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## Proposal: Upstate New York & Ontario Chapter (UNYOC) of the MLA Website

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**OBJECTIVE:** To provide ongoing technical assistance and maintain functionality of the Upstate New York & Ontario Chapter (UNYOC) website. Expand functionality of the UNYOC site with online forms and payment methods for user registration. Additional needs of UNYOC include providing support of various site-related questions.

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- TASKS REQUIRED:**
- **Technical Support:**  
Provide timely updates to WordPress to maintain functionality of UNYOC site, and current with technology and security needs. Ensure plugins are compatible with WordPress version, and to find alternative plugin solutions as needed. Schedule backups of content, if/as needed.
  - **PayPal Forms:**  
Develop 2 forms for UNYOC for their membership and annual conference and provide scripting for PayPal integration for both pages/forms.
  - **General Assistance:**  
Provide technical assistance with questions regarding general site editing, functionality & development needs. Provide training and assistance with any new plugin features. Troubleshoot issues as needed.
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**ESTIMATE OF COSTS:** I anticipate that the time required for UNYOC site maintenance would be 16 hours per year with a breakdown of costs as follows. This maintenance estimate is quoted at \$50/hr for all services provided.

| Position:          | Hours           | Cost         |
|--------------------|-----------------|--------------|
| Technical Support  | 6 hours         | \$300        |
| PayPal Forms       | 2 hours         | \$100        |
| General Assistance | 8 hours         | \$400        |
| <b>TOTAL</b>       | <b>16 hours</b> | <b>\$800</b> |

Additional requests that are outside of the scope of the agreed upon maintenance agreement would need to be negotiated separately.



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