

## SCOPE OF WORK

### Scope of work:

Luna Community College (LCC) is seeking a vendor to develop the following:

- HTML/CSS/JS templates and text content.
- Website organization, navigation and flow.
- Logos and images for website.
- Style and branding guidelines for LCC web and print media.

The resultant text, templates, media and all related content is to be the property of LCC.

### Requirements:

- Design overall site layout.
- Organize content so that information is easy and intuitive to find.
- Create a cohesive graphics design.
- Design site navigation tools, buttons, menu bars, icons, login pages, search boxes, etc...
- Categorize existing site content and provide templates for each existing category as well as any new content the bidder believes to be beneficial.
- Ensure compatibility with all modern browsers.
- Utilize reactive design to ensure ease of access on mobile devices.
- Ensure content is accessible and meets federal standards for handicapped accessibility.
- Use a popular CSS library such as Bootstrap/Material-UI/Semantic UI.
- Use a popular Javascript library such as jQuery.
- Estimated budget is \$40,000.

### Quotes:

Quotes shall include the following:

- One or more mockups or prototypes of the main page and one or more internal pages.
- One or more mockups or prototypes of a menu system.
- Rough overview of proposed site hierarchy/organization.
- Examples of past work.
- References.
- Fixed price bid for the project.
- Estimated time to complete project.

Upon selection of a vendor, development will progress through four stages, with payment released at the completion of the project.

### Stage 1: Design

1. Inventory all existing content, describe what new content is required and define the organizational structure of the site.
2. Build prototypes of various parts of the site using placeholder data to test what it looks and feels like to navigate the site.

Vendor deliverables at the end of this stage:

1. Site design and specification
2. Sitemaps, outlines, table of contents
3. Schedule for implementing the site design.
4. One or more prototypes of multiple pages.
5. Multiple graphic design and interface design sketches.

## **Stage 2: Initial Implementation**

Deliverables at the end of this stage:

1. Text, edited and proofed.
2. Graphic design specifications for all page templates.
  - a. Finished interface graphics for page types
  - b. Header and footer graphics, logos, buttons and backgrounds
3. Detailed page comps or finished examples of key pages
  - a. Site graphic standards manual
4. Interface designed and master templates completed
5. Illustrations
6. Photography
7. CSS and JS files functioning
8. Templates and content tested against accessibility toolkits to ensure handicapped accessibility.

## **Stage 3: Final Implementation**

Deliverables from vendor at this stage of project:

1. Finished HTML/CSS/JS for all web pages. Dynamically generated pages need only the template and placeholder text.
2. Finished navigation link structure.
3. All graphic design, illustration, and other media (movies, images, audio) in place
4. Final proofreading of all site content.

## **Stage 4: Site Acceptance Test**

Final acceptance testing will be conducted by LCC designated testers. And deficiencies or error will be referred back to vendor to be fixed before acceptance.

Questions, quotes and supporting files should be submitted via email to:

Matthew Bowie - Director of IT

[mbowie@luna.edu](mailto:mbowie@luna.edu)

505.454.5385

Quotes must be submitted by 5pm MDT on October 27, 2017.