



COMMERCIAL IN CONFIDENCE

Rue Van Ostade 32
Brussels 1000
Belgium
TVA: BE 883 385 037

WEBSITE PROPOSAL

EuroFinuse website

Project title	
Prepared by	Andy Lester & Mai Ling Corke
Submitted to	Maria Bause
Date	30 July 2012
Conditions	Price and content will be valid for one month from the date above.
Contact	Andy Lester (Drupal) / Mai Ling Corke (Design) Small World Solutions sprl t/a 'Something Nice' GSM: +32 (0)496 74 98 28 Email: hello@somethingnice.be

Contents

Project information.....	3
Client information.....	3
Purpose of the website	3
Domain name and hosting.....	4
Information architecture	5
Content Management System (CMS)	9
Design concept.....	9
Project timeline (delivery and payment)	10
Support and maintenance	11
Other notes	13
Summary	14
Website development contract	15
Terms and conditions.....	16

Project information

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Client information

Contact name(s)	Maria Bause
Organisation name	EuroFinuse
Address	Rue du Lombard 76 1000 Brussels
Phone	+32(0)2 514 3777
GSM	
Email	bause@eurofinuse.org

Purpose of the website

Purpose	The aim of the new website is to raise awareness of EuroFinuse and its activities. It will better clarify what it is that EuroFinuse does, as well as serve to disseminate information to users. It will reinforce the idea that EuroFinuse is a centre of expertise.
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The new website shall also be in French and German, in addition to English.

Domain name and hosting

Name	EuroFinuse
Status	Web hosting and domain name (www.eurofinuse.org) already exist. The developer will supply hosting (on European-based servers) that is compatible with the new CMS. The client will supply details of the domain name registrar so that the domain name can be pointed towards the new hosting. <i>Responsibility for the domain name will rest with the client unless otherwise specified.</i>
Registered	Unknown
Last update	Unknown
Email	
Tech contact	
Organisation	CompuGraphics nv
Address	
Phone	
Fax	
Email	
Website	

Information architecture

Proposal

The following *functional analysis*, *page list type*, and *site map* reflect the pages which are necessary to fulfil the brief (taken from documents supplied by EuroFinuse and examination of existing website).

Total number of (core) pages

Functional analysis

Pages	Custom blocks ('widget' or sidebar item)	Login	RSS feed	Simple search	Advanced search	Primary menu	Secondary menu (SEO)	Forum	Blog	Newsletter	Gallery	Form	Other
Home	- Banner - Spotlight - Latest news - Latest positions - Twitter/FB feed - Event registration - Newsletter signup - Social media links	For Members' Area	✓	✓		✓	✓			✓ PDF (since members only)			- Share widget - Language options
Mission				✓		✓	✓						
Key Priorities				✓		✓	✓						
History				✓		✓	✓						
Who we are				✓		✓	✓						
Get involved				✓		✓	✓						
Bylaws		Login from here goes directly to Bylaws section of Members' Area		✓		✓	✓						
Positions				✓	By topic (dropdown list), keyword, date. Accordion effect. Pagination.	✓	✓						PDFs with excerpts
Events	- Registration block			✓		✓	✓						Accordion
Annual Reports				✓		✓	✓						PDFs with excerpts

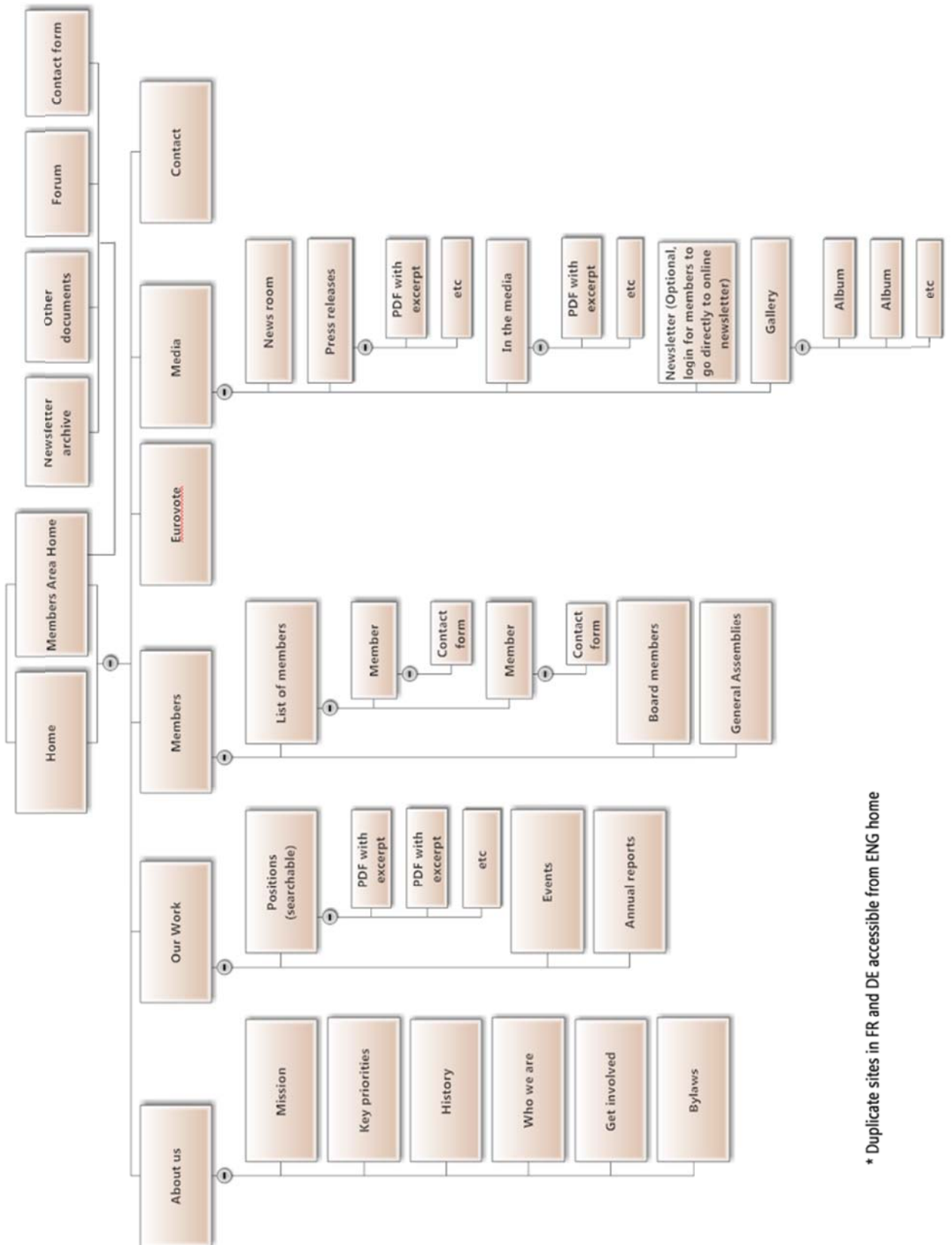
Pages	Custom blocks	Login	RSS feed	Simple search	Advanced search	Primary menu	Secondary menu (SEO)	Forum	Blog	Newsletter	Gallery	Form	Other
List of members				✓		✓						There is a contact form for each member (18)	Possible tabs for three types of member
Board members				✓		✓	✓					Contact form to each board member (7)	
General Assemblies				✓		✓	✓						
Newsroom			✓	✓		✓	✓						
Press releases				✓	Similar to Positions search. Accordion effect. Pagination	✓	✓						PDFs with excerpts
In the media				✓	To be discussed	✓	✓						Hyper links, PDFs, audio (hosted on Sound cloud) or video (YouTube or Vimeo)
Newsletter		Login from here goes directly to Newsletter section of Members' Area		✓		✓	✓						
Gallery				✓		✓	✓				✓		
Contact				✓		✓	✓						Google Map
Members area:	- Highlight latest additions to Members' area at top of Members' Area home			✓		✓	✓						Three levels: Member, Board member, Managing Director

Pages	Custom blocks	Login	RSS feed	Simple search	Advanced search	Primary menu	Secondary menu (SEO)	Forum	Blog	Newsletter	Gallery	Form	Other
Newsletter archive				✓		✓	✓						Reverse chronological pagination
Other docs													
Forum													
Contact form												✓	

Page list type

- Home Custom, complex
- About**
- Mission Plain text
- Key priorities Plain text
- History Plain text
- Who we are Layout for staff cv
- Get involved Plain text
- Bylaws Custom login
- Our work**
- Positions Advanced search, accordion, excerpts, pagination
- Events Plain text (provisional)
- Members**
- List of members Tabs for three categories
- Board members Same as staff cv
- General Assemblies Plain text
- Media**
- News room Plain text
- Press releases As positions
- In the media Custom, depending on amount of input and input types
- Newsletter Custom login as above
- Gallery Custom album shots with titles and date field
- Contact Google map styling
- Members area**
- Home Custom, complex. Document uploader
- Forum Styling default Drupal forum to EuroFinuse look & feel
- Contact form Custom

Site map



* Duplicate sites in FR and DE accessible from ENG home

Content Management System (CMS)

The website provided by Something Nice would be developed using Drupal, a robust, open source, Content Management System (CMS).

Drupal is used by hundreds of thousands of websites around the world because it is flexible, and highly extensible.

Because it is open source, the software is free (however, there is a maintenance fee associated with keeping the core software and modules up to date. This is because all the software is constantly updated to take advantage of technical, functional and security improvements).

The CMS allows non-technical staff to easily edit content based on the individual user's permissions in the system.

Staff can make changes using any browser and an internet connection.

Design concept

Current design
Proposed design

The new site should have a modern look & feel. It should reflect the desired image of EuroFinuse, i.e. as an independent centre of expertise and advocacy that represents the voice of final users of financial services in Europe (all end users, not just investors).

Users of the website will be these end users, as well as member associations, journalists and decision makers.

The colour scheme from the existing site should be used.

There may be scope for a logo redesign.

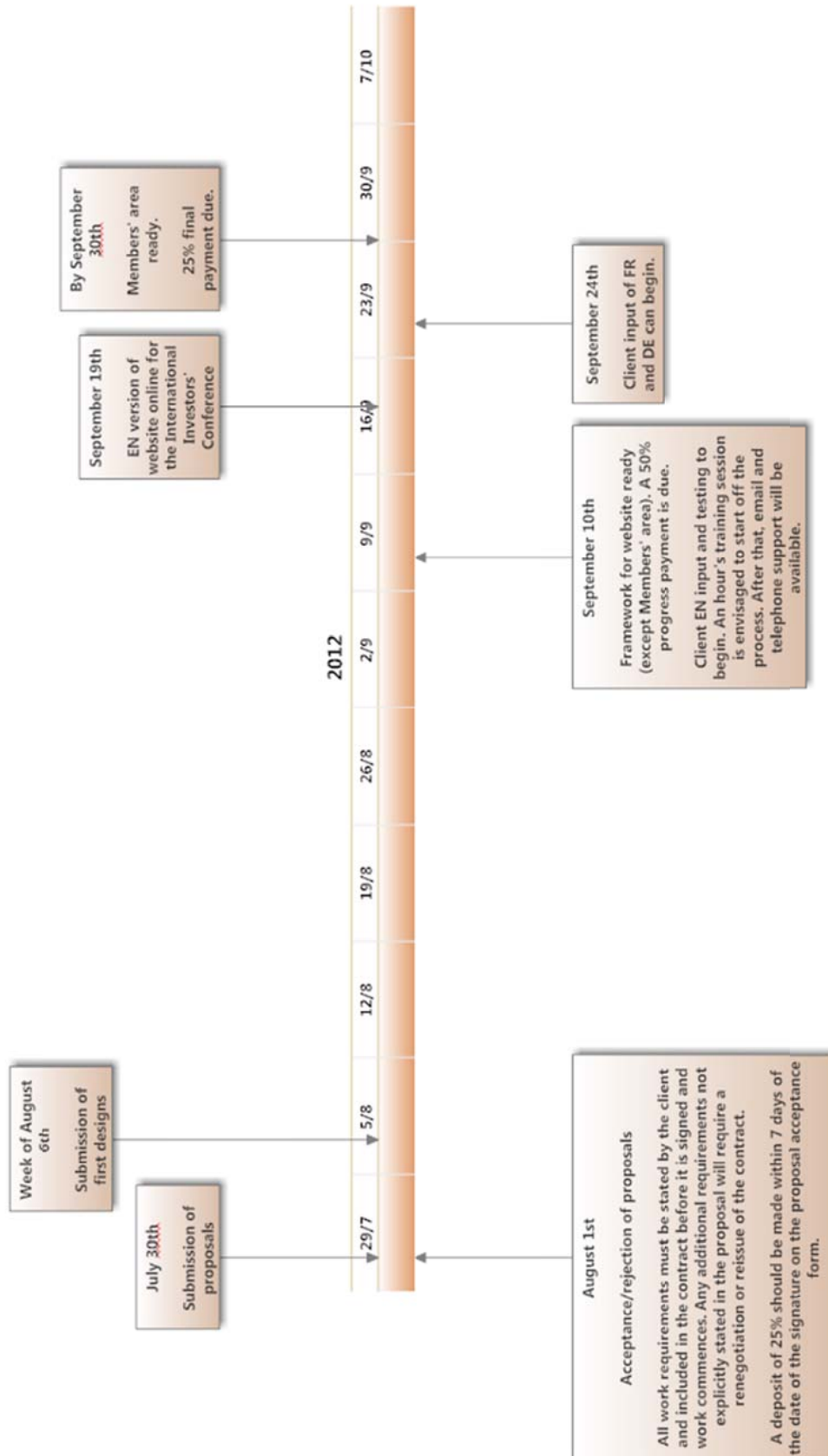
Images

The Client will supply all images and content.

The Client must guarantee that any elements of graphics, photos, text, trademarks, or other artwork furnished to the Developer for inclusion in web pages are owned by the Client, or that the Client has permission from the rightful owner to use each of these elements.

Please note that extra charges may be incurred where the Developer has to source images or content.

Project timeline (delivery and payment)



Support and maintenance

Initial training and support

The Developer will provide up to 2x training sessions of one hour, at an agreed time, for the two members of staff who will update the website. The training will be run collectively.

Email and telephone support is included until project completion.

Annual maintenance and support

An annual maintenance proposal is included below. The annual maintenance period will provide telephone and email support for the operation of the CMS.

Website maintenance packages The Basic package keeps your Drupal software and modules up to date and backs up your website on a regular basis. It is, therefore, highly recommended.

Other packages include the basic software updates, plus extra hours of website maintenance of your choosing.

<p>BASIC</p> <p>€150 per quarter</p>	<p>UPDATE²</p> <p>Basic plus up to 2 hours of work per quarter</p> <p>€270 per quarter €60 Per Hour</p>
<p>UPDATE⁵</p> <p>Basic plus up to 5 Hours of work per quarter</p> <p>€425 per quarter €55 Per Hour</p>	<p>UPDATE¹⁰</p> <p>Basic plus up to 10 Hours of work per quarter</p> <p>€650 per quarter €50 Per Hour</p>

INDICATIVE TASK AND TIME ESTIMATION

BROAD TASKS COVERED	MINIMUM TIME	MAXIMUM TIME
Content updates	15 mins	4 hrs
Additional webpage development	30 mins	4 hrs
Image changes/additions	15 mins	3 hrs
Technical troubleshooting	15 mins	4 hrs
Browser compatibility correction	30 mins	6 hrs
Debugging	30 mins	6 hrs
CMS troubleshooting	1 hr	4 hrs
Promotional updates	30 mins	4 hrs
Banner design	30 mins	4 hrs
Pop-up creation	30 mins	3 hrs

- There needs to be a minimum commitment of one year.
- Amount payable at the end of each quarter.
- The hours remaining at the end of the period will be carried over to the next period. At the end of the contract, this is subject to renewal within 15 days of expiry.
- Any hours spent on your project over and above those included in your package are charged at the normal hourly rate.
- If you do not see a package that meets your requirements, please get in touch to discuss your needs.

Other notes

Members' area

Moving the EuroFinuse website to a new CMS has implications for the log-in credentials of existing members.

Members will either have to re-register using the new system (the Developer can create an html email to members to explain the process), or, if they can be supplied by the client, the existing usernames and passwords can be imported to the new system.

Events

Please supply final format as soon as possible

In the media

Please indicate frequency and type of file as soon as possible

Google Analytics

Please supply your Google Analytics Tracking ID

SEO

The site will be created with Search Engine Optimisation in mind from a technical point of view (including SEO-friendly urls). However, the client acknowledges that much SEO benefit comes from content (text, correctly labelled images), and the client is responsible for this at the time of input.

Summary

Website hosting, design and implementation	Hosting that meets technical requirements of CMS (12 months) and domain pointing	€135,00
	Website design	
	<ul style="list-style-type: none"> • Two designs for homepage concept • Favicon • 11 custom page types plus standard page (headings, lists, tables, links, quote, divider, text, divider) • Iterations will be charged at the current hourly rate for design work 	€2437,50
	Integration of approved design into Drupal CMS, including: <ul style="list-style-type: none"> • Site in three languages • Event and Newsletter registration • Members' area with document repository (including Newsletter and Bylaws), forum and contact form • Managing Members' area log-in migration • Set up of Google Analytics tracking • Cross browser testing • See Information Architecture section for complete list • Content to be input by Client 	€4175,00
	Subtotal	€6747,50
Annual maintenance options (all include telephone and email support for CMS)	Basic (includes software updates and site backup) per quarter	€150,00
	Update ² per quarter	€350,00
	Update ⁵ per quarter	€500,00
	Update ¹⁰ per quarter	€800,00
TVA @ 21%		€
TOTAL		€

Website development contract

General agreement Small World Solutions trading as ‘Something Nice’, hereby known as The Developer, will design and develop the website outlined above for EuroFinuse, hereby known as The Client.

By signing this Agreement, The Client acknowledges that they agree with the proposal and timeline outlined above. The Client understands that any additional design work, or changes to the design of the website not covered by a maintenance contract will be treated as new work and charged at our usual hourly/daily rate rate of 50 eur/hour for design /admin work and 75 eur/hour for Drupal/ PHP/other programming where necessary. Other **service requests must be made in writing (e.g. by email with datestamp)**. The same terms and conditions will apply. This offer is valid for four weeks. Please see below for other conditions.

By signing this Agreement, The Client also acknowledges that they have read and agreed to the terms and conditions below. The Developer also accepts the terms and conditions set out below and will execute the project as outlined above.

Payment must be made in three instalments ;

- a 25% ‘Initial Payment’ due within 7 days of the date of signature below
- a 50% ‘Progress Payment’ due upon delivery of the website framework (EN, FR, DE, not including the Members’ Area)
- a 25% ‘Final payment’ once the whole website has been delivered

.....Name.....Date.....
Small World Solutions t/a ‘Something Nice’ Authorised signature

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorised to do the work as specified. Final payment will be made no less than 15 business days after the final day of the agreed completion period.
ACCEPTED:

.....Name.....Date.....
Client. Authorised signature

Terms and conditions

1. Unless otherwise specified by both Parties, the terms of this Agreement will commence on the date specified above.

Services and products

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2. The Developer will provide services to the Client relating to the creation or modification of a website as specifically outlined in the attached Proposal. The Developer may also supply the Client with Products as specified in the Proposal. In the context of this agreement, 'Products' means any hardware and/or third-party software provided to the Client by or on behalf of the Developer pursuant to this Agreement.

3. Any other services required by the Client in the framework of this project in addition to those stated in the attached Proposal are billable at the stated hourly rate and must be requested in writing. This includes research on the Client's behalf and is subject to a half-hour minimum.

4. The Developer is entitled to quote the Client separately for the provision of any other services or products required in addition to those outlined in the Proposal.

5. The Developer is entitled to provide the Services remotely from her own premises and will not be required to attend the Client's premises.

6. If the Developer is required to meet the Client for any reason pursuant to this Agreement, the Developer is entitled to bill the Client for his/her time at the stated hourly rate. The Client will also reimburse the Developer for reasonable transport and/or accommodation expenses incurred in doing so. However, this does not include transport or accommodation expenses where the Client's premises are located within 25km of the Developer. The Client will also reimburse the Developer for all expenses incurred on the Client's behalf or in carrying out its obligations under this Agreement.

7. The Developer reserves the right to assign subcontractors in the fulfilment of the Services if necessary.

8. In the case where the Client requests the execution of work in a shorter timeframe than usual or than agreed, the developer is entitled to charge 1.5x the normal hourly rate. For work requested during the weekend, a public holiday or previously notified holiday-time, the developer is entitled to charge 2x the hourly rate

Authorisation

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9. The Client will grant the Developer timely access to all the facilities required for providing the Services outlined above (such as usernames, passwords, contact details for other service providers). Where the Client fails to supply the information within the specified timeframe, the Developer reserves the right to adapt the delivery date of the project.

10. The Developer will not access the facilities for any purpose other than to provide the Services. The Developer will take all reasonable steps to ensure that access to the Client's facilities remains secure.

Confidentiality

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11. The Developer will not disclose to any third party or use, other than for the purposes of this Agreement, any information imparted to or obtained by it in connection with the fulfilment of this Agreement, which is of a confidential nature. This obligation of confidence will cease to apply to information that the Developer is required to disclose by any law, or which becomes part of the public domain, other than as the result of a breach by the Developer of her obligations of confidence under this Agreement.

Copyright and intellectual property

12. The Client unconditionally guarantees to the Developer that any elements of text, graphics, photos, trademarks, or other artwork furnished to the Developer for inclusion in web pages are owned by the Client, or that the Client has permission from the rightful owner to use each of these elements, and will hold harmless, protect, and defend the Developer and her subcontractors from any claim or suit arising from the use of such elements furnished by the Client.

13. If any third party intellectual property rights are used in the material supplied by the Developer, he/she shall ensure that all necessary consents and approvals to use such rights for the Client have been secured.

14. Unless otherwise agreed in writing, the copyright and all other rights relating to the material (the 'Intellectual property') supplied to the Client by the Developer pursuant to this Agreement will remain the property of the Developer.

15. Upon payment in full for the Services provided by the Developer pursuant to this Agreement, the Developer grants the Client a non-exclusive and non-transferable perpetual licence to use the Intellectual property for the Client's own business purposes.

16. Unless otherwise agreed in writing, the Developer and his/her subcontractors retain the right to display graphics and other web design elements as examples of their work in their respective portfolios.

Payment

17. The Developer is entitled to invoice the Client 25% of the estimated costs upon signing this Agreement, then 50% as a progress payment, and 25% upon completion of the Services. All payments will be made in euros. See payment timeline in proposal.

18. All invoices rendered by the Developer are payable within fifteen (15) days from the date of invoice, unless otherwise specified in the proposal. The Client agrees to pay the Developer in full within this time period.

19. If the Client fails to pay any invoice by the due date for payment, then without prejudice to the Developer's rights under this Agreement, the Client shall also pay the Developer interest on the outstanding amount at the prevailing rate specified by the Federal Public Service for Finance. In this case the Developer also reserves the right to stop further work on the project, and to take any material he/she has provided pursuant to the Agreement offline until payment is made. In addition, a fixed amount of 15% of the sum due, with a minimum of 50 eur, will be charged to the Client as an administration fee related to the late payment.

Termination

20. Both Parties are entitled to terminate work at any time by informing the other Party in writing. Any work completed up to this point shall be billed at the stated hourly rate and provided to the Client in the appropriate digital format.

Miscellaneous

21. The Developer does not warrant that the functions contained in the Proposal will meet the Client's requirements or that the operation of the provided Services or Products will be uninterrupted or error-free. In no event will the Developer be liable to the Client or any third party for any damages, including any lost profits, lost savings or other incidental, consequential or specific damages arising out of the operation of or inability to operate the web pages or website involved, even if the Developer has been advised of the possibility of such damages, although the Developer will strive to help the Client avoid such damages if it is within his/her power to do so.

22. From time to time governments enact laws and levy taxes and tariffs affecting the operation of

websites. The Client agrees that the Client is solely responsible for complying with such laws, taxes, and tariffs, and will hold harmless, protect, and defend the Developer and her subcontractors from any claim, suit, penalty, tax, or tariff arising from the Client's web operations.

23. If any part, term or provision of this Agreement is held to be illegal or unenforceable, neither the validity nor enforceability of the remainder of this Agreement shall be affected.

24. Neither Party shall be liable for failure to perform or delay in performing any obligation under this Agreement if the failure or delay is caused by any circumstances beyond its reasonable control, including, but not limited to acts of god, war, civil commotion or industrial dispute. If such delay or failure continues for at least 14 days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by notice in writing to the other.

25. Nothing in this Agreement shall be deemed to create the relationship of employer and employee between the Developer and the Client.

26. This Agreement shall be governed and construed by Belgian Law. Any dispute arising thereof shall be submitted to the exclusive jurisdiction of the Courts of Brussels, Belgium.