PROPOSAL TO OPEN SOURCE INITIATIVE FOR
WEBSITE & EMAIL MAINTENANCE AND SUPPORT

APRIL 25, 2014

Patrick Masson
General Manager, Director and
Secretary to the Board
Open Source Initiative
855 El Camino Real, Ste. 13A, #270
Palo Alto, CA 94301

Dear Patrick,

Studio136, the creative division of the Association Development Group, Inc. (ADG), appreciates your invitation to submit this proposal to the Open Source Initiative (OSI) to supply website maintenance and support services. The following proposal details our capabilities and our understanding of the scope of work.

I. The Project

The Open Source Initiative (OSI) is a global, member-based non-profit organization that supports and promotes the use of open source software. The OSI website, opensource.org, operates on the Drupal CMS platform; it employs a CiviCRM database (currently maintained and supported by ADG/Studio136), and emails to opensource.org are forwarded to the private emails of the appropriate board member. The site is hosted by a third party provider.

Due to the volunteer makeup of OSI and the increasing demands on board members and volunteers alike, OSI is interested in contracting for website and email support and maintenance, done either remotely or by migrating opensource.org to the maintenance company's host. In addition, OSI wishes to add a specified number of mailboxes to its CiviCRM account, while maintaining its general email policy of forwarding incoming emails to the personal emails of the appropriate board member. OSI wishes to maintain its control over site content creation and editing.
II. Scope of Services

Studio136 will provide website and email support to OSI to include the following:

- Install all updates to OSI’s Drupal web platform
- Perform routine maintenance as necessary to the Drupal web platform
- Perform any maintenance to the Drupal platform as requested by OSI leadership
- Provide support to the OSI email client as necessary or requested by OSI leadership
- Add a mailbox with dedicated accounts for CiviCRM activity

Provide system wide support for the OSI email client and Drupal web platform

HOSTING OPTIONS

The OSI website, opensource.org, is currently hosted by a third party provider. Should it desire, OSI may host its site on our Studio136 cloud hosting environment, which boasts exceptional speed, performance and reliability. Hosting on the cloud allows us to regularly review the site’s bandwidth needs and immediately adjust virtual space accordingly to meet current needs.

Should OSI elect to retain its current host, or transfer hosting to another third party, Studio136 will provide the same maintenance and support as described above.

III. Proposed Timeline

Upon receipt of a signed contract, Studio136 will immediately assume responsibility for the maintenance and support of opensource.org, and its associated email client. Should OSI elect to have ADG host opensource.org, migration to the ADG server will be completed in five to seven business days.
IV. Financial Considerations

A. Web Maintenance and Support  
   (Includes system updates, maintenance and  
   support as necessary and installation of  
   specified mailboxes into CiviCRM)  
   $110.00/hr.

B. Hosting (Optional)  
   Options include:  
   ADG/Studio136 server in shared hosting environment  
   $45.00/mo.  
   ADG/Studio136 dedicated server w/third party host  
   $100. to $300. /mo.  
   Migration of opensource.org to new host  
   (Estimated migration time: 2 to 5 hours)  
   $220.00 to $550.00

C. Terms of Payment

Maintenance and support, and hosting if applicable, will be billed monthly. Payment  
is due on the 1st of the following calendar month.

D. AGREEMENT OF TERMS

Studio136 appreciates the opportunity to submit this proposal for website  
maintenance and support.. Should you have any further questions or require  
additional information about the firm, please do not hesitate to contact us at:  
518.465.7085. Thank you.

This agreement is made ______________________ , 2014.

SIGNATURE _________________________________  
Kathleen Van De Loo  
President  
Studio136 | Creative Division of the Association Development Group, Inc.

ACCEPTANCE:

SIGNATURE _________________________________  
PRINT NAME______________________________  
TITLE ________________________________  
Open Source Initiative  
DATE ________________________