licensed Software Needs	Qty	Price	Total	Schedule
SSL Security Certificate	1	150.00	150.00	Yearly
Accessible Menu Program	1	229.00	229.00	One-time
Web Site Forms Program	1	457.00	457.00	One-time

Nanosecond Inc. requires a down payment of $9000.00 to start the project. The remainder or balance is due at site launch.

The web site will be completed within a 4-man month window, if the above requirements are met. If there are any changes to the requirements, additional time is necessary to complete the project. Additional time is billed on a per-project basis, and billing is submitted at the time the additional projects are completed. The additional items are billed/invoiced separately from this contract.

Nanosecond, Inc. cannot be responsible for untimely information gathering. We have proposed our timeframe with the understanding that information needed for the completion of the web site, modules, or programming, is available to us without an extended wait time. If the wait for information exceeds a reasonable amount of time Nanosecond, Inc. will find it necessary to extend the completion window.

Licensed software, except for the secure SSL certificate, must be purchased and in our possession at the start of the project. These items are essential to the project and must be made available at the onset.

Nanosecond, Inc. warrants this "product" for a period of 12 months from the launch date. Nanosecond, Inc. as part of the project will correct problems that are found within the foundation. Changes that are needed or wanted outside the scope of the project are billed at the current hourly rate.