



CONTRACT TASK ORDER FORM

The following is a description of the Scope of Work requested under contract with the State of Alaska. The Contractor shall provide a description of the services required to complete the Scope of Work The description is the best estimate of services needed to complete the project. Revisions of the estimates may occur with the approval of both parties to the contract.

The Contractor shall not proceed with the work until a Delivery Order is issued for the final agreed upon project.

DATE: UPON AWARD
PROJECT NAME: ALASKA MARKETING WEBSITE
NUMBER: 250000001 SAMPLE

B. SCOPE OF WORK:

Design and content creation of a public-facing website. The website will support economic development by attracting investors and others looking to develop a new business or grow an existing business in Alaska. This Site is a key component of the Department’s marketing initiative. This site will be branded unrestricted by state standards and geared towards attracting investment and business to the state.

**C. DESCRIPTION OF SERVICES NEEDED
(INCLUDING EXPERTISE REQUIRED AND STAFFING LEVELS)**

1. DEVELOPMENT AND PRODUCTION
Create content and design the new website with the guidance of the DCCED project manager and the contractor.
2. CONTENT STRATEGY
Create a content strategy including working with DCCED to create new content.
3. WEBSITE DESIGN
The website design must be highly functional using modern design techniques. The design must be mobile responsive and intuitive to navigate.
4. SEARCH ENGINE OPTIMIZATION
Must use SEO best practices.
5. GRAPHIC DESIGN
Provide graphic design elements including the display of menus, buttons and similar.
6. POST GO-LIVE WEBSITE SUPPORT
The department will host the site on our existing hosting environment with a dedicated instance of DNN Platform. Contractor or sub-contractor(s) can have necessary access via VPN for development during the project. The final product must be mobile-friendly and use the latest version of the web content accessibility guidelines (WCAG) level A and AA issues, maintained and published by the World Wide Web Consortium (W3C) for this purpose. The selected contractor will provide on-demand as-needed support through the end of the contract term and any exercised renewal options.



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D. DELIVERABLES

1. PRODUCTION PLAN
2. CONTENT DEVELOPMENT PLAN
3. INITIAL DESIGN
4. FINAL DESIGN
5. GO LIVE
6. POST GO LIVE SUPPORT

E. LOCATION(S) OF WORK

WEBSITE HOSTED BY DCCED
OTHER LOCATIONS TBD BASED UPON WORK

F. PERFORMANCE PERIOD AND MILESTONES

1. GO LIVE DEADLINE Website must go live on or before March 14, 2025.
2. Other milestones TBD based upon Production Plan.



DELIVERY ORDER
Department of Commerce, Community, and Economic
Development

NUMBER:
DO 08 25XXXXXXXX - 1
AWARD DATE:
AUGUST 9, 2024

VENDOR:

AGREEMENT REFERENCE:

MA FROM RFP 250000001

F.O.B. POINT

F.O.B. final destination

PAYMENT TERMS:

Note: The State will pay within 30 days if no payment terms are defined here.

PURCHASE DESCRIPTION - For further information, refer to Commodity Section below:

ALASKA MARKETING WEBSITE

Bill To:

JUNEAU - ASD
Procurement Section / Finance Sect
333 WILLOUGHBY AVENUE
9TH FLOOR STATE OFFICE BUILDING
Juneau, AK 99801

Ship To:

JUNEAU - ASD
Procurement Section
333 WILLOUGHBY AVENUE
9TH FLOOR STATE OFFICE BUILDING
Juneau, AK 99801

COMMODITY INFORMATION

Item No.	Supplier Part No.	Description	Delivery Date	Quantity	Unit	Unit Price	Extended Line Total
1		PRODUCTION PLAN		1.00	EA	\$ 10,000.00	\$ 10,000.00
2		CONTENT DEVELOPMENT PLAN		1.00	EA	\$ 10,000.00	\$ 10,000.00
3		INITIAL DESIGN		1.00	EA	\$ 10,000.00	\$ 10,000.00
4		FINAL DESIGN		1.00	EA	\$ 50,000.00	\$ 50,000.00
5		GO LIVE		1.00	EA	\$ 70,000.00	\$ 70,000.00
TOTAL							\$ 150,000.00

CERTIFICATION

PROCUREMENT OFFICER:

Name : _____ Initials : _____
 Contact : _____ Date : _____
 Email : _____

NOTE: This order constitutes a binding commitment between the State and the vendor listed hereon. Unauthorized modification without express prior approval of the procurement officer will result in a financial obligation on the vendor and/or unauthorized State personnel making the change.

IMPORTANT:

1. Award number and received department name must appear on all invoices and documents related to this order.
2. Receipted freight bills must accompany claims for freight charges.
3. The State is registered for tax free transactions under Chapter 32, IRS Code, Registration No.92-6001185. Items are for the exclusive use of the State and not for resale.

SIGNATURES

Name : _____ Title : _____
 Signature : _____ Date : _____

Name : _____ Title : _____
 Signature : _____ Date : _____

Name : _____ Title : _____
 Signature : _____ Date : _____