



Statement of Work

Presented to:

Francis Acland

Leonardo Corporation

Proposal Number: 2023-031

Prepared by:

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The logo for 641Tech, featuring the text "641TECH" in a bold, black, sans-serif font. The "4" is stylized with a vertical line through it. The text is set against a solid orange rectangular background.

About 641Tech

Community Focus

641Tech was founded with the goal of improving local communities. To do this, 641Tech uses businesses based in our service area whenever possible as well as providing discounts for community 501c3 organizations and charitable services. 641Tech strives to provide high-quality employment opportunities in the future.

Competitive Rates

641Tech provides the best rates possible to our clients. As we have been in the industry before incorporating we had received many quotes which had seemed extreme. With that in mind, 641Tech strives to provide a quality product at an affordable price

Staff

Noah Heckman - Owner

Noah has grown up in Iowa most of his life and is the founding member of 641Tech. He comes from the information security industry and has a history working in geospatial systems, IT systems administration, cybersecurity, surveillance systems, and audio-visual systems. He holds several CompTIA certifications such as Network+, Security+, and Project+

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Scope of Proposed Work

Website

Domain Registration

641Tech allows two options for managing the domain being used by Leonardo Corporation.

1. The client maintains their own domain name and is responsible to keep the domain registered and will update DNS records at the request of 641Tech staff.
2. 641tech maintains the domain name, keeps the domain name registered, and will manage the DNS records. Registration costs will be billed to Leonardo Corporation on a yearly basis. At the request of Leonardo Corporation 641Tech will assist with the transfer of the domain for any reason requested by Leonardo Corporation.

Initial Buildout

641tech will provide a website for the Leonardo Corporation hosted at ecatthenewfire.com. The website will be hosted on Wordpress, an open source content management system. It will use a number of free plugins to extend the functionality of the Wordpress website. The server hosting the web server will be hosted on cloud infrastructure hosted in the United States of America. 641Tech can include integrations for YouTube, Facebook chat, and Google Analytics. Other features can be requested as well not guaranteed. The buildout of the website will be a one time charge listed in the Cost of Services section below.

Continuous Operations

641Tech will operate the web server and ensure that it remains online and operational. 641Tech also commits to keeping the server updated and secured according to industry best practices and CIS guidelines in order to harden the services and operating system. All of the aforementioned operations in this section will be billed as a monthly invoice unless the Leonardo Corporation also purchases email services in which case it will be billed annually. Updates to the content such as help with copy, programing, or training of client resources will be billed at a locked hourly rate of \$75 per hour for up to 12 months from the date of acceptance of this contract and then at the standard labor rate following.

Disclaimer

The webserver is intended to be used for public access and is not expected to have private or sensitive data hosted on it. 641Tech will secure the server to the best of its ability to prevent it from becoming compromised but is not responsible for unintended disclosure of sensitive information.

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Email

Google Workspace

641tech can configure and enable a Google workspace tenant for Leonardo Corporation hosted at ecaththenewfire.com. 641Tech will provide best effort to migrate current email services and contacts but provides no guarantee as some of this depends on the current email providers setup and technology.

Google Workspace Plans

641Tech offers the following plans for Google Workspace. All plans are billed annually and pricing is listed in the Cost of Services section of this document.

Business Starter

Includes:

Gmail

Calendar

Google Drive - 30GB per user

Google Docs, Sheets, and Slides

Google Meet Video Conferencing - Up to 100 Participants

Google Meet IM Messaging

Business Standard

Includes:

Gmail

Calendar

Google Drive - 2TB per user , shared drive for the whole team

Google Docs, Sheets, and Slides

Google Meet Video Conferencing - Up to 150 Participants, recording, polling and Q&A

Google Meet IM Messaging

Business Plus

Includes:

Gmail

Calendar

Google Drive - 5TB per user, Shared drive for the whole team

Google Docs, Sheets, and Slides

Google Meet Video Conferencing - Up to 250 Participants, recording, polling and Q&A

Google Meet IM Messaging

Google Vault archiving and retention

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641TECH**Cost of Service****Quote**

The following estimates for services and/or products are valid for 30 days from the date of this proposal. Hourly rates are estimated and are subject to change following work completion. Should hours exceed what is listed in this estimate, approval from the point of contact will be acquired before continuing. Should hours worked be under the estimate, the client will only be charged for hours worked.

Services	Estimated quantity	Price per unit	Total price (USD)
Domain Registration - 1 yr	1	25	25.00
Website Initial Buildout - one time	1	200	200.00
Website Hosting - 1 yr	1	180	180.00
Software Products	Users	Price per user	
Google Workspace Business Starter	2	100	200.00
Google Workspace Business Standard		200	
Google Workspace Business Plus		300	
Totals			
		Subtotal	\$605.00
		Tax	42.35
		Total	\$647.35

Authorized Signature: _____ Date: _____