



# Web Development Proposal

St. Thomas the Apostle

Wilmington, DE

## Project (Overview and Development)

### Design and Layout

25-30 hrs

- New Website Design and Logo Creation.
- Concept development, layout and web design mock-up of primary pages for client approval.

### Site Build

30-35 hrs

- Custom website built on the WordPress platform.
- Integration of custom Diocesan communication components: DPI Bulletins & myParish App (*if applicable*).
- Custom Featured Items:
  - Maps & Directions
  - Online Registration
  - Multiple New and Events
  - Staff Directory
  - Homilies
  - Image Gallery

### Content Development

12-14 hrs

- Input or transfer of current website content and new content supplied by the client.
- Content overview, strategy, and best practices.

### Website Hosting Package (Billed Annually)

\$300

- 5GB online storage and 20GB monthly bandwidth.

### Domain Name Registration (\$15 per Domain Name; Billed Annually)

\$15

### Email Development Using Google for Non-Profits

N/A

### Staff Training

Free

- Diocesan will provide two training sessions at no charge prior to your site going live. Sessions are phone based and average 90 minutes each.
- If your parish needs additional training, we will gladly apply your discounted rate of \$50 per hour to any subsequent training sessions.

### Technical Support

Free

- Maintenance updates\* are covered under our hosting package for areas such as: Website and plugin updates, forgotten passwords, support related to site update and items outside of your control. *\*Some items only available with hosting packages.*
- Our web department is always available for support questions.

### Final Estimate

|                                                        |                         |
|--------------------------------------------------------|-------------------------|
| Website Design, Content Migration and Site Development | (67-79 hrs) \$4690-5530 |
| Website Credit                                         | \$0                     |
| Total Due (one time cost)                              | \$4690-5530             |
| Hosting (annual charge)                                | \$300                   |

I hereby authorize Diocesan to begin work on the above proposed project. I understand that this proposal represents the estimated time to perform the items listed and any changes to the scope of the project may change the projected cost. The content of the new website is the property of the Client. Hosting begins upon launch (when the site goes live) and auto-renews every 12 months afterwards unless the Client notifies Diocesan in writing at least 30 days prior to the renewal date. If the Client halts development prior to completion and/or billing of the web-related services, work completed to the point of cancellation may be invoiced at the hourly rate and estimate agreed to above.

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Authorized Signature

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Title

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Date

Security & Backups

Diocesan takes online security seriously. Our server is continually monitored for intrusion detection and uptime??. Incorporating several layers of protect on both the server and directly at the site level for all client websites.

**Our security measures include:**

- Locking out of unauthorized users.
- Automatic blocking of IP addresses as reported on published blacklists
- Blocking user access outside of "normal" hours (i.e. midnight to 6am).
- Protection from brute force attacks.
- File change detection.
- Filtering of suspicious string or characters in the URL.
- Detection and blocking of bots scanning sites for vulnerabilities.
- File protection. Blocking sysem files from being edited and the disabling of directory browsing
- Custom admin login.

**Our servers are monitored 24/7 with priority support, including:**

- Managed updates and patches
- Server hardening and ongoing security audits. Isolating suspicious files
- Using a dedicated server that is only shared with other church websites hosted by us.
- Firewall packet filtering.

**Backups and Archiving**

Your data is secure with us. Diocesan automatically performs the following:

- |                                                                |                                                         |
|----------------------------------------------------------------|---------------------------------------------------------|
| -Daily backups on the server.                                  | -Weekly backups stored locally in onsite.               |
| -Nightly backups to the cloud system of your hosting provider. | -Offsite backups covering five weeks worth of archives. |