AMERABYTE TECHNOLOGIES PROPOSAL FOR SERVICES

OVERVIEW

Amerabyte Technologies is pleased to submit this proposal for services to support Instream Flow Council's providing web-based services to their members, and the public in general.

The Objective

To improve security and usability of existing sections of the web presence, adding new file sharing functionalit, and training for appropriate staff for maintaining the organizations website. The following items have been identified as key components of the project:

- Ensure that the site is functional, secure, and employs best practices.
- Reliable, secure and consistent ability of members to access the site.
- Functionality to allow upload and downloading of files by members.
- Platform review, focused on plugins, and other site software where improvement is possible.
- Staff training on content management, editing and general site housekeeping.

The Opportunity

The key components of this project will be accomplished using the following strategies:

- Audit and update software and filesystem to promote security and best practices.
- Expand the functionality by updating or replacing software where necessary.
- Train local staff for site upkeep and management.

The Solution

Software requires maintenance and updating over time. This facilitates security and can bring in new functionality.

- Clean up file system - This will allow for easier detection of files that were uploaded without authorization
- Update the WP Platform and supporting software – Items such as PHP receive security updates and new versions on a regular basis. Using the latest stable versions are a good software practice.
- Create Secured File Upload/Download – This allows for uploads/downloads by authorized users, while preventing unauthorized file activities.
- Locate source of access list issues – Providing access to members is a required feature of the site. If member access lists are not working properly, it is imperative to the organizations mission that this be fixed.
- Training personnel – Having a member or member on staff that can handle routine site management allows for timely updates to content. Additionally, it has a cost-savings as specialized professionals are not required.

OUR PROPOSAL

Instream Flow Council has a mission to improve the effectiveness of state, provincial, and territorial instream flow programs and activities in conserving (protecting, maintaining, and restoring) aquatic ecosystems. This is in part facilitated by the organization's web presence. Amerabyte technologies has been in the business of developing web sites and applications for the past 25 years. We feel that we can leverage our experience and knowledge to help promote the mission of the Instream Flow Council.

Execution Strategy

Our execution strategy involves applying best industry practices and our commitment to providing the best service to our customers that we can. Following you will find our project approach, project deliverables, and the project's expected timeline.

Project Approach

The first step in this process will be a security audit of the site and it's hosting account. This will consist of validations of file integrity, exploit testing, detection of unauthorized files within the Instream Flow Council's web hosting space. This audit will also give a layout of the file system and suggest any corrections that might be needed. It will be concluded with the creation of an initial state clean backup of the existing files.

Once any overall security issues have been corrected or mitigated, issues with the member access system will be examined, and defects will be corrected or mitigated. Next a secure member only file upload/download facility will be implemented, tested, and once QA tests have been passed, existing files will be mitigated into the system. The final step of the technical changes will be the completion of a backup of the completed site.

The final stage of the project will involve either in-person (preferred), or virtual meetings, to train any designated staff on organization identified ongoing site needs, such as content posting, and general housekeeping.

Project Deliverables

Following is a complete list of all project deliverables:

Deliverable	Description
Security Audit Results	Report of security audit activities and outcomes.
Project Outcome Report	Details of implemented site changes.

Project Timeline

Key project dates are outlined below. These dates are best-guess estimates and are subject to adjustment if issues are found that require correcting, as well as any additions to the scope of the project.

Description	Start Date	End Date	Duration
Project Timeframe	04.09.2019	04.26.2019	26 Days
Server & Coding Processes	04.09.2019	04.26.2019	18 days
Site security audit	04.09.2019	04.10.2019	2 days
Member Access System	04.11.2019	04.17.2019	7 days
File Upload System	04.18.2019	04.24.2019	7 days
Migrate Files into Upload system	04.25.2019	04.26.2019	2 days

EXPECTED RESULTS

We expect our proposed solution to Instream Flow Council's web site to include the following financial and technical benefits:

Financial Benefits

- Reduced costs - Staff training reduces ongoing costs for site maintenance and content updating
- Risk reduction – Reduces the chances of costly incident responses and liability to the organization.

Technical Benefits

- Improved security – Prevents data loss, and internet resource theft.
- Updated software – Corrects defects, and vulnerabilities within the site's software.
- CMS module changes – Adds new functionality or improves existing functionality to CMS.
- Maintainability – Site filesystem is easier to maintain and monitor for unwanted / outdated files.

PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for ## days from the date of this proposal:

Services Cost Total	Price
Security Audit	$300.00
Platform updates, and configuration (WordPress, PHP, etc.)	$200.00
Creation, Installation, and Customization of necessary software w/ file migrations.	$1,500/00
Total	**$2,000.00**

Disclaimer: The prices listed above are for services as described in this proposal. Estimates are subject to change if project specifications are changed or additional services are authorized by the client.

QUALIFICATIONS

Amerabyte Technologies provides high quality, affordable website and web application development.

- 20+ Years developing Web Applications, with MySQL, PHP, Python, HTML & CSS experience.
- BA (Computer Engineering) & MS (Computer Science)
- Flexible development strategies to adjust to our customer's needs.

 We have extensive experience in the underlying technologies of the project website, including PHP, MySQL, WordPress CMS. Practical User Interfaces (UI) and User Experience (UX) design and implementation experience. We stand behind what we do, and if something isn't right, we' make it right. We look to build long term relationships with our customers, not a quick payday. Honesty, integrity, quality services, and reasonable fee structures are key components of our business.

CONCLUSION

We look forward to working with Instream Flow Council and improving the services you provide to your members, and the public, while increasing the security of your web presence. We are confident that we can meet the challenges ahead, and stand ready to partner with you in delivering an effective IT support solution.

If you have questions on this proposal, feel free to contact Tj Scharlau at your convenience by email at templewood@comcast.net or by phone at 360.286.4929. We look forward to your response to this proposal.

Thank you for your consideration,

TJ Scharlau
Owner

ACCEPTANCE

On behalf of Instream Flow Council, I, _____David Weedman___ agree to the terms, schedules, and fees contained within this proposal. Payment terms are 50% in advance, with the balance due once project work and deliverables are accepted.

_____

David Weedman
Instream Flow Council