Earn & Learn

Website and Video Production

TABLE OF CONTENTS

6   EXECUTIVE SUMMARY

Client has expressed a need to have a it's production website updated to add additional video content along with design changes that will allow it to showcase multiple videos. In addition to this design work the client would also like to keep the website updated so that new content is showcased on the main pages. Client has also expressed an interest in securing video production, editing, tagging, along with graphic design work to complement the video production. This work along with the website design work will be billed on an hourly basis at the consultants bill rate along with any associated hosting fees and services required to host said video content.

6.1   Objectives (Scope of services)

- Web Development
    - o   Front End Web Development of the SquareSpace site, all code will be stored on a private GitHub repository. Time will be billed for the development process, using HTML, SASS, JavaScript. Code transferred to SquareSpace.
- Data Management
    - o   The data management solution will be designed to create the most streamline solution that works well with a square space platform. The work will consist of storing metadata from video files and the front end code in a secured repository that the client will have full access to.
- Video Branding
    - o   The purpose of this service is to create templates and content that is consistent and polished, and to create a system for filing, branding, and displaying the content on the Earn and Learn website.
- Video Editing
    - o   Production work will consist of watching and editing of video content, in order to produce intro, outro, speaker name pop-up's, company info pop-up's, agenda and topics discussion tags, and branding.
- Web UX/Design/Graphics
    - o   Consultation and mockup design of visual elements for the website, with a focus on user experience, video hosting, website graphics, video content organization and consumption.

6.2   Intellectual Property and Password Security

In order to protect your data and intellectual property TekPerfect will work with you and your consulting team to store your data in a secure repository that is protected with 2FA authentication. This ensures that your content will not be at risk. We also encourage an audit of your existing web platform in order to ensure only authorized individuals will have access to your web content.

6.3 Data Encryption

Data encryption is no longer a nice to have when it comes to securing your data but a requirement in order to maintain privacy and the security of your platform. When you consider the sheer number of organizations that have been breached and compromised many of those breaches were a result of poor security practices. We always use encryption when we transmit and store your data.

6.4 Other Services

6.5   In addition to the scope of the services described in this proposal we strongly encourage you to let us know how we can assist you and your team with any other service need that your organization has.

Service Rates

Type	Description	Cost	
Web	Web Development Service Rates	$40.00	
Video		$25.00	
Graphic		$25.00	

Monthly Recurring Costs

Type	Description	Cost	Total
Web	Web Development Service Rates	$40.00	TBD
Video	Video storage fees	$100.00	TBD
Graphic		$25.00	TBD

Project Estimates

Quantity	Description	Cost	Total
1	Project Name	$40.00	TBD
1		$25.00	TBD
1		$25.00	TBD

Totals	
Grand Total	$xxxxx

Earn & Learn Proposal Acceptance

Name: _____Date:_____ Title: _____

TekPerfect Proposal Acceptance

Name: _____Date:_____ Title: _____