

Ruby Ranch Homeowner's Association

PO Box 71

Buda, Texas 78610

October 20, 2015 – REQUEST FOR PROPOSAL

PROJECT	Ruby Ranch Website Service
LOCATION	Ruby Ranch, Buda TX
BID DATE & TIME	11/9/15
PROJECT START DATE	1/1/16 through 12/31/17
PROJECT CONTACT	Cristi Rawlings, HOA BOD President 512-587-7891

The Ruby Ranch HOA Board of Directors is requesting proposals for the project identified above and as per the attached documents and below project details. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. The RR HOA reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract with obligation to the RR HOA.

PROJECT. This project consists of ALL website duties and services associated with our 324 lot community.

SCOPE OF WORK. Maintain the Ruby Ranch website (<http://www.rubyranchtx.com>) and server archiving services. Tasks are to include but are not limited to:

1. Pay domain name registration and hosting fees as needed.
2. Perform general maintenance on the hosting server and website as needed.
3. Setup special features on the association's server, such as protected areas for Document storage.
4. Manage the association's email services, such as setting up automatic email forwarding as needed.
5. Setup and provide tech support for FTP services
6. Periodically update content with the latest news of interest to the neighborhood.
7. Upload documents as needed to secure document archives on the server.
8. Update and maintain other parts of the site, as need. Examples of this are:
 - a. Enabling the Board of Directors Nomination Form
 - b. Maintaining the Transfer Request form
 - c. Updating the ACC restrictions as needed, etc.
9. Placing and updating advertisements, with approval of the Board of Directors.

BID. Bid is to be broken out as follows:

1. Monthly billing value
2. Potential ancillary services and their value

ADD OPTION BID.

1. Development and licensing of website.

Requirements & Terms. A W9 and Certificate of Insurance (valid throughout project) for General Liability, Workers Compensation and Automobile Insurance will be required for contracting. All payments for this project will be check. Invoices are anticipated to be paid within 30 days of receipt. **There is no deviation from the requirements and terms.**