
Le Sueur County, MN

Tuesday, March 4, 2014

Board Meeting

Item 10

Work Shop - Scott Gerr - Informational Technology Director

Staff Contact:

Proposal Created Exclusively For:

Le Sueur County, Minnesota

Custom Government Website Design &
e-Gov Content Management System

February 12, 2014

This proposal is valid for 30 days

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Dear Selection Committee:

Thank you for considering Revize for your New Website Project. We understand this is a very important project that you are about to undertake and it is important to select the right vendor that will work with you through all the details of building a new website and so that you may provide high quality on-line services to the users of the Le Sueur County, Minnesota website.

Revize Software Systems has been building government websites and content management systems for **over 14 years** and although we are growing with over 800 municipal clients nationwide; when you work with Revize, you're not just a client, you are part of the Revize family and will receive the service and support you expect! We are the government website experts and we will stand by our work.

Through our many years of working with municipal leaders, as well as surveys conducted nationwide, we have learned that the key ingredient in choosing a solution is the right *balance between the total cost of the solution, the quality of design, online tools and user functionality.*

Revize is able to provide high quality design, functionality, and ease of use for a price point that is unmatched in the industry today. We are able to do this because we have built *extremely efficient and streamlined processes* to design, develop and enable our websites with our award winning government content management software called Revize e-Gov CMS.

Revize is able to roll-out websites in less time than our competitors and we are able to train our clients *in less than half the time that it takes our competitors.*

We have all seen the power of a vibrant and dynamic web presence in creating the desire to visit again and again. The **key to such vibrancy** is the ability to easily and quickly add and change the **website's content**, for it is the content that drives the success of any website!

Through the implementation of a new e-Gov CMS and redesigned website powered by Revize, Le Sueur County, Minnesota will not only improve the websites look, layout and navigation, but also provide a 24/7 Government Communication Center for residents, business and visitors equipped with the communication tools you need such as:

- Citizen Request Tracker
- On-Line Payment Portal
- Emergency Alerts
- Calendar of Events
- Facilities & Reservations
- Forms / Survey Tools
- E-Notification
- News Center Platform
- E-Newsletter Application

"We considered many solutions. We looked at Contribute but it was more of a web page editing tool for small web sites use rather than a web content management system for a city. We also looked at other larger solutions but all of them were too complex for the non-technical end users. Most of them, including Contribute, had training sessions that started from 45 minutes and up. Revize® was the only solution where I was able to train the non-technical content editors in approximately 15 minutes with Word-like editing environment that the content editors were already used to. The common sense approach Revize uses to edit web content has proven itself because I rarely get a support call from the end users."

*An Interview with Nina McNeilly,
Director of Web Communications,
City of High Point, NC*

"Feeling a bit skeptical, I had that old adage, "If it is too good to be true, then it is" running through my mind. But Revize delivered on all of its promises, and my dream of a new web site for the Town of West Hartford came true with no glitches or unexpected surprises". Renée B. McCue, Public Relations Specialist, Web Master, Town of West Hartford, Connecticut

Company Profile

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM and in video productions. In September, 1996 as the Internet was just becoming a world-wide reality, Revize began developing a Web content management system (CMS) for Government market to enable non-technical contributors to quickly and easily update content on Websites. The result was "the now state-of-the-art" **Revize e-Gov CMS**.

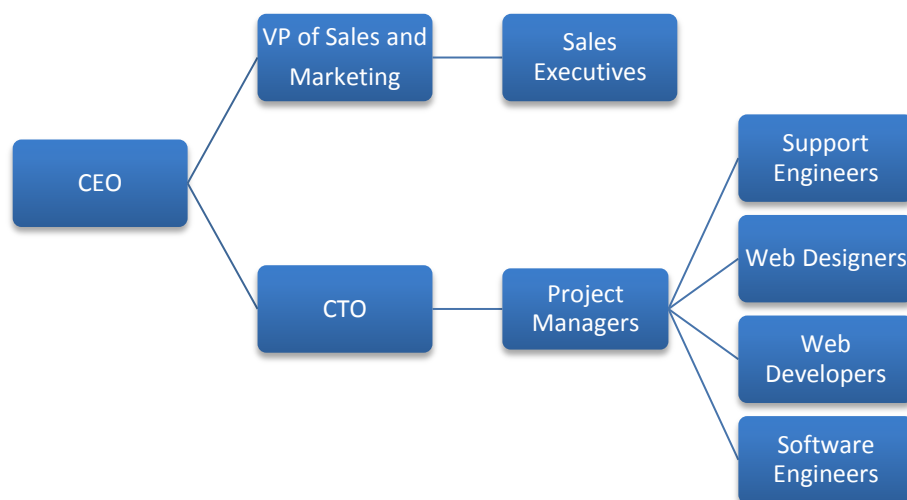
Today, our mission remains the same: to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads "The empowerment of people through simplified information management technologies."

Focused exclusively on Creative Web Design and Government Web Content Management technologies, Revize continues to invest in its technology continually adding new capabilities and features that embody our vision.

While each year many municipalities choose Revize to design and cost-effectively manage the Web Site content, more and more clients are using Revize as an information-sharing platform. Our suite of Revize e-Gov Web-based Solutions is proving valuable as a powerful Web technology that assists clients to build and maintain sophisticated web sites. All this while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information - ensuring the right people have the right information at the right time.

We are proud of our technologies and capabilities. And we are committed to continuing the evolution of both to provide increased value to our government clients and that means "You".

Organization Chart:



Why Choose Revize?

We have Government Specific Experience and Outstanding Client Testimonials

With more than 14 years of experience working with municipal clients of all sizes, you can rely on Revize to deliver. We will provide a customized site design that improves layout, navigation, usability and content. Your website will be reliable, W3C and ADA compliant, and enable **easy integration with existing or future web applications and third-party software.**

We Build a Government Communication Center for your Community!

The Revize e-Gov CMS and interactive tool sets are developed exclusively for our Government clients to help them effectively communicate with their key target audiences like residents, businesses and visitors. Some of the most popular e-Gov features and modules include: new and improved Online Calendar, the comprehensive Forms Center, and News Center with real-time social media connectivity, Emergency Alerts, E-Notification, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

Superior Technology built into our e-Gov CMS for Website Performance & Reliability

What is the single factor that sets Revize apart from other companies? The Revize technical architecture and publishing engine provides our Government clients with the most reliable website solution on the market today. By ensuring our client's data security and providing a redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate and our clients can be assured that they will never have to worry about data loss or data corruption because of our instantaneous back-up process; in addition to our daily center center's tape back-up processes. Revize believes that by investing a higher percentage of its profits into our technology and security makes it easy for clients to see why Revize is the best value for their community's government website.

Friendly and Responsive Service!

All this, and a reliable IT partner too! Our e-Gov CMS is easy to learn and administer, but our **24/7 technical support** will be there for you to help get over the hurdles! We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus, regular updates and improvements ensure that your site will keep up with industry standards and keep running smoothly for years to come.

With a Higher Benefit to Cost Ratio...a Clear and Easy Choice!

Revize understands the financial and manpower resource constraints on most municipalities today! During these difficult economic times, we must be willing and able to deliver a government communication solution that provides the most benefits at a cost that community board leaders can justify to their resident and business tax payers. After all, the goal of all government websites is to increase communications, provide government transparency, and extend services on-line to make lives easier and government more accessible.

The Client Owns the Code!

We often hear the question: "What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?" The answer is 100% No Way! As our client you own the template source code and any data that you put onto the website. We understand that from time to time clients come and they go, but we always make sure they know they are just as important to us at the end as they are at the beginning.

Dollar for Dollar, you receive the Greatest Value!

1. Full functionality to update and manage your website
2. All the tools/apps to increase communications with citizens
3. Modern, progressive unique website design
4. On-time delivery
5. Responsible stewardship for the organization's stakeholders
6. An easy CMS to train employees quickly
7. Unparalleled phone and email support
8. A system built on open standards
9. You own the template source code and the content
10. Unlimited Upgrades: Revize provides unlimited CMS software upgrades and feature enhancements to modules built into your website at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

Awards & Accolades!



Populations of 30,000 or greater can participate and are rated on use of technology to increase operating efficiencies while realizing strategic cost savings

City of High Point, North Carolina 2010 & 2011 Digital Cities Survey Winner



The leading international creative awards program honoring creative excellence for communication professionals

Clearwater County, Idaho 2011 Communicator Award Winner



HORIZON INTERACTIVE AWARDS

Honors the most talented developers of interactive media internationally

City of Greer, South Carolina, 2011 Horizon Interactive Award Winner



City of Covington, Washington, Winner of Public Relations Society of America Award



Project Planning and Setup

What makes Revize unique in its project approach and experience is the range of website deployments that Revize has implemented. From small to large, the Revize project management process fits to the size of the deployment and the expectations of the client's level of engagement preferences. We don't provide a single "one size fits all approach" because it doesn't make sense, however we do use a standard process methodology. Each client is unique and we tailor our process to fit their unique needs. Thus, we will do the same for you. As long as you are a client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your specific dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your specific dedicated Project Manager will handle all issues related to the design, development, navigation, website content, training, timelines and deliverables as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

24/7/365 Project Portal Access: From day one your project and on-going support is tracked in the Revize Redmine On-line project portal. The main customer point of contact for the project will receive an invitation to register, setting up a secure user name and password. The project portal serves as a communication tool for your website design, development and on-going support even after your website is launched.

Implementation Process

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Sales Executive will set up the initial Kick-Off Meeting where we talk about managing the project overall, establish a timeline, and establish a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases that those requirements will be addressed. Additionally, if content migration is requested, we review and discuss those requirements; after this meeting, Revize will develop a Statement of Work and provide it to the client.

Prior to the design kickoff meeting you will receive questionnaire to complete with various questions to help the designer gathering information on your likes and dislikes, and brainstorm with you during the meeting. The questionnaire includes various questions such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key areas you may want featured on the Home Page
- Do you need help with Logo Design? Image & Branding?

Phase 2: Discovery & Design

Once you have assembled your ideas and your team that will weigh-in on the design of the website, we will schedule a Design Kick-Off Meeting. A senior designer will conduct an in-depth interview, and brainstorm ideas with you about your vision of the look and feel of your Custom Website Design. Our efforts in this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 12 years of web design and development expertise in the most effective ways of displaying that information and getting users to access your website and engage them. We will strive for nothing less than an award winning design!

Revize Design Principals

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website, they are also responsible for the security of the Web content and Web-based applications they create. They ensure that the code supports secure authentication, authorization, and provides access control mechanisms as required.

Good design principals are always based in readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper or maybe softer depending on the amount of shadow used.

Of course color cannot be overlooked; our designers first take the clients preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors and then use variants and hues to create visual appeal, contrast, pop and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as (call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas). The key is to provide a clean, easy to navigate webpage without so much going on that it becomes overwhelming, therefore it is the designers job to guide the client in making appropriate placement choices for these items.

Revize Design Trends for 2014

There are some excited new design trends this year, and Revize is on the cutting edge and implementing some of these already in newly developed websites. Revize is excited about the possibilities that new trends hold for increasing engagement on government websites.

#1 Responsive Web Design – This is the most important development in website design in years. With the vast number of devices with different screen sizes on the market today, users are no longer just visiting your website from their desktop computers. Responsive Web Design (RWD) automatically conforms and optimizes the website for any screen size. There is a substantial increase in smartphone and tablet users today and they range from teens to grandparents.

#2 Image Tiles – is a trend that enables developers to display content into a pin board style of display. Image tiles creates a very visually appealing display of content, such as pictures or social streams. Image tiles also helps promote engagement by encouraging site visitors to comment; like or reply to items from directly within the image tile. This is an interesting option for web pages promoting tourism.

#3 Parallax Scrolling – this is a highly advanced, innovative design technique for sophisticated websites that allows websites to be built in multiple layers, with content that moves across the screen at different speeds as visitors scroll. Sections of the website with parallax scrolling can be built either horizontally or vertically. This unique design technique is very visually engaging and can help improve time-on-site metrics.

#4 Typography – this plays a very important role in website design, image and branding as well as especially important for the look and feel of the website when accessing the website from mobile devices. Our designers take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#5 Social Feeds – Social networks are continuing to deepen the connection between people and this is a wonderful opportunity for government organizations to increase community engagement and make government more accessible. One method already discussed for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest

Key Phase Objectives & Deliverables:

- **Establish Creative Direction:** Understand client's objectives, requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of the area, which will inspire ideas for the overall design direction of the website.
- **Main Menu Navigation & Home Page Wireframes:** Work with client to establish a main-level navigational architecture and identify key items accessible from the client's home page. This establishes a baseline for the navigational structure as well as the preferred content structure (wireframe*) for the home page.

Please Note: The home page "wireframe" will simply serve as a realistic guideline in terms of content placement, but will not have to include the final text nor final imagery for this phase.

- **Design Deliverable:** Revize will present the conceptual design options based on the findings and recommendations from client. The design concepts for this phase will be based on one (1) or possibly (2) Home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that the client have no more than three iterations of changes up till the point that the final concept is approved.
- **Final Home Page Sign Off:** When all changes have been made, Revize will present client with a final Home page design and layout for final approval. Customer approval is required to proceed to the next phase which is the Inner Page of the website and the process repeats itself before the actual HTML & CSS is written.

Phase 3 & 4: Build the Templates, Activate the CMS and Set-up eGov Modules

First, the Revize development team will transform the approved designs from a picture into HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow the customer to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided with the Advanced Training Program.

Next, all the features and modules that the client has requested will be set up, such as: calendar, document center, picture galleries, alert center, e-Notify etc...they are all brought to life and made functional as well as tested in the Revize CMS. **Revize upgrades software and enhances features of existing modules continuously and you will receive all the future updates at no additional cost.**

Phase 5: Custom Development

In this phase and according to client specifications, custom functionality of existing CMS modules; database scripting and programming, as well as any custom application development will be done. The Revize developers will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap Phase 2 – 4.

Phase 6: Quality Assurance Testing

In our testing phase we ensure the website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, as well as any custom developed applications or modules. Additionally, through a series of testing we perform input validation to ensure security mechanisms cannot be bypassed if a malicious user tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce exposure of sensitive implementation information.

Phase 7: Content Migration / Development

Revize will develop a pre-defined number of pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest in standard formatting practices to develop the navigation and create the most effective content possible for your website. There are no limits to the number of pages you can create after you have gone through training.

Revize will implement an effective website architecture with the latest trends in usability so your website visitors can find information fast. We will also assess your current website content and incorporate what you have existing with additional content to create interest and excitement for your readers. Our content experts are educated in proper writing and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the Web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the layout. Good use of typography also ensures that your website will look good from mobile and tablet devices and it is especially important when developing a website using responsive website design code.

Phase 8: Training on Your Website (In-person or web based training)

Once your website is ready for you to begin editing your content and making your final touch-ups before going live. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-line; however we can also provide on-site training for your staff as well. Training Materials can be downloaded from the Revize Website. After training, our friendly support staff is always here to answer questions and provide training refreshers as needed.

Standard Training Agendas

Administrator Training (How to)

- Sign-In
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics Reports

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert /update a table
- Spell check
- Save and Save as Draft

Content Editor Training (How to).....continued

- History of the page content (content archive)
- Create a survey form or any other types of online web form
- How to create navigation pages (top/left menus)
- Revize Web Calendar-how to create new calendar and how to create/edit calendar events
- Edit Meta Data

Training on use of specific Modules included, such as:

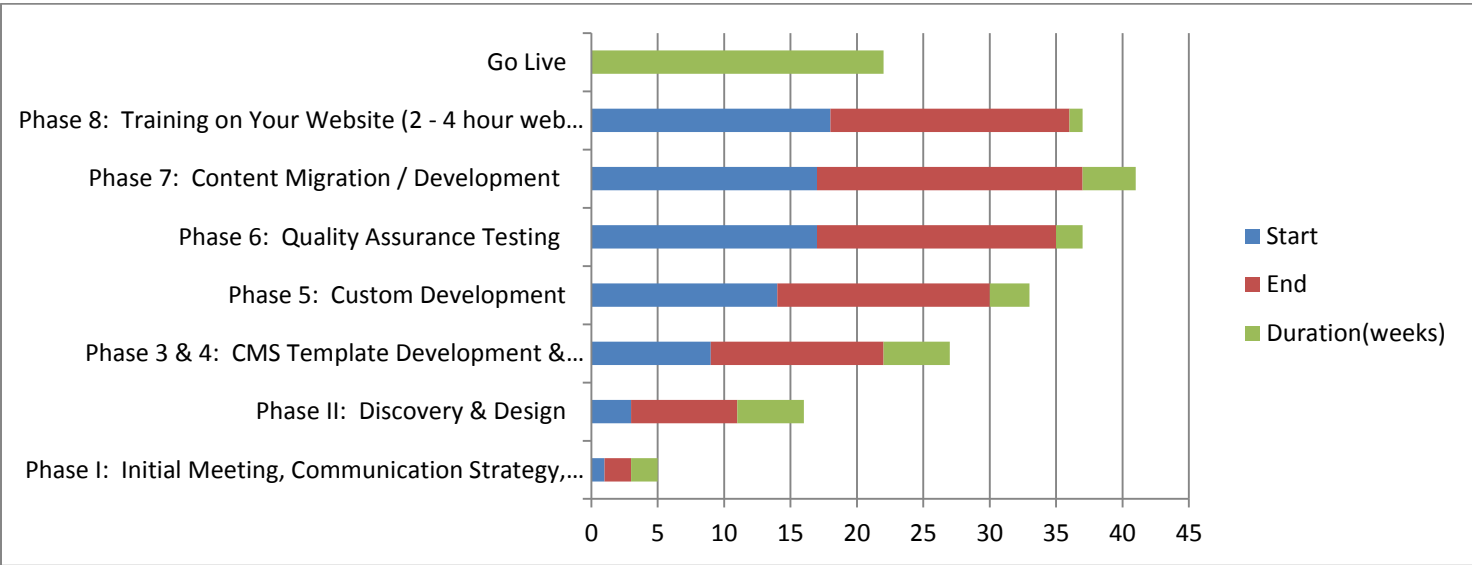
- Emergency Alert
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Request Center
- RSS
- etc..

Final Phase: Go Live

Once your website content is completed and your staff is trained the final phase is to redirect your website domain name from your old website to your new website. Once you let us know that is completed, Revize will monitor closely for the first 24 hours to ensure everything is working properly and address any issues immediately.

Typical Project Timeline

Phase I: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 2	2 weeks
Phase II: Discovery & Design	Weeks 3 thru 8	6 weeks
Phase 3 & 4: CMS Template Development & Module Set-up	Weeks 9 thru 13	5 weeks
Phase 5: Custom Development	Weeks 14 thru 16	3 weeks
Phase 6: Quality Assurance Testing	Week 17	1 week
Phase 7: Content Migration / Development	Weeks 17 thru 20	4 weeks
Phase 8: Training on Your Website (2 - 4 hour web based training)	Week 20	1 week
Go-Live (Best Case Scenario)		22 weeks



Marketing & Ongoing Consultation:

Revize will continuously monitor the site after it goes live and submit your sites for different awards and recognition contest. We make every effort to make our client’s sites highly visible.

Search Engine Registration and Marketing:

The Revize CMS Templates do have built in code to automatically generate key words based on the specific content on any particular page. This will help improve the search engine ranking without any extra SEO effort from the client side. However, for further visibility and SEO, targeted key words can be input manually through the "Edit Meta Data" interface in the templates. Targeted key words will make your web pages even more search engine friendly and provide an even higher level of visibility to your website when people are searching for specific information through Google, Yahoo or other search engines.

Technical Support & Hosting

Service Level Assurance

The Revize promise is that we aim at 100% uptime for your website in everything that we do. We constantly invest, where possible, into new equipment and innovations to ensure the smooth running of your website and historically have provided 99.9% uptime. However, in the event you find that your website is down for 2 hours or more, Revize will provide monthly prorated credit equal to 1 day of your annual service contract. (Example: Annual Service Contract divided by 12 months; monthly prorated amount divided by 30 days = daily credit). Each two hours increment will equal 1 daily credit.

Unlimited Technical Support

The Revize technical support staff supports calls for both content management and technical issues with business day support via phone and email. You can contact Revize support & customer service representatives for assistance with our website solutions including our content management technology, online interactive tools, training and hosting services. Our friendly and knowledgeable support staff will assist you and solve any issue that may arise 24 hours a day, 7 days a week. Telephone support is available between 8AM-6PM EST and email support/customer online portal is available 24 hours.

Minimum Response Times:

- 1 hour for Critical Issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Revize Support Covers:

- 8 AM – 6PM EST (Monday thru Friday)
- Staff to provide assistance and answer all questions
- Dedicated Support Staffs
- New User Trainings
- Existing User Training / Training Refreshers
- Video Tutorials and Online Training Manual
- Automatic upgrade of CMS Modules, such as Calendar, Document Center, etc...

Software Maintenance

Revize rolls out two new versions of the Revize CMS, and 6 to 8 product updates every year. Revize CMS is continuously enhanced to stay ahead of cutting edge technologies and industry trends. As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge. When a software update or new version is rolled out, Revize will automatically update all the servers used by our subscription service clients.

Revize Maintenance Covers:

- 4 major CMS Upgrades per year
- Software & Modules Upgrades (Automatic Install)
- Server Hardware & OS Upgrades
- Immediate Bug Fixes / Patches
- Round the Clock Server Monitoring
- Data Center Network Upgrades
- Security and Antivirus Software Upgrades
- Firewall and Router Upgrades
- Bandwidth and Network Infrastructure Upgrades
- Remote Backup of all Website Assets
- Tape backup of all Website Assets
- Quarterly Newsletters on the major feature updates
- Regular Webinars on CMS Features and Usage
- Free Website Design Upgrade in Every 5th Year

Hosting Service

Revize has two state of the art physical data centers located in San Diego and Houston with round the clock (24/7/365) monitoring of all server activities; and remote data backups are scheduled nightly with Carbonite data backup service. Additionally, the Revize utilizes multiple Tier 1 bandwidth providers such as, Level 3, Wiltel, and Cogent for redundancy and continuous connectivity; providing our clients with up to 100Mbps of fast fiber optic up-stream connectivity. .

Revize hosts your web services on redundant (1TB Hard Drive, 3.2 GHz CPU and 8GB RAM) servers in order to provide enhanced performance, security and data restoration for your website. The Revize technology architecture physically separates the CMS from the Website in order to provide another layer of redundancy. With this model, we keep an exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site in less than two hours as opposed to several hours or days.

Revize provides our clients up to 15GB of data storage server space for each website, and additional server space is available when needed for a nominal annual fee. Revize will host both your Extranet and Intranet; Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to; OS patches, intrusion prevention, antivirus; software upgrades

Security

Revize takes your website security very seriously. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators are monitoring network activity 24 hours a day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls and Protocols

- Anti-malware software: such as antivirus software, anti-spyware software, and rootkit detectors
- Intrusion detection and prevention software (such as: file integrity checking software)
- Host-based firewalls to protect CMS server from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the Web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL (HTTPS)): Provides encryption and decryption for user page requests for more secure online transactions
- SSL (Secure Socket Layer): provides encrypted end-to-end data path between a client and a server regardless of platform or OS

Application Security Authentication

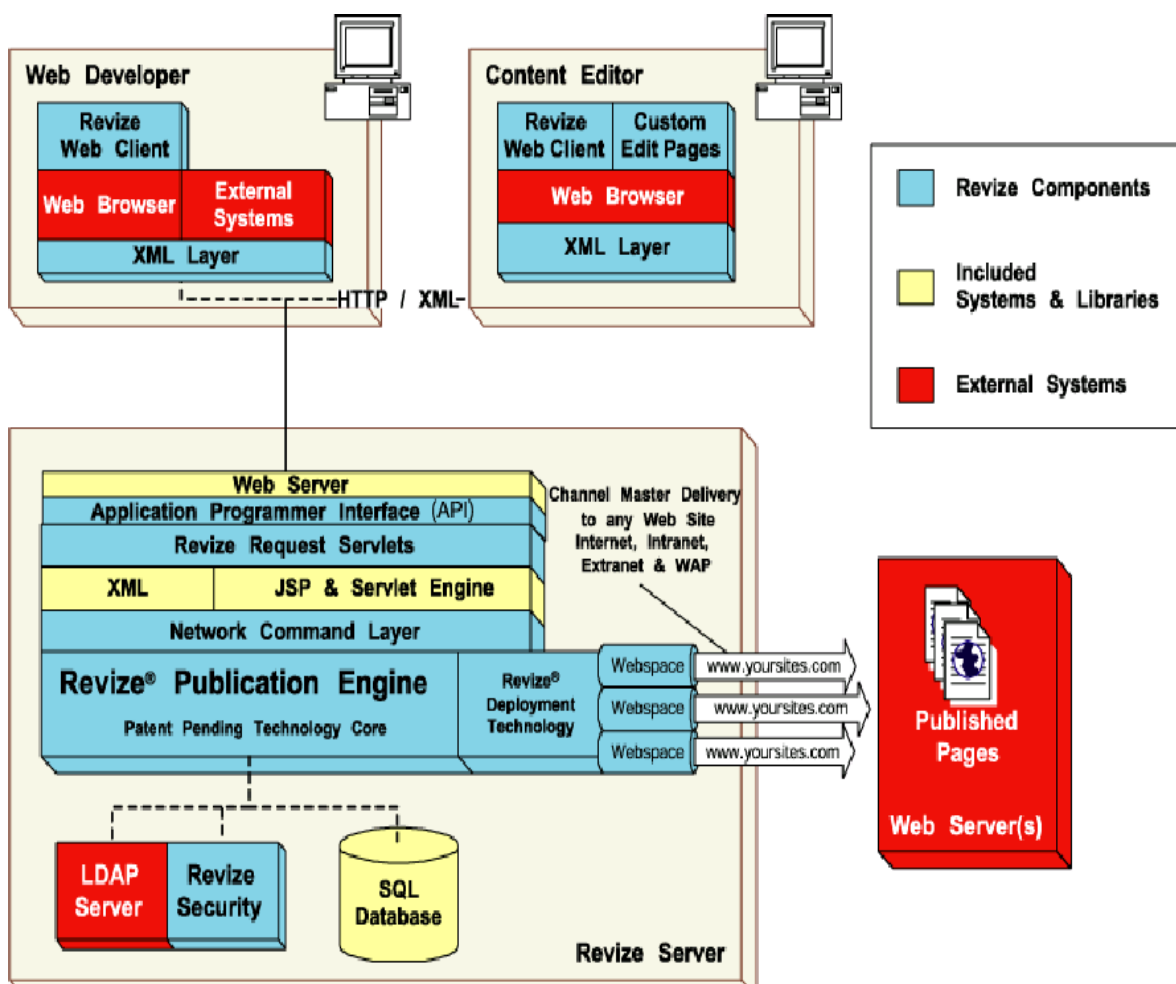
- **Roles Based Security:** Role based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, or Workflow Approvers etc. or department roles and assign the department specific roles to the users.
- **Permission Based Security:** Ability to setup Content Owners/Editors and restrict which Web Pages they are authorized to update

- **Global & Department Workflow Management:** Create workflow management and approval processes where authorized department personnel become approvers for department level content changes. Or create global workflow where all the content changes are routed through one central approver.

Revize Technology Architecture

The Revize e-Gov CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its' own integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Server Architecture Diagram



Project Team

LaKya Garrison: Senior Sales and Business Development Executive:

Lakya is an accomplished professional Business Sales Consultant with over 10 years of excellent business development and account management experience. She has worked with thousands of townships, cities, counties, educational institutions, non-profits, fortune 500 and global 1000 companies. She's an expert in identifying opportunities and addressing clients' needs while developing business plans that assist in clients operations running more efficiently. Additionally, she is a heavily involved with a non-profit organization New Bethel Missionary Church (Pontiac MI). She has an excellent reputation for building and sustaining effective long lasting client relationships. Education & Expertise Includes: AA Marketing, BS Business Management, 10+ years of project, sales and marketing experience with government, education, corporate, and non-profits.

Ray Akshaya: Technical Director:

When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system. Ray has worked on numerous organization web sites over the last 15 years and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran to Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted in over 500 web sites. Education & Expertise Includes: Master of Science in Engineering, from Louisiana State University, Baton Rouge; Deploy Web Content Management and Web Hosting Solutions; Windows, Linux, Solaris, Java/JSP, Java Script, PHP, Oracle/MSSQL and SSL

Samir Alley: Creative Arts Director/Lead Designer

Samir has over 10 years of experience in managing web site design projects. He has deployed over 250 municipal websites and has a solid background in web design and latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web projects. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry. Education and Expertise Includes: BS Computer Science, Web Project Management Graphic Design; Adobe CS5: Photoshop, Illustrator, Dreamweaver, Flash, Cold Fusion, Fireworks; Strong HTML/CSS skills.

James Myers: Graphic Designer, Illustrator, and Website Designer:

James is one of our young creative geniuses on staff at Revize and comes with 11 years of experience in Graphic Design including – Print, Illustration and Branding. James has designed numerous logos and marketing materials for Musicians/Artists, Record Labels, Small Businesses as well as Corporate. James is a perfectionist when it comes to his design and will stop at nothing less than complete customer satisfaction. Education & Expertise Includes: Associates Degree in Graphic Design, Schoolcraft College, Livonia MI; Skilled in Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5

Denise Brazier: Project Manager / Trainer:

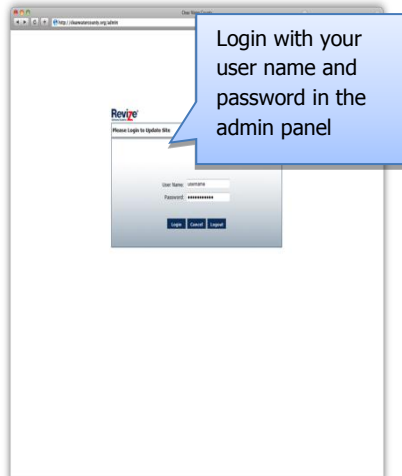
Denise is an educator by nature. Her twenty years of experience in the public school system has made Denise a master of engaging participants during training. She effortlessly builds relationship with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit, Government and Public Sectors. She has been appointed to the state's quality committee evaluating organization's policies and procedures for recognition. Education & Expertise Includes: Certification in Secondary Education; BS in Business and Marketing Education from Marygrove College; MS in The Art of Education from Marygrove College; and Denise is a candidate for Doctor of Education (Ed.D.) from Walden University with a specialization in adult training and education.

Revize e-Gov CMS User Interface

Revize CMS User Interface Home Page



Users simply browse to a page that they want to edit and then go to a Login Screen as shown below.

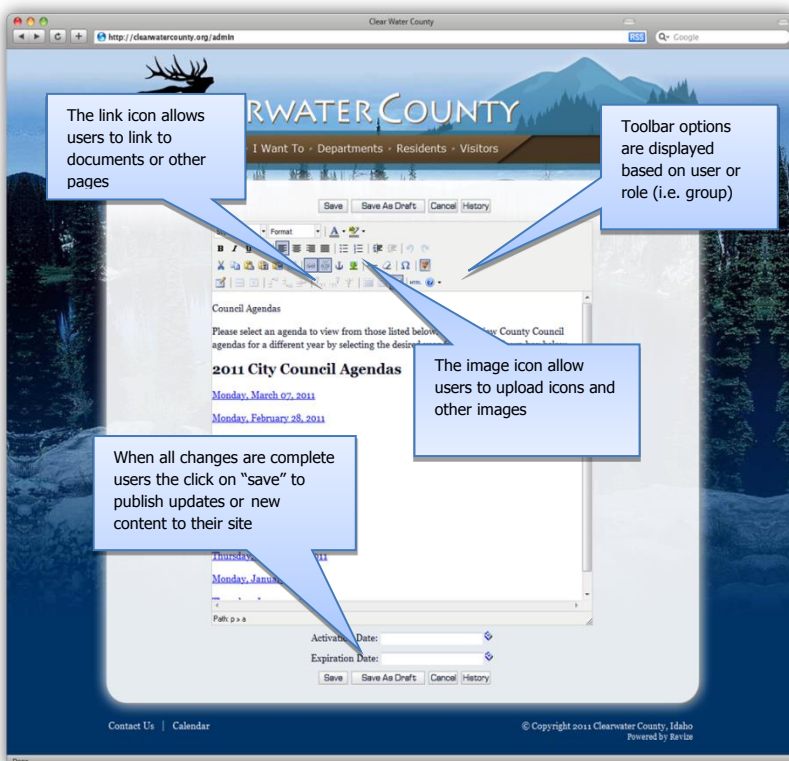


Edit buttons appear on the page after the login. Only the buttons allowed, based on users role, are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.

Last Step....



After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.

Government Account References

Client: City of High Point, NC,
Nina McNeilly, Web Manager
Office: 336-883-3113,
Email: nina.mcneilly@highpointnc.gov
Website: www.high-point.net



Client: Sibley County, MN
Beth Wilson, Director of Information Technology
Office: 507-237-4105, Email: Beth@co.sibley.mn.us
Website: www.co.sibley.mn.us

"The web site has created an overall change in attitude about the picture of the City of Melissa. The website is no longer a cold tablet of factual information, but an interactive medium that opens the visual senses of what Melissa is all about. The new layout is colourful, filled with pictures, blocked in easy to find and read information links, updated easily with current programs and general information, all the while being very easy to navigate through. It has become a living, growing and evolving organism in the City of Melissa's administrative tool box."--
Reed Greer, Mayor, City of Melissa, Texas

Client: Town of West Hartford
Renee McCue, Public Relations Specialist
Office: (860) 561-7521
Email: Renee@westhartford.org
Website: www.westhartford.org



Client: Clearwater County, ID.
Angela Vanderpass, Director of Information Technology
Office: 208-476-7262,
Email: avanderpass@clearwatercounty.org
Website: www.clearwatercounty.org



Bloomfield Hills, MI – www.bloomfieldhillsmi.net

Design Details: Mainly a residential area, this city website design reflects the city's character and community interest. The website also helps increase prospective resident interest

Feature Spotlight: Events Calendar, Document Center, I want To, Explore the City, Front Desk



Crooks County, WY – www.crookcounty.wy.gov

Design Details: This official looking county design with an western look and theme helps to encourage tourism and provide information about the local surrounding areas and government

Feature Spotlight: Events Calendar, Document Center, Quick Links, News Center



Bell County, TX – www.bellcountytexas.com

Design Details: This professional yet whimsical design for the county government reflects their local ambience with an additional internet attraction for Economic Development

Feature Spotlight: Quick Links, Document Center, Events Calendar, Changeable Rotating Photo Gallery



Riverton, WY – www.rivertonwy.gov

Design Details: Municipal website with additional internet attraction for conventions, tribal gatherings, and tourism

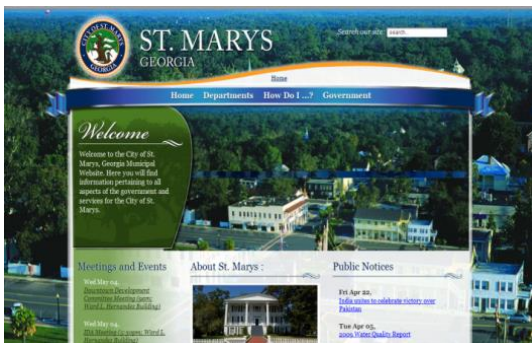
Feature Spotlight: Events Calendar, News Modules, Agendas & Minutes, Forms and Doc Center, E-Notify



West Hartford, CT – www.westhartford.org

Design Details: Residential Community look and feel with a special attraction to professionals and families to populate the downtown area restaurants, shops, and art galleries

Feature Spotlight: Residents, Business, and Visitor Member Centers, Document Center, Events Calendar, Rotating Photo Gallery, How do I



St. Mary's, GA – www.ci.st-marys.ga.us

Design Details: Municipal website design to make you feel like you are in the heart of the city. This design captures the essence of St. Mary's Georgia, both a lovely tourist destination and residential area that sits on the Atlantic Coast on the South Eastern most tip of Georgia. No longer will St. Mary's be bypassed by tourists seeking a calm and beautiful place to relax on the beach...Georgia Style!

Feature Spotlight: The aerial photography and photo slideshow, in addition to a prominently displayed Welcome Message.



Pinellas Park, FL – www.pinellas-park.com

Design Details: A long-time customer of Revize; with a recently updated design providing a new and modern image for this coastal city. The website projects its Government mission while serving its tourism interest as well. The ocean background and palm trees provide just the right combination of official business and fun at the same time.

Feature Spotlight: Audience Centered Navigation, FAQ, City Events Calendar, Site Wide Search, News Center, Quick Link Navigation



Springdale, AR – www.springdalear.gov

Design Details: Located in the Northwest part of Arkansas, close the Ozark National Forest offers a plethora of interests and history to its residents, visitors, and business community. They needed a website to capture the hometown feeling, but provide information about services and encourage community involvement.

Feature Spotlight: Photo Slideshow (Pictures tell the story), Streaming Video, Large Quick Links, City Calendar, Employee Portal, Streaming Video, and GIS Mapping Integration,

Quote For: Le Sueur County, Minnesota

Option 1: Revize hosts CMS, Website in our Datacenter

Phase 1. Project Planning and Analysis, SOW	\$250.00
Phase 2. Discovery & Design – Home Page Template and Inner Page Design and Layout	\$1,500.00
Phase 3 & 4: Revize Template Development (up to two templates); Set-up all CMS Modules listed on the following page	\$3,000.00
Phase 5. QA Testing	\$500.00
Phase 6: Content Migration – up to 398 web pages and 707 documents (approximate count on your website today)	(optional) \$2,210.00
Phase 7. Content Editing and Site Administration Training (4hrs)	Included
Phase 8. Go Live	Included
Revize CMS subscription, Annual Tech Support, Website Hosting (up to 10GB storage), Website Health Checks, and Maintenance Agreement (Unlimited users):	\$2,400.00
Responsive Website Design	\$1,000.00
Grand Total (1st year)	\$8,650.00
Grand Total (1st year) with Phase 6 Option	\$10,860.00
Second year and onwards investment	\$2,400.00/year

Option 2: Client buys Revize CMS License and installs in their server that will allow hosting/managing any number of sites through Revize CMS

Phase 1. Project Planning and Analysis, SOW	\$250.00
Phase 2. Discovery & Design – Home Page Template and Inner Page Design and Layout	\$1,500.00
Phase 3 & 4: Revize Template Development (up to two templates); Set-up all CMS Modules listed on the following page	\$3,000.00
Phase 5. QA Testing	\$500.00
Phase 6: Content Migration – up to 398 web pages and 707 documents (approximate count on your website today)	(optional) \$2,210.00
Phase 7. Content Editing and Site Administration Training (4hrs)	Included
Phase 8. Go Live	Included
Revize CMS and Annual Software Maintenance Fee	\$4,000.00
Responsive Website Design	\$1,000.00
Grand Total (1st year)	\$10,250.00
Grand Total (1st year) with Phase 6 Option	\$12,460.00
Second year and onwards investment	\$4,000.00/year

Other Options:

Revize provides a free website design after 5 years, if the client chooses to sign a locked-in rate contract for 5 years.

Optional Additional Services:

On-Site Training Program: \$2,900

One day on-site training, classroom style content editor and administrator training, all travel expenses

Content Migration:

Content Migration “as is” if required, at \$2 per web page or document

On-Site Consulting: \$4,200

On-site consulting and thought gathering sessions with all departments, requirements gathering, survey creation, all travel expenses

Content Copywriting: \$98 per hour

Design Services: \$75 per hour

Content Editing: \$50 per hour, 30 min minimum

Enhanced Content Editing Feature (Module)
Document Management Center
Form Builder
Menu Manager:
Automated Workflow Approval System
History
Content Scheduling (Activation / Expiration Date)
Image Manager
Link Checker:
Word Like Editor (WYSIWYG)

Navigation Feature (Module)
Dynamic Breadcrumbs
Menu Manager:
Quick Link Buttons

Site Administration and Security Feature (Module)
Ability to manage Workflows by Department
Audit Trail
Automated Workflow Approval System
Auto Site Map Generator
Unique Login/Password for each Content Editor
Fast Download Time
History
Permissions
Roles and Permission-based Security Mode
Screen Size Compatibility
Secure Connection
Web Statistics and Analytics

Interactive User Experience Feature (Module)
Document Management Center
Events Calendar
FAQs
Form Builder
Photo Slideshows
Site Search
Where Do I
Bid Posting
Bookmark Widget
Email This Page
Emergency / Community Alert Notification
Facebook/Twitter Integration with News Center
Facebook/Twitter Widget Set-up
GIS Integration:
Job Posting:
Multi-Use Directory (Members or Businesses)
News Center (News& Events)
Online Credit Card Payment Processing
Photo Gallery
Print This Page:
RSS Feed
Share This Widget
Staff Directory

Revize Support Includes:

<ul style="list-style-type: none"> • 8 AM – 6PM EST (Monday thru Friday) • Staff to provide assistance and answer all questions • Dedicated Support Staffs • New User Trainings 	<ul style="list-style-type: none"> • Existing User Training / Training Refreshers • Video Tutorials and Online Training Manual • Automatic upgrade of CMS Modules, such as Calendar, Document Center, etc...
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Revize Maintenance Includes:

<ul style="list-style-type: none"> • 4 major CMS Upgrades per year • Software & Modules Upgrades (Automatic Install) • Server Hardware & OS Upgrades • Immediate Bug Fixes / Patches • Round the Clock Server Monitoring • Data Center Network Upgrades • Security and Antivirus Software Upgrades 	<ul style="list-style-type: none"> • Firewall and Router Upgrades • Bandwidth and Network Infrastructure Upgrades • Remote Backup of all Website Assets • Tape backup of all Website Assets • Quarterly Newsletters on the major feature updates • Regular Webinars on CMS Features and Usage • Free Website Design Upgrade in Every 5th Year
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Revize Features & Modules Descriptions:

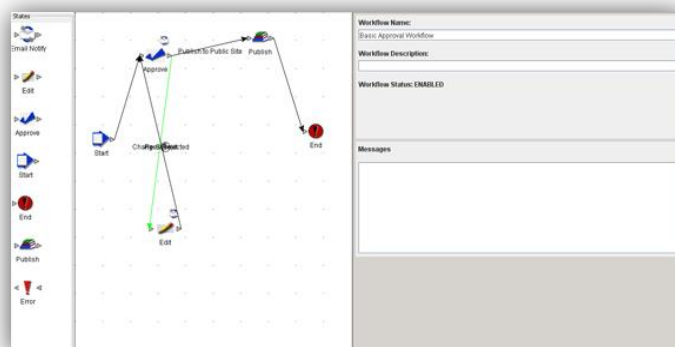
Revize Provides Dynamic Features (Modules) in following important areas:

- Enhanced Content Editing
- Interactive User Experience
- Security
- Navigation Management
- Site Administration
- Accessibility

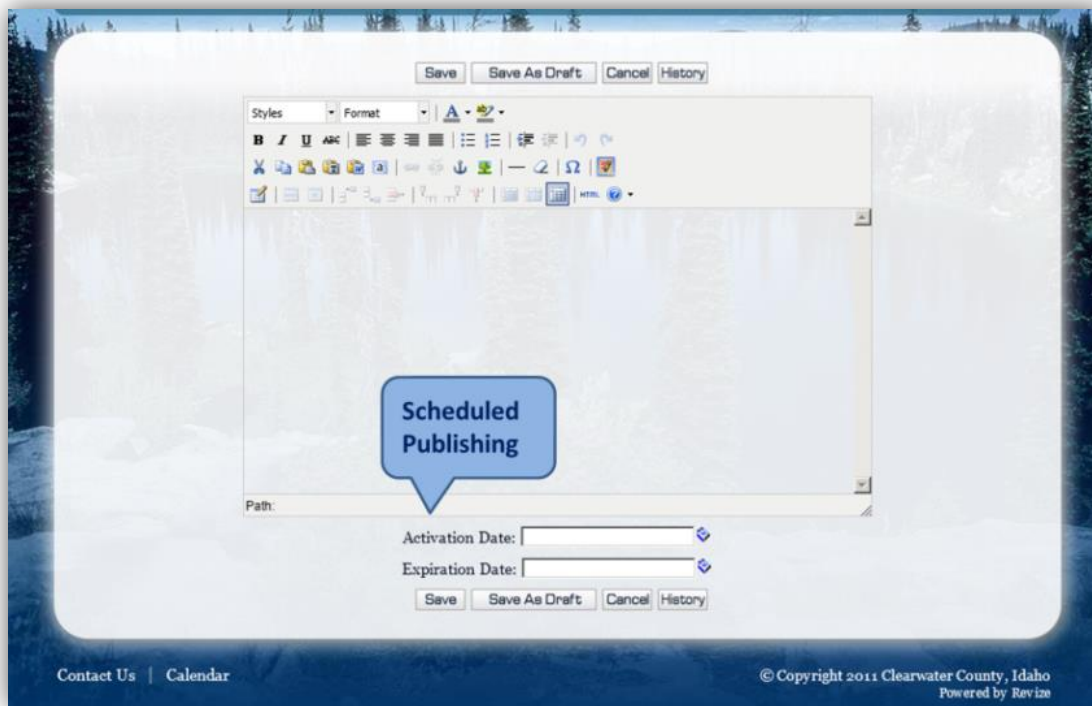
Enhanced Content Editing

The Revize CMS comes well-equipped with features to help Non-Technical Content Owners/Editors to update your website faster and easier with the use of easy-to-use Edit Forms, a MSWORD like WYSIWIG editor and Wizards that help add pages and control the navigation of web pages.

Feature	Functionality	Benefits / Uses
Automated Workflow Approval System	Go with the flow when you use the Revize interface to set up a flow chart that graphically displays your approval process for website content changes. You can easily compare your existing page with the planned page content and approve, reject, edit or comment on the proposed changes.	Provides a method for Supervisory Oversight for content updates. The process allows an authorized “approver” to compare the current page with the proposed new page content (side by side) for easy review and comparison.

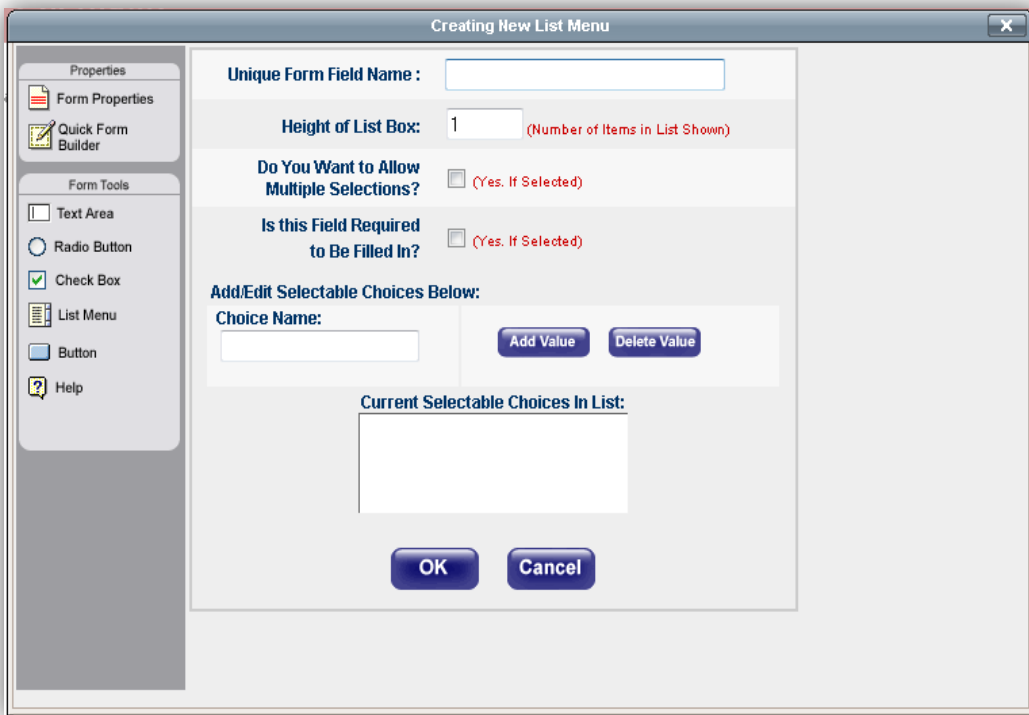


Feature	Functionality	Benefits / Uses
Content Scheduling	When is planned obsolescence a good thing? When it ensures that your website is always 100% current and eliminates the potential embarrassment of having outdated information on your site, which can undermine your credibility. That's the inspiration behind Revize's automated activation/expiration module. A web page or block of content created today can be marked with any future date for publishing to the site. And this same content can be scheduled for removal, such as on the last day of an event... all automatically, so there's no chance of error. The Revize system handles these actions automatically at midnight Pacific Standard Time on the scheduled dates.	This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.



Feature	Functionality	Benefits / Uses
Document Management Center	This feature gives the Content Editor a table driven interface to create a Searchable Document Library to upload documents; create categories, and assign or archive documents into categories. Plus, with all documents in one repository they can be easily updated in one location and any areas that link to them within the website are automatically up-to-date. Site visitors can do a controlled search, using Keywords to search for documents; the search engine will search the words within the documents and return matching results from only the document center. Most popular file types can be included, such as .doc, .jpg, .xls, .pdf and more, plus website links.	Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs. Because it frees employees to perform tasks more vital than form fulfillment and processing, this module is essential for all public, private and educational organizations.

The screenshot displays the Revize Document Management Center interface. On the left is a vertical sidebar with a 'Home' dropdown menu and five main navigation buttons: 'QUESTIONS & ANSWERS', 'DOCUMENT CENTER', 'FRONT DESK', 'FINANCIAL INFO', and 'MINUTES / AGENDAS'. The main content area has a dark header with 'Home Document Center' and utility links for 'E-mail', 'Print', and 'bookmark'. Below the header, there is a search section with the text 'Search for file type:' followed by a dropdown menu showing 'pdf' and a 'Search' button. A message states: 'You must click on one of the categories below to see uploaded documents.' Under the heading 'Assessing', there is a list of document links, each preceded by a small icon: 'Conditional Rescission of Principal Residence Exemption', 'Property Tax Appeal Worksheet', 'Property Transfer Affidavit', 'Principal Residence Exemption', and 'Rescind Principal Residence Exemption'. At the bottom of the main content area, there is a list of departments: 'Building Department', 'City Clerk', 'Government', and 'Planning Commission'.

Feature	Functionality	Benefits / Uses
Form Builder	<p>Survey says... your staff can develop every aspect of your online forms with no programming skills needed when they use Revize's Form Builder Module. Our easy-to-use CMS allows non-technical editors to build any type of form or survey and then output information to email or an excel spreadsheet. The screen shot below shows our Form Builder Module, which our clients rely on to gather information from website visitors. Using this module, you can create -- from scratch -- an unlimited number of online-forms within any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. If you prefer, Revize can develop your online forms for you. You can elect to receive submitted forms via email, or they can be kept in a CSV file and exported to Microsoft Access, Excel, or other database software. Once submitted, the survey results can be forwarded to your staff member best suited to address the request or concern.</p>	<p>Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.</p>
		
History	<p>Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.</p>	<p>This feature is a benefit to the client/content editor who may prefer to copy, paste and edit existing content from prior postings instead of recreating the content from scratch. Simply a time saver! Plus, keeps all important info at your fingertips.</p>
Image Manager	<p>Allows approved content editors to upload images from computer or network folders.</p>	<p>Very easy interface to upload new pictures and stores uploaded pictures for reuse.</p>

Feature	Functionality	Benefits / Uses
Link Checker:	When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be display.	This benefits the Content Editor by double checking bad links before they are saved on your website.
Menu Manager:	Allows approved content editors to add or edit site wide top navigation, department or section specific links (e.g. left or right navigation)	This feature gives control to change and update the Navigation menus of your website for continuous improvement
Word Like Editor (WYSIWYG)	This is the main editing tool for the website and accessible from any page by authorized Content Editors to make changes to page content. Approved site styles enforce consistent look and feel throughout the site. Also supported are: links to new or existing pages, embedded images and rich media (e.g. YouTube, flicker, etc.)	The benefits of the word-like editor are 1) What You See Is What You Get literally. This interface allows a content editor to make updates in the webpage and see exactly how it will look once the edits are saved; and 2) it contains many built-in features such as: spell check, copy & paste from word, bullet points, highlighting, etc.....

The screenshot displays the Revize WYSIWYG editor interface. At the top, there are buttons for 'Save', 'Save As Draft', 'Cancel', and 'History'. Below these are dropdown menus for 'Styles' and 'Format', followed by a toolbar with various text and image formatting icons. The main editing area contains the following text:

The mission of the Assessor's Office is to provide professional, courteous service to the public, to identify and equitably appraise property using accepted mass appraisal techniques, to create and maintain accurate property ownership records and maps for geographic data analysis, and to provide efficient motor vehicle registration and title services.

We provide these services in the most efficient, cost effective manner possible, through adapting new technologies and through encouraging and promoting the Assessor's staff to be the best possible employees they can be, thereby achieving the greatest level of productivity

Link to Website

Meeting Minutes

At the bottom of the editor, there is a 'Path: p' field, and two date selection fields labeled 'Activation Date:' and 'Expiration Date:'. Below these are another set of 'Save', 'Save As Draft', 'Cancel', and 'History' buttons.

Navigation Management

Feature	Functionality	Benefits / Uses
Menu Manager	Allows approved content editors to add or edit site wide top navigation, department or section specific links (e.g. left or right navigation)	This feature gives control to change and update the Navigation menus of your website for continuous improvement
Dynamic Breadcrumbs	This feature shows the navigation trail of the current page relative to the home page. The Breadcrumb is automatically created each time a new web page is created and automatically placed in the page without the content editor having to do anything.	This features benefits the users who are navigating through your website and gives them another option to go-back to the previous page.
Quick Link Buttons	Large Button Display of Links to most frequently accessed pages in the web site	Helps focus the users attention to areas of information most commonly visited interactive functions like On-line Bill Pay

Accessibility

Revize has adopted the same standards as the Federal Government, 508 compliance. We have integrated many accessibility standards into our software, making it easy for users of Revize CMS to make their sites available to everyone.

Feature	Functionality	Benefits / Uses
Alt-Tags	Use of alt tags for images, a required part of the Revize CMS image manager feature.	Allows vision impaired individuals to understand the content of the image.
Plug-Ins	No required use of applets, plug-ins, or active scripting to allowing viewing of the site.	Reduces pop-ups and downloads that could be confusing to impaired individuals.

Interactive User Experience

The Revize CMS comes Well-Equipped with interactive features to help your website users find information more quickly and enhance the usability of your website with visual appeal and intuitive functionality.

Feature	Functionality	Benefits / Uses
Events Calendar	The Revize CMS is distinguished for many reasons including its ability to allow users to effortlessly create multiple web calendars for as many separate departments as they like. Single or recurring events can be placed on multiple calendars; recurring events can be placed on any selected day (such as every other Tuesday) or date of the month (such as 5 th and 15 th of each month). The system allows for the inclusion of web links, images, files and the insertion of videos, and a rich text content event description. Notable events can be highlighted in eye-catching colors for enhanced visibility; and online signup forms can be included with any listing. .	The Master/Sub Calendar provides an easy to use tool to enhance usability and encourage the communications of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. . The ability to insert recurring events saves our client time by creating the event once then repeating automatically; great for Board and City Council meetings.

Calendar Name: Master

Update Event Form (* Indicates Required Field)

✓ SAVE
✗ CANCEL
🔍 HELP

* Event Name:

* Event Begin Date:

Start Time: Hour: Minutes:

Duration of Event: ☐ Minutes ☒ Hours ☐ Days

Recurring Event: ☒ None ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Quarterly

Event Ending Date:

Detailed Information About This Event:

Tiger Stadium

Directions

Path:

This information is shown on Detailed Information Page

Is this a Notable Event? ☐ Yes ☒ No


June

☒ DAY
 ☒ WEEK
 ☒ MONTH

Currently Viewing: Master for Friday June 15, 2012 (Month View)

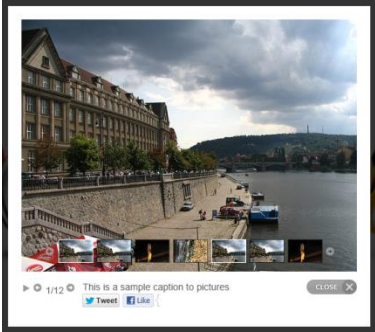
Master

«Prior Month					June 2012		Next Month»
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
27	28	29	30	31	June, 1	2 <small>9:00 am Kiwanis Club Athletic Derby 10:00 am 6th Annual Pepper Fest</small>	
3 <small>11:00 am 6th Annual Pepper Fest</small>	4	5	6	7	8	9	
10	11	12 <small>NO WORKSHOP - NO ITEMS</small>	13	14 <small>7:00 pm Agenda Session 7:30 pm Regular Council Meeting</small>	15	16 <small>2:00 pm Armvets Post 850 Anniversary BBQ 6:30 pm Fun & Games on Horseback Nipah 8:30 pm Funniest Movies in The Park "The Muppets"</small>	
17	18	19 <small>11:30 am Waukegan Pipe Organ Concert</small>	20	21	22	23 <small>6:00 pm Pinellas Park Police Squealman Speed Show</small>	
24 <small>3:00 pm Opera in The Park</small>	25	26 <small>7:00 pm CRA Meeting 7:30 pm Regular Workshop Meeting</small>	27	28 <small>7:00 pm Agenda Session 7:30 pm Regular Council Meeting</small>	29	30	

Feature	Functionality	Benefits / Uses
Photo Slideshows	Displays photos and descriptions in any web page in a scrolling slideshow format, typically on the home page. Photos are uploaded to a photo repository and can also include a description that will display as an overlay on the photo.	Provides visually appealing photo slide show that loads quickly for your users regardless of connection speed, and pictures are accessible by all devices and operating systems.
		
Fillable Web Forms	Survey says... your staff can develop every aspect of your online forms with no programming skills needed when they use Revize's Form Builder Module. Our easy-to-use CMS allows non-technical editors to build any type of form or survey and then output information to email or an excel spreadsheet. The screen shot below shows our Form Builder Module, which our clients rely on to gather information from website visitors. Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. If you prefer, Revize can develop your online forms for you. You can elect to receive submitted forms via email, or they can be kept in a CSV file and exported to Microsoft Access, Excel, or other database software. Once submitted, the survey results can be forwarded to your staff member best suited to address the request or concern.	Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.
<p style="text-align: center;">Contact Us</p> <p style="text-align: center;"> 11648 N. Main Street Whitmore Lake, MI 48189 Phone - 734.550.9595 Fax - 734.550.9590 info@aimhighschool.com </p> <p style="text-align: center;"> <small>If you have a question, would like to receive additional information from us, or wish to schedule a visit, please fill in the information below and click the "submit" button. Please include what you're interested in and someone from our school will be in contact with you soon!</small> </p> <p> Name: <input type="text"/> Address: <input type="text"/> City, State, Zip: <input type="text"/> Phone: <input type="text"/> Email: <input type="text"/> I'm interested in: <input type="text"/> </p> <p style="text-align: center;"> <input type="button" value="submit"/> <input type="button" value="reset"/> </p>		

Feature	Functionality	Benefits / Uses
Site Search	Full searchability has become the standard for websites today. The Revize platform provides a custom search engine so that your site visitors can easily and quickly locate documents, images or content. The system integrates Google site search capabilities, as well.	Provides users with a high powered search engine to help them find exactly what they are looking for. Searches all indexes and directories.
Where Do I	Quick Links module that allows site visitors to navigate to their areas of interest, much like FAQ	Examples for users: Where do I...Get Registered for Summer Camp Where do I...Get a Marriage License
Document Management Center	This feature gives the Content Editor a table driven interface to create a Searchable Document Library to upload documents; create categories, and assign or archive documents into categories. Plus, with all documents in one repository they can be easily updated in one location and any areas that link to them within the website are automatically up-to-date. Site visitors can do a controlled search, using Keywords to search for documents; the search engine will search the words within the documents and return matching results from only the document center. Most popular file types can be included, such as .doc, .jpg, .xls, .pdf and more, plus website links. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.	Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. It frees employees to perform tasks more vital than form fulfillment and processing, this module is essential for all public, private and educational organizations.
Bookmark Widget	User clicks on Bookmark Widget and saves page to their Favorites	Convenience for users
Frequently Asked Questions	You can set up your FAQs with Revize's FAQ module, which allows you to post Frequently Asked Questions on your site. When visitors click a question, the appropriate answer will be displayed at the top of the page. The FAQ module is very important to your site visitors and can be added quickly to any page as a simple hyperlink. It may also be configured as a dynamic page element. Your FAQs can even be set up to reflect department-specific categories.	FAQ's make it easy for site visitors to find answers to common questions will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!
Email This Page	Provides your web visitors with a convenience feature to Share a web page URL with a friend and include a specific message.	Both a convenience feature for the user to share information, plus it helps increase the number of people reading and visiting your website.

Feature	Functionality	Benefits / Uses
Facebook / Twitter Integration with News Center	Place Facebook and Twitter Widgets on any page of your website; plus integrate your Daily News Updates for One-Push, Simultaneous updates.	Keeps all your media channels and followers up-to-date with less work on the part of the content editor.
Facebook / Twitter Widget Setup	Expand your audience with Social Media by placing Facebook and Twitter Widgets on any page of your website.	Provides users with one-click access to subscribe or like your social media applications and follow you.
GIS Integration:	Integrates GIS apps in the website	Integrates existing GIS apps in the website
Emergency / Community Alert Notification	You can't fool Mother Nature. But you can protect members of your community from her wrath. Posting emergency notifications on your home page, any other page, or throughout your site, This module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.	Emergency Alert keeps visitors up-to-the-minute on emergencies like floods, hurricanes, tornadoes and earthquakes, plus other critical situations like amber/silver alerts and street closures.
Job Posting:	Dramatically increasing the number of qualified candidates applying for your job openings has never been easier! Revize's job postings module allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as many details as you like and link to or upload any number of files that describe the job position in full detail. Best of all, with the form fill interface new openings can be posted in minutes by non-technical staff.	Options in this module allow site visitors to download a job application and email their resume to the person/department of your choice, or prospective employees can fill out the application form online. Site visitors can search for job by posting date or job type, and they can sign up to be notified of new jobs via email.
Multi-Use Directory (Members or Businesses)	Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.	The applicant can quickly browse through categories or input search words to locate a specific member/business all within the Client website. Input information directly into a form and submit immediately.
News Center (For News and Events)	Put all the news that's fit to print right on your website! Content editors can use this feature to create online news, event notifications and press releases with a link to a news detail page. Revize's system allows each section of your site to have its own News Center, or the entire site can feature global news items. The archive page keeps a running list as news is posted. Plus, This feature can be integrated with Social Media like Facebook, Twitter, or RSS Feeds for simultaneous One-Push updates.	Website visitors can see all the news stories in a given time frame on one full page of the website, they can click on subjects and get the full details of the news event. Users can also subscribe to news and press releases through email, RSS Feeds, Facebook and Twitter.

Feature	Functionality	Benefits / Uses
Online Credit Card Payment Processing	<p>3 Options:</p> <ul style="list-style-type: none"> • <u>Pay Direct Merchant Service</u> - Merchant Service Agreement - Ongoing Cost to Municipality approx. 3% of payments made - No Setup charge - Online Pay Page and at counter acceptance • <u>Hosted Pay Page</u> - 'Host' Agreement with processor - Online Pay Page - Citizen Convenience Fee collected by Host - \$500 Setup Fee - \$240/year • <u>Expanded Hosted Pay Page</u> - All Hosted Pay Page items above - Integrates with accounting software - Online and Counter Payments Accepted. 	Allows client to set-up secure on-line payment processing for Credit Card transactions. Can be used for Utility and Tax Payments; Purchasing items on-line; or Making Donations to Non-Profit Organizations
Photo Gallery	The Revize photo gallery module gives your staff the ability to easily add, remove and organize pictures/images into a thumbnail photo gallery and include descriptions under each photo; the photo gallery is typically placed on an inside page.	A picture is worth a thousand words and photos are a proven way to increase the amount of time people spend on any given website. Great for showcasing pictures of events in and around the community.
		
Print This Page:	Feature which optimizes the page to print on standard size paper in a readable format.	Allows a user to print the page on a standard 8 1/2 x 11 size sheet of paper
RSS Feed	Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.	Visitors have the option of subscribing to your feed, which means that they automatically receive notifications of new postings to your site, such as press releases and pertinent news updates. RSS begins when visitors download a free reader, like those available on Google, MSN, and Yahoo, and then subscribe to your feed.
Share This Widget	Provides a one click drop down to multi-social media and utility buttons	Common widget used on the web, intuitive and easy to use
Staff Directory	Revize's Staff Directory module allows you to build a searchable, consistent looking staff directory in a table format and personalize your services with optional links to your staff members' 'details' pages. These individual pages can include any information you like, such as title, bio, photo, and contact links, and your directory can be set up so that site visitors can contact employees by phone, form or email (e-mail addresses are blocked from harvesting programs). The Staff Directory can also be linked to pages throughout your site, providing quick access to specific departments or employees.	The need for detailed contact information is among the most frequently cited reasons for website visits. Website users can search the directory for a specific employee by last name, first name or department and can also be found using Site Search if they are in the directory. A detailed staff directory saves you money by drastically reducing the number of calls that have to be routed through your main switchboard.

Site Administration & Security

Feature	Functionality	Benefits / Uses
Permissions	Ability to setup Content Owners/Editors and restrict which Web Pages they are authorized to update;	Reduces the number of unauthorized content changes
Manage Workflows by Department	Establish a multi-layer approval process system for each department where authorized personnel are designated to review and approve any content changes. Or use one global workflow where all the content changes will be routed through a central approver.	Provides site administration and security
Audit Trail	An administrative tracking tool that provides reports on the content change activities of any webpage within the system.	Administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.
Automated Workflow Approval System	Go with the flow when you use the Revize interface to set up a flow chart that graphically displays your approval process for website content changes. You can easily compare your existing page with the planned page content and approve, reject, edit or comment on the proposed changes.	Provides a method for Supervisory Oversight for content updates. The process allows an authorized “approver” to compare the current page with the proposed new page content (side by side) for easy review and comparison.
Unique Login/ Password for each Content Editor	The Revize CMS is browser based and only designated content editors will have log-in and passwords to access the editable areas of the website	Security feature
Fast Download Time	Revize is a cross-platform, dynamic application that reconstructs Web Pages and republishes them only when content is changed, not on every page view.	By publishing pages to your Web Site when content is changed, rather than constructing pages every time they are viewed maximizes response time for visitors who browse your Web Sites. This strategy completely supports all Search Engines – even those that use “automated spider” technology to index your Web Site
History	Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.	This feature is a benefit to the client/content editor who may prefer to copy, paste and edit existing content from prior postings instead of recreating the content from scratch. Simply a time saver! Plus, keeps all important info at your fingertips. The legal department can also benefit from this feature, should there ever be any dispute related to the website information.
Plug-Ins	Not used due to potential security threats	reduces the number harmful viruses that can infect users computers
Roles and Permission-based Security Mode	Our CMS uses role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow approvers etc. or you can add roles for each department and assign the department specific roles to the users	Provides functionality to properly administer your website and add levels of security.

Feature	Functionality	Benefits / Uses
Screen Size Compatibility	Optimized for all standard screen sizes	website will be displayed the same way regardless of size of screen
Secure Connection	HTTPS encrypts and decrypts user page requests as well as the pages that are returned by the Web server. The use of HTTPS protects against eavesdropping and man-in-the-middle attacks.	HTTPS is supported for your site to make online transactions more secure.
Web Statistics and Analytics	Revize will integrate the Google Analytics Dashboard software into your website to monitor site usage, such as number of unique visits, number of page views, average number of pages per visit, bounce rate, average time spent on the website, and most importantly the percentage of New "unique" visits. It provides information in graphical display such as pie charts and world maps, and also show referring websites, links and much more.	This module is a helpful tool for understanding how well your website is doing. Each time to make changes or improvements you can measure the changes with these analytics. You could clean important information about your website users that could help you improve the navigation of your website.

“Revize did a great job building our website design. Not only did Revize capture the character of our Southern city, but it has helped connect our citizens to their government. The City of Mansfield is booming from the exploration of shale gas, so we needed an economic development tool, and now we are actually reaching perspective businesses internationally.” – Curtis W. McCoy, Mayor, City of Mansfield, Louisiana