





Project Proposal: Town of Amherst Industrial Development Agency - New Website RFP Client: Town of Amherst Industrial Development Agency Delivered on: Not yet submitted Submitted by: Ken Rufe



# **COVER LETTER**

David Mingoia Town of Amherst Industrial Development Agency

David,

Thank you very much for considering Newbird for this project.

Our team of senior-level designers and developers is the perfect match for your project requirements. Our expertise in website design, website development, project management, SEO, and website user experience will be the ideal match for your project.

Please find below a complete breakdown of the proposed process and recommendations for your upcoming project based on the RFP provided to us.

Sincerely, Ken Rufe





YOUR PROJECT OUR PROPOSAL

# **PROJECT OVERVIEW**

### **Executive Summary**

Newbird is pleased to submit a proposal in response to the Town of Amherst Industrial Development Agency's Request for Proposal for Website Design. Our team is excited to collaborate with AIDA and AED to create a marketing-focused website that aligns with the Strategic Economic Development Plan.

Our primary objective is to develop an innovative and visually appealing Economic Development website that serves as a front page to AIDA and AED's existing static websites under the URL <u>www.AmherstLeads.com</u>. The website will be designed to be user-friendly and informative, targeting selection consultants, C-level executives, small business owners, entrepreneurs, and real estate developers.

To achieve these objectives, Newbird will employ the latest creative technology and work closely with the AIDA team to incorporate elements of their branding into the website design. We will utilize existing photography and provide editorial assistance to ensure web readability and search engine optimization. Additionally, we will integrate a GIS/mapping tool to showcase site and building information throughout the region.

Our team is experienced in providing consulting services to agencies similar to AIDA and is committed to diversity and inclusion. We have a proven track record of delivering high-quality websites that meet and exceed our clients' expectations.

Regarding project management, Newbird will provide a detailed timeline for the planning, development, and proofing process. We will also offer a user-friendly content management system that allows in-house staff to easily maintain the website's content.

We have provided a cost breakdown by activity related to the Scope of Services, including costs for maintenance, updates, and hosting. Our proposal is flexible, allowing for periodic updates, changes, and minor development as required.

Overall, Newbird is dedicated to creating a premier website that promotes the Town of Amherst to a regional, national, and international audience for new businesses, business relocations, and industry expansions. We look forward to the opportunity to collaborate with AIDA on this exciting project. Find below a detailed breakdown of each phase of design and development.

### **SCOPE OF WORK**

### **Overview**

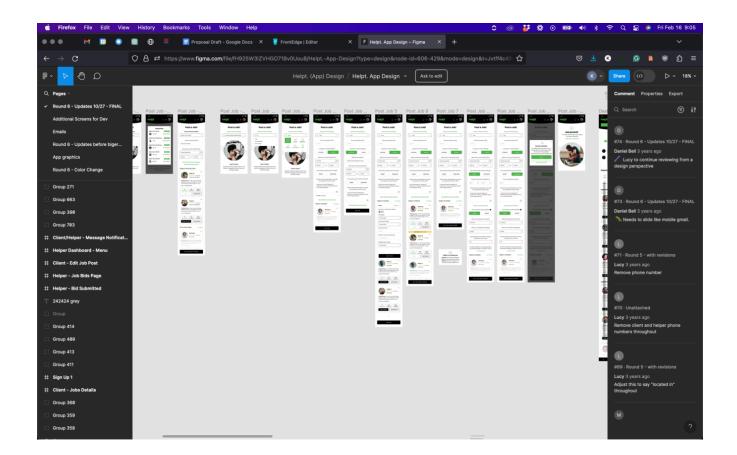
Newbird proposes to develop a marketing-focused Economic Development website for the Town of Amherst Industrial Development Agency (AIDA). The platform of choice is WordPress as the Content Management System (CMS) for this project. WordPress is chosen for its popularity, ease of use, and SEO-first thinking. It will allow for easy content management, updates, and maintenance by the in-house staff. We will provide training to the in-house staff on how to use the CMS effectively.

### **Kickoff**

Newbird will initiate the project by meeting with the Town of Amherst Industrial Development Agency (AIDA) to align on project objectives and collect any known assets. During this meeting, our team will work closely with AIDA to understand their vision for the website and how it aligns with the Strategic Economic Development Plan accepted by the Amherst Town Board in 2023. We will also discuss branding elements, design preferences, and specific features or functionality requirements. Additionally, we will collect any existing photography, editorial content, or other assets that the client wishes to incorporate into the website. This meeting will ensure that we have a clear understanding of the project scope and goals, allowing us to deliver a website that meets and exceeds the client's expectations.

### Design

Newbird's proposal includes the use of Figma (see example on next page), a collaborative interface design tool, to create the Economic Development website's designs. This tool's advanced features and real-time collaboration capabilities will facilitate close collaboration with the Town of Amherst Industrial Development Agency (AIDA) in developing visually appealing and user-friendly designs.



The design process will commence with a kickoff meeting to discuss design preferences, branding elements, and functional requirements such as the GIS mapping tool, and lock down what the sitemap will look like. Subsequently, our team will craft initial design concepts for the homepage and key inner pages based on these discussions. These designs will be presented to AIDA for review and feedback.

AIDA will have the opportunity to provide feedback and request changes to the designs. Newbird will then incorporate this feedback and present revised designs for a second round of review. AIDA will have the opportunity to make additional revisions before finalizing the designs.

Once the designs are approved, Newbird will commence the project's development phase. This iterative design process, with two rounds of revisions, ensures that the final website design meets the expectations and requirements of AIDA.

Newbird's design approach for the Economic Development website will be mobile-first, ensuring usability and accessibility across all devices. This strategy acknowledges the significance of responsive design in adapting to various screen sizes, especially with the rise in mobile browsing. By prioritizing content and functionality for mobile devices, the website will remain user-friendly and easy to navigate on smaller screens.

In addition to focusing on mobile usability, our design will also prioritize SEO best practices. The website's layout and content will be structured to be search engine friendly, including the use of relevant keywords, image optimization, and a clear site structure. This approach will enhance the website's visibility and ranking in search engine results, thereby improving its effectiveness as a marketing tool for promoting the Town of Amherst to a regional, national, and international audience.

Newbird is dedicated to creating an innovative and visually appealing design for the Economic Development website. We will utilize creative design elements, such as custom graphics and interactive features, to engage users and enhance the website's visual appeal. Our team will collaborate closely with AIDA to incorporate elements of their branding and ensure that the design aligns with their vision for the website. By combining creativity with usability and SEO best practices, we will deliver a website that looks impressive and effectively promotes the Town of Amherst as a premier destination for new businesses, business relocations, and industry expansions.

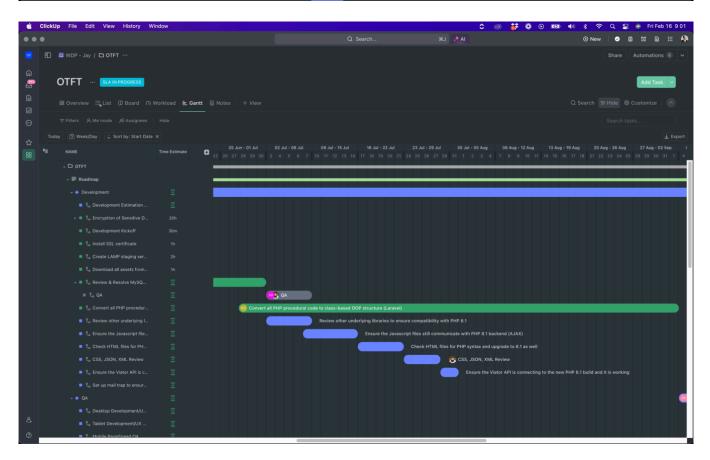
### Development

#### **Development Process**

After the design phase is completed and the designs are approved by AIDA, Newbird will begin the development phase of the Economic Development website. Our team will bring the approved designs to life, focusing on creating a website that is not only visually appealing but also functional and user-friendly.

During the development phase, AIDA will have access to our project management system, ClickUp (see examples on next page), where they will be able to view the Gantt chart and task chart to track Newbird's progress. This level of transparency and collaboration will ensure that AIDA is involved in the development process and can understand upcoming due dates and deliverables by the Newbird team.

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The website will be developed with a mobile-first approach, ensuring it is fully responsive and optimized for mobile and tablet devices. This approach is crucial given the increasing use of mobile devices for browsing. By prioritizing mobile usability, we will ensure that the website provides a seamless experience for users across all devices.

In addition to mobile optimization, the website will be designed with SEO in mind. We will structure the website's content and metadata to be search engine friendly, helping to improve its visibility and ranking in search engine results. This focus on SEO will ensure that the website is an effective marketing tool for promoting the Town of Amherst to a wider audience.

One of the key objectives of the development phase is to make the website easy to update and maintain. We will provide AIDA with a user-friendly content management system (CMS) that will allow them to update and create new pages with complete autonomy. This will empower AIDA's in-house staff to keep the website up-to-date with the latest information and content, without the need for technical expertise.

Overall, Newbird is committed to delivering a high-quality website that meets and exceeds AIDA's expectations. By focusing on mobile-first design, SEO, and ease of use, we will create a website that not only looks great but also effectively promotes the Town of Amherst as a premier destination for new businesses, business relocations, and industry expansions.

### **QA Process**

During the development phase, AIDA will have access to Newbird's staging environment, where they can view the current progress of the website and ensure that it aligns with the Gantt chart. Newbird employs a comprehensive QA process to ensure the quality of the website before launch. This process includes developers testing their work on their development machines and then having our dedicated QA team test on the staging site.

As part of our QA process, Newbird will provide AIDA with a link to the staging website for their review and feedback. Additionally, we will utilize <u>https://marker.io/</u>, a tool that allows for direct input from the client to Newbird's development team for any issues discovered during QA. This streamlined communication process removes friction and speeds up the QA and development process, promptly addressing any issues.

The QA process will allow for two rounds of QA revisions for AIDA before the website is launched to production. This ensures that any feedback or issues identified by AIDA are addressed and resolved before the website goes live, resulting in a high-quality end product that meets and exceeds AIDA's expectations.

### Launch

Newbird manages all website hosting on our dedicated server infrastructure, ensuring consistent server configurations across development, staging, and production environments. This approach guarantees that what works during development will function seamlessly in the production environment, providing reliability and security for AIDA. Unlike shared hosting environments, Newbird's hosting solution offers enhanced security measures tailored to AIDA's needs.

To further optimize the website's performance, Newbird will integrate Cloudflare at no cost to AIDA, a powerful content delivery network (CDN). Cloudflare offers caching capabilities, enhancing website speed and performance, which directly contributes to SEO efforts. Additionally, Cloudflare provides advanced security features to protect against potential threats and attacks, ensuring the safety of AIDA's website and its visitors.

As part of our commitment to security and trust, Newbird will also set up and establish an SSL certificate free of charge. This certificate encrypts data transmitted between the website and its users, ensuring secure communication and safeguarding sensitive information. By implementing these measures, Newbird ensures that AIDA's website is not only fast and reliable but also secure and compliant with modern web standards.

### Reporting

As part of Newbird's reporting process to AIDA, weekly status reports will be provided throughout the design and development phases. These reports will include updates on progress, any roadblocks encountered, and potential issues, along with mitigation strategies to ensure timely project completion. Reports will be delivered as a concise video summary, providing AIDA with a clear overview of the project's status and highlighting key milestones achieved.

# **SEO and Copywriting**

Newbird is committed to providing comprehensive support to AIDA in copywriting and SEO to enhance the effectiveness of the Economic Development website. Our team of experienced writers and SEO specialists will work closely with AIDA to develop compelling, keyword-rich content that resonates with the target audience and improves search engine visibility.

For AIDA's convenience, Newbird offers flexible options for collaboration. AIDA can choose to utilize our resources for copywriting and SEO guidance, with our team providing valuable insights and recommendations. Alternatively, AIDA can opt for Newbird to take over specific pages or initiatives, allowing us to implement SEO strategies and optimize content directly.

Our approach to copywriting and SEO is data-driven and results-oriented. We conduct thorough keyword research to identify relevant terms and phrases that align with AIDA's goals and target audience. By strategically incorporating these keywords into the website's content, we aim to improve its visibility in search engine results pages (SERPs) and drive organic traffic.

Additionally, Newbird will provide ongoing support and guidance to AIDA on SEO best practices, ensuring that the website's content remains optimized over time. This collaborative approach enables AIDA to leverage our expertise and resources to maximize the impact of its online presence and achieve its marketing objectives.

Newbird will also install and set up Google Analytics 4 to track website traffic and identify areas of improvement and opportunity.

# **Hosting & Ongoing Support**

Newbird anticipates the need for revisions and is committed to providing long-term support to AIDA for all necessary updates and upgrades. We offer a comprehensive monthly hosting package with SLA support, covering all aspects from design and development to SEO/ copywriting. Details regarding pricing for these services can be found in the section below.

# **Experience of Firm**

Diversity and inclusion are core values at Newbird, where we have proudly been a womanowned business since our inception over 15 years ago. These principles are not just words; they are fundamental to our mission and deeply embedded in our organization. Our commitment to diversity, equity, and inclusion is evident in our hiring practices, with over half of our team comprised of women and minority groups. We are dedicated to creating opportunities for everyone to thrive in their professional endeavors.

Please see the end of this proposal for specific website examples of WordPress sites we've created in the past, and below for 3 references:

Liz Durand liz.durand@eberliron.com https://eberliron.com/

Wendy Smith wsmith@sheridan.edu https://www.sheridan.edu/

Robert Jimerson Robert.Jimerson@sni.org <u>https://sni.org/</u>

# **Project Team**

Project Manager: Jay Copywriter: Katie SEO Strategists: Ekin & Holly Creative Director: Lucy Design Team: Lucy & John Senior Development Lead: Jay Development Team: Jay, Matt, Murat, Malachi, Michael QA Testing Lead: Michael QA Testing Team: Michael, Merton, Ferhan

# Schedule

The details of the planning, development, and proofing process for creating the website have been thoroughly discussed in earlier sections of this document. The estimated timeline for completing a website of this caliber is 30 days, with the project set to commence upon the signing of this proposal.

### **Terms of Engagement**

Newbird accepts the following terms of engagement:

- Termination at the discretion of AIDA, with or without cause.
- Compliance with Conflict of Interest Prohibitions, including adherence to the Procurement Lobby Provisions attached.
- Indemnification of AIDA and fulfillment of Insurance requirements.
- Adherence to confidentiality provisions, requiring the consultant firm to refrain from disclosing any information obtained unless approved by AIDA.
- Ownership of documents by AIDA, with the consultant prohibited from using documents or products without specific authorization from AIDA.
- Acknowledgment of the consultant as an Independent Agent.
- Termination at the discretion of AIDA, with or without cause.
- Compliance with Conflict of Interest Prohibitions, including adherence to the Procurement Lobby Provisions attached.
- Indemnification of AIDA and fulfillment of Insurance requirements.

## PRICING

The estimated budget is derived from the scope of services detailed earlier in this proposal and will follow a payment schedule: 50% due at signing, 25% after the design phase, and the remaining 25% after the website launch. Please note that this estimate is based on an expected number of hours. If the scope is to increase or be altered please note that this could incur additional time and cost.

DESCRIPTION	RATE	HOURS	SUBTOTAL
<b>Design</b> 5 pages including 2 rounds of revisions. Each additional page is 4 extra hours per page	\$150	20	\$3,000
<b>Development</b> 5 pages including 2 rounds of revisions. Each additional page is 4-6 extra hours per page	\$150	30	\$4,500
<b>Quality Assurance</b> Includes two rounds of QA revisions	\$150	6	\$900
<b>Training</b> Full training on how to use the new website using recorded videos for future use	\$150	3	\$450
<b>Project Management</b> Meetings, emails, reports, etc.			\$885
Hosting and on-going SLA Separate server and includes 2 hours per month monthly but expires quarterly.	\$60/month		
TOTAL PER MONTH			\$60
TOTAL			\$9,735

# **NEXT STEPS**

- 1. If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work together.
- 2. Once you feel confident about everything and are ready to move forward, please click the 'sign here' button below.
- 3. Sign in the box that pops up to make the acceptance official.
- 4. Once we receive notification of your acceptance, we'll contact you shortly to sort out next steps and get the project rolling.
- 5. We'll email you a separate copy of the signed contract for your records.
- 6. If you'd like to speak to us by phone, don't hesitate to call 844-639-2473



Ken Rufe



David Mingoia Town of Amherst Industrial Development Agency



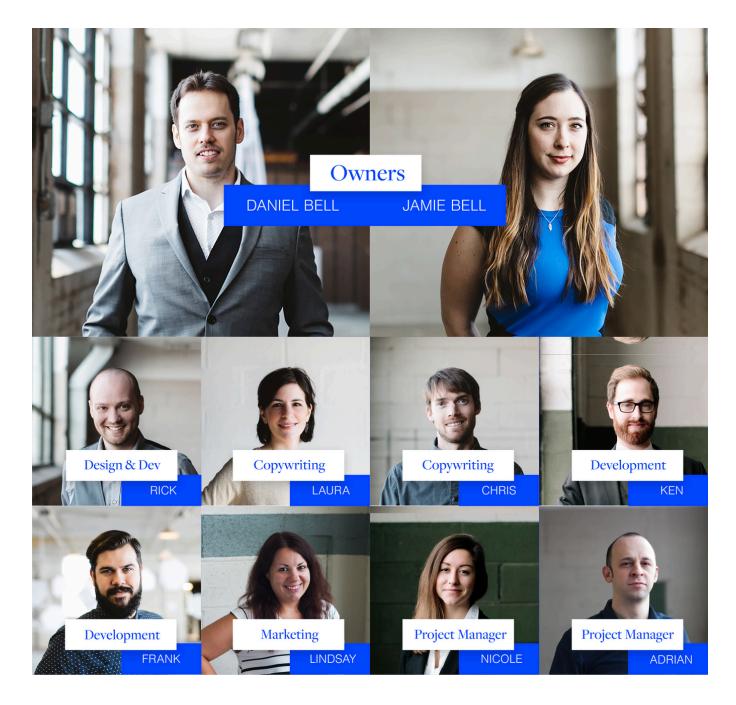


WHO WE ARE WHY US

### Meet our team.

Since our start in 2008, Newbird has continuously grown by adding business-minded, digitalsavvy members to our team. We also have a network of outside partners to provide additional manpower and specialty skills based on the needs of your project.

### **Executive Team**



# **Digitally driven. Visually driven. Technically driven. Strategically driven.**

Newbird is a Buffalo, New York web design and digital marketing agency built for today's modern business world. Armed with a keen eye for design and an unwavering entrepreneurial spirit, we're committed to staying on the forefront of communication technologies. And we strive to help your brand make an impact online and on your bottom line.

#### **Design:**

#### **Development:**

Web Application Print Illustration

Javascript (Angular, React) iOS & Android WordPress Magento

### Search Engine Optimization Photography Google Adwords (PPC) Social Media Inbound Marketing

Marketing:

#### Multimedia:

Video Production 3D Modeling AR & Virtual Reality



# Personally driven.

### Building relationships. Empowering brands.

Even in today's world seemingly ruled by devices and machines, there still is no tool more powerful than human collaboration. At Newbird, we work with you side by side to learn your business challenge and find the most suitable digital solution.

### Our approach.

When you team up with Newbird for web design and digital marketing, you can count on an experience guided by our agency's core values.

### **Innovative Thinking**

Our team loves to push the envelope and creative unique experiences for clients and their customers. We stay on top of the ever-changing digital industry to ensure your brand is taking full advantage of the latest capabilities, trends, and best practices.

### **Exceptional Value**

No matter the size of your business, we know you want to get the most bang for your marketing buck. By producing high-quality work with less overhead than an traditional agency, Newbird is optimized to deliver outstanding value.

### **Meaningful Results**

Digital marketing is serious business, and we take your success very seriously. Each project is designed to reach measurable goals, so you can be confident you're getting a return on your investment.

### **Client Advocacy**

We pride ourselves on acting in the best interest of our clients. In following the Golden Rule, we keep you informed throughout the process, as well as provide ongoing education so you can better understand digital opportunities.

### Who we've worked with.

From established brands to fresh startups, we've helped a wide range of companies thrive in the digital world.

Panasonic Human Rights Watch New Era Cap Blue Cross Blue Shield **Rich Products** Ivoclar Vivadent LPCiminelli University at Buffalo Villa Maria College Daemen College PCI Lippes Mathias Wexler **UB CEL-AA Buffalo MRI** Stack & Tilt® CME4Life **Evolution Pets** Double A Vineyards

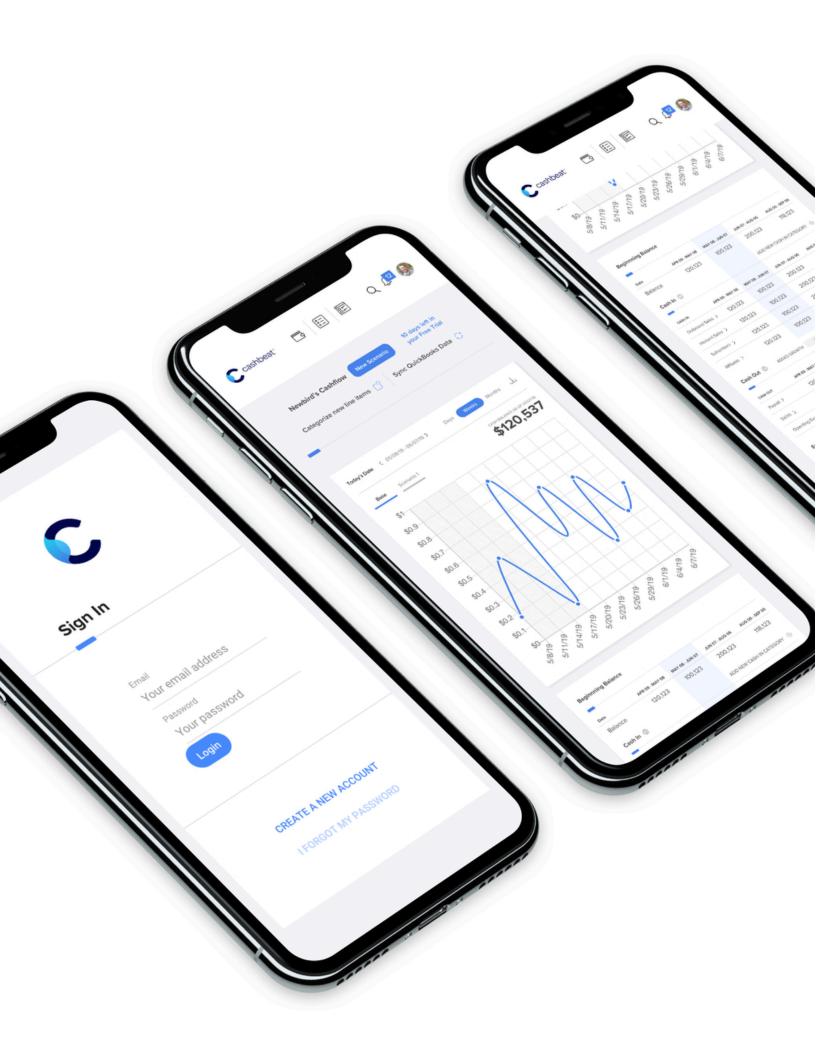
Valley Community Association Surgical Associates of Western New York Homeless Alliance of WNY Lewis & Lewis LLP **EMPact America Buffalo Philharmonic** Orchestra Town of Porter Niagara USA Chamber Niagara Falls Housing Authority Wendt Corporation GeoVantage Compu-Mail **Endeavor Services Group** TrainSMART **ERA Team VP** Thomann Asphalt Sunrise Medical Group

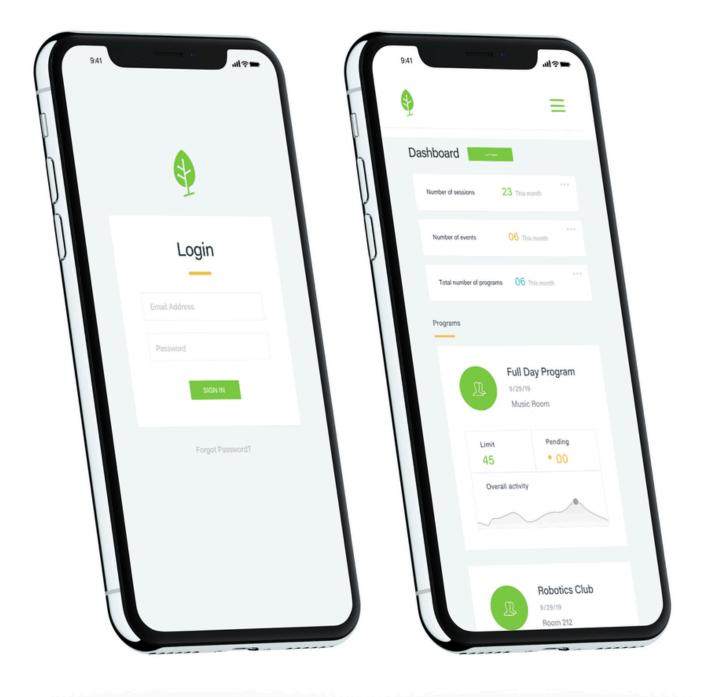
**Employment Screening** Services TJ Hirsch Enterprises **Darlington Provisions** Gelia **Crowley Webb** The Martin Group **Beyondus Telesco Creative Group** LocalEdge Secret Valley Media Labs **Rivetor Design** The Farm Design Co. Wirthwein Marketing Zago LLC Ready to Run

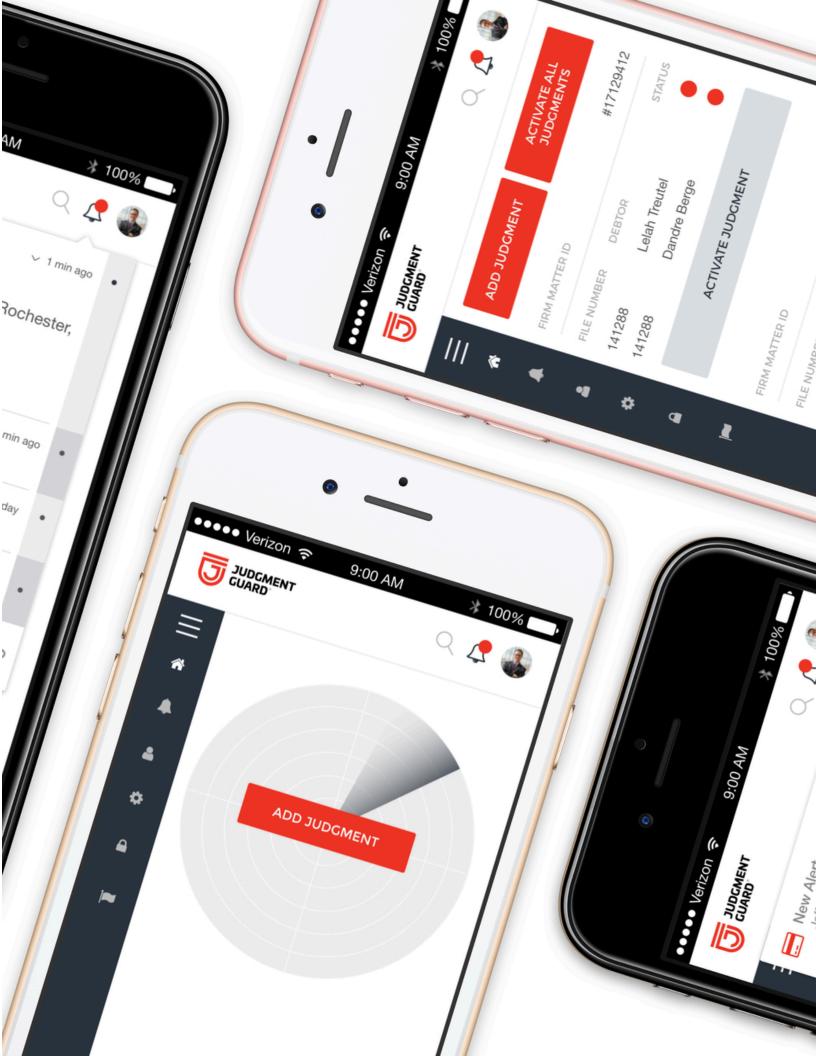


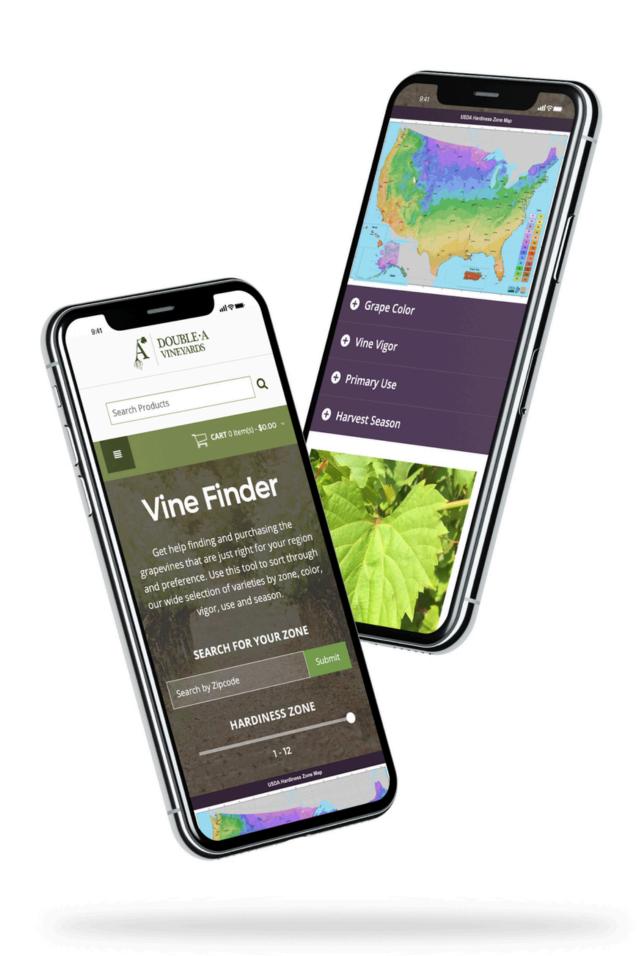


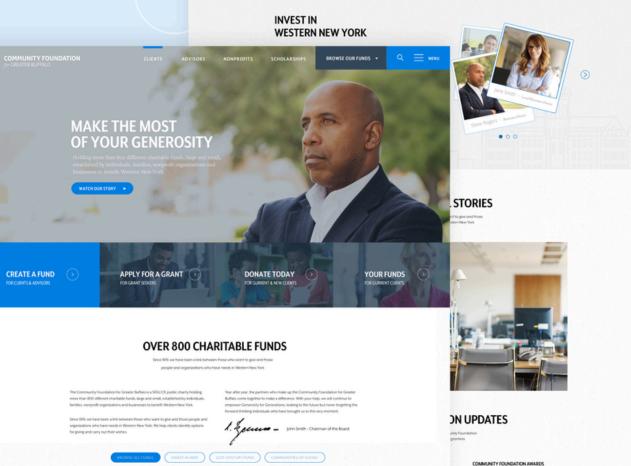
# **OUR WORK** DESIGN & DEVELOPMENT











#### INVEST IN WESTERN NEW YORK

The Community Foundation for Greater Buffalo is a  $gos(c)(\chi)$  public charity holding more than 8co different charitable funds, large and small, established by individuals, families, nonprofix organizations and businesses to benefit Western New York.

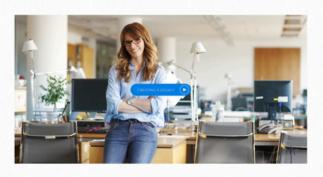
Since 1989, we have been a link between those who want to give and those people and organizations who have needs in Western New York. We help clients identify options for giving and carry out their wishes.





#### **OUR INRPIRATIONAL STORIES**

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#### COMMUNITY FOUNDATION UPDATES

LEAD POISONING

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#### JOIN US FOR STATE OF PLAY COMMUNITY CONVERSATIONS 19640

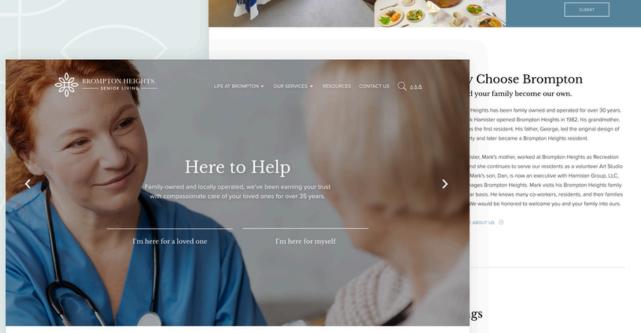
BILLBOARDS EDUCATE ABOUT COMMUNITY FOUNDATION AWARDS COMPETITIVE GRANTS 6.8.17

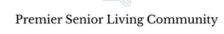


COMPETITIVE GRANTS

6.000

READ MORE





Brompton Heights Senior Living Facility in Williamsville NY, is a vibrant community where seniors have the opportunity to live a longer, healthier and more fulfilling life. An upscale, all-inclusive campus that empowers residents to live their best lives with the peace of mind that comes with 24/7 expert medical care.





services with all the benefits of a social lifestyle

A higher acuity of care

LEARN MORE ③

may be needed LEARN MORE ③





#### Why Choose Brompton You and your family become our own.

Brompton Heights has been family owned and operated for over 30 years. When Mark Hamister opened Brompton Heights in 1982, his grandmother, Evelyn, was the first resident. His father, George, led the original design of the property and later became a Brompton Heights resident.

Jane Hamister, Mark's mother, worked at Brompton Heights as Recrea Director, and she continues to serve our residents as a volunteer Art Studio instructor. Mark's son, Dan, is now an executive with Hamister Group, LLC, which manages Brompton Heights. Mark visits his Brompton Heights family on a regular basis. He knows many co-workers, residents, and their families by name. We would be honored to welcome you and your family into ours.

READ MORE ABOUT US



	Organization
sties	Learn more about Hamister Group's
	dedication to providing quality senior
ary Excellence	living services and find other communitie
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y Resources	

#### Brompton Heights Care Offerings

Memory Care

secure, intimate environment







Enhanced Care

A higher acuity of care

of a social lifestyle

rvices with all the benefits



Short Term Stay Providing complete care

and support for as long as may be needed

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Assisted Living The perfect blend of Creating opportunities for comfort, care, help, and mindful connections in a



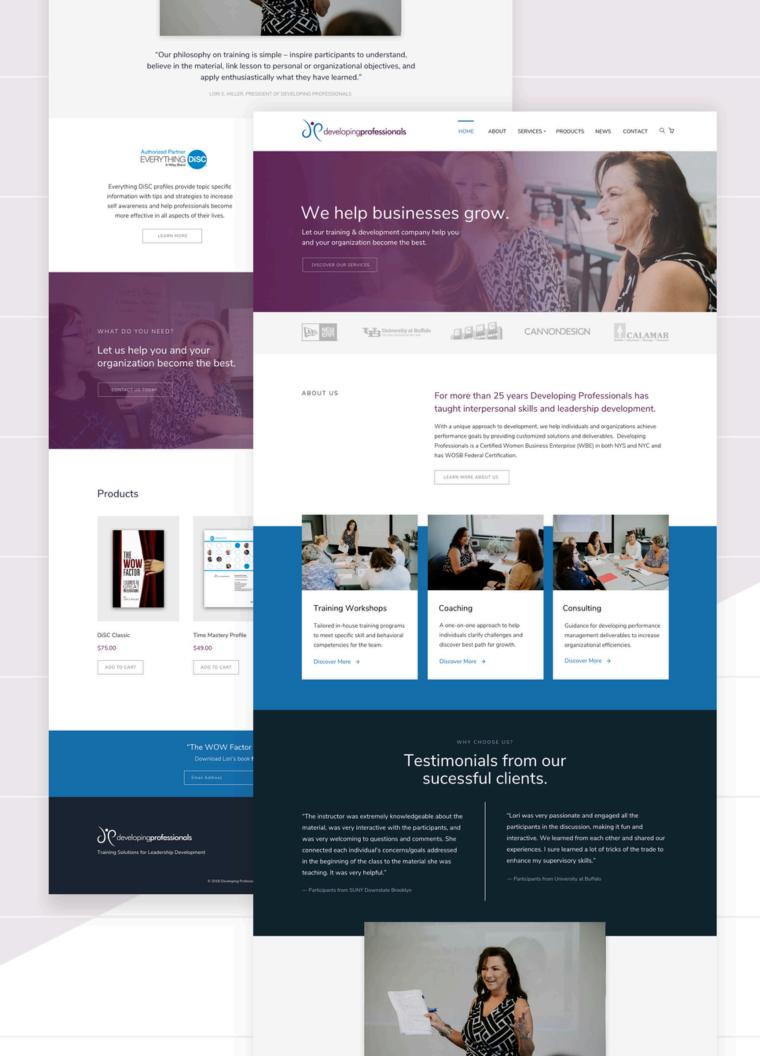
LEARN MORE

LEARN MORE ()

active living

LEARN MORE ③

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#### We are an elite team armed with PharmaLogic<sup>™</sup> technology.

We are pharmacists, engineers, data scientists, actuaries and medical directors dedicated to disrupting the status quo. PharmaLogic™ analytics technology allows us to uncover and identify what the industry does not want you to see or understand.

VIEW ALL EXPERTS



R remedy

It's your health. Own it.

2019 C Remedy Analytics. All Rights Rese Buffalo NY Web Design by Newbird

Improving health results begins by taking charge of your medication data.





create cost efficiencies, improve outc

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**XPOLogistics** 





Determined to maintain the status quo, industry middlemen conceal and utilize claims data for the benefit of their own bottom line. This inefficiency has fueled Remedy's passion to build a one-of-its kind technology platform that creates a smarter blueprint for employers and their employees. It's your health, Own it!

WATCH VIDEO ()

#### Campbells citibank

#### Aspire

O PSEG

#### How do we do it?

Remedy partners with our clients to obtain and transform targeted data sets using our proprietary PharmaLogic™ data-based medication platform.

These convoluted and disparate data sets are integrated and converted by PharmaLogic™ into actionable information that drives knowledge acquisition producing intelligent results. Just like an MRI, PharmaLogic™ agnostically uncovers what is hiding under the surface of any prescription medication program, details the blueprint necessary for correction, and allows for the plan sponsor and their members to make educated strategic decisions that can be policed and measured ongoing



#### Scott Kelly, COO | Aspire Health Plan

44 As a commercial and government health plan, Remedy is an invaluable partner to our organization. Remedy's analytics and technology allow us to see inside our PBM claims data to expose what would otherwise be hidden. My team and I are comprised of executive industry veterans and medical directors, and that experience has solidified the importance of partnering with innovative technology, especially in the PBM space, notorious for its complexity. Remedy's breadth and depth of knowledge in the pharmaceutical realm, their analytic toolset, as well as positive working relationships with our team have demonstrated we made the right choice."



#### We are an elite team armed with PharmaLogic<sup>™</sup> technology.

We are pharmacists, engineers, data scientists, actuaries and medical directors dedicated to disrupting the status quo. PharmaLogic™ analytics technology allows us to uncover and identify what the industry does not want you to see or understand.











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DOUBLE A





# TOWN OF AMHERST INDUSTRIAL DEVELOPMENT AGENCY LET'S GET STARTED