

## **Sapere Consulting**

### **Website Development and Maintenance Estimate for the Railbelt Reliability Council**

**September 27, 2022**

#### **Background**

On September 23<sup>rd</sup>, 2022 the Railbelt Reliability Council (“RRC”) received a certificate from the Regulatory Commission of Alaska (“RCA”) to operate as the Electric Reliability Organization (“ERO”) for the Railbelt transmission system. As a certificated entity the RRC will have certain regulatory requirements. Many of these compliance obligations center around the organization’s public interface including public notice obligations, public comment and information request interfaces, public access to information and documents, email, and ListServ services. The current RRC website is not fully compliant with these regulatory requirements. Sapere has developed the following estimate to provide interim website development and maintenance services and interim email and ListServ services for the RRC until such time as RRC Staff can be hired and take over these operations.

#### **Proposal**

Sapere will build an updated RRC website which will have similar appearance and functions as the RRC website currently hosted by the Alaska Power Association (located at <https://alaskapower.org/rrc/>). The updated website will have the following capabilities and features:

1. General RRC information similar in structure to the current site but updated so that all information is maintained and current.
2. Contact information for the RRC and RRC Governance Committee will be posted and available.
3. Ability to easily post information such as public notices (e.g., Board and Committee meeting agendas), RRC documents (e.g., bylaws, policies, rules, board materials, budget documents), approved public comments, petitions for access to confidential documents, applications to serve as Public Participants, and other documents in an organized, timely, and public way that is compliant with the deadlines required of the RRC as the Railbelt ERO.
4. A link or a form that allows the submission of public comments. This functionality may simply be a link that initiates an email to be sent to a monitored email address. Public comments will then be reviewed for confidential material and posted to the website if appropriate.
5. A link or a form for requesting access to confidential documents. This functionality may simply be a link that initiates an email to be sent to a monitored email address. Requests for confidential information will then be reviewed and posted to the website.
6. A form with instructions on how to appeal the denial of a request to serve as Public Participant. The form will be downloadable to be filled out by the party and submitted via email. Such appeals will then be reviewed and posted to the website.
7. Forms and/or instruction on how to subscribe and unsubscribe from the ListServ. ListServ will be maintained by Sapere.

Sapere will complete the following tasks:

1. Secure a domain suitable for use by the RRC. The managing RRC Committee will approve the selected domain prior to its purchase by Sapere.
2. Review the RRC's rules and policies and work with the managing RRC Committee to form an understanding of the website requirements and RRC preferences.
3. Construct a basic website with the form and function as described above using WordPress or other similar website production software as may be agreed upon.
4. Secure a webhosting arrangement with an established and reliable web hosting provider.
5. Build the website in a time-efficient manner working with the managing RRC Committee to review the design and layout prior to making the website live. Sapere will coordinate with APA to ensure a smooth transition from the current site to the new site. This initial website is intended to be presentable and professional but is understood to be a basic functional design focused on meeting the regulatory requirements of the RRC as the ERO for an interim period until the RRC is staffed and can take over management of the website.
6. Establish RRC email services to meet the interim needs of the RRC until staffed.
7. Develop and maintain a public-facing ListServ with features as developed by the managing Committee.
8. Publish the website upon approval of the managing RRC Committee(s).
9. Actively maintain the content of the website and manage the email and ListServ in a reliable and compliant manner until the RRC is staffed and ready to take over the maintenance activities. Maintenance and updates of the website will be performed during normal business hours Monday-Friday. The website and the supporting infrastructure will be set up in a way that supports easy transfer of the ongoing maintenance of the website to the RRC.

## Estimate

Sapere estimates the costs to build and maintain the website, email, and ListServ are as follows:

- Secure the domain: \$12/year (AWS Route 53)
- Contract for webhosting: \$0 setup + \$20/month
- WordPress software license: none required
- ListServ subscription fee (e.g. MailChimp) \$17/month
- Sapere resources:
  - Software Developer:
    - Scott Talbert \$265/hr
  - Consultants:
    - Bayunt Ollek \$155/hr
    - Sebastian Orillac \$155/hr
    - Audrey Neubauer \$100/hr

One-Time Upfront Development Tasks:

<b>Task Description</b>	<b>Developer Hours</b>	<b>Consultant Hours</b>	<b>Cost Estimate</b>
<b>Create AWS Account</b>	2		\$530
<b>Register Domain Name and Configure DNS</b>	2		\$530
<b>Create LightSail WordPress Instance, Select Theme, Create Accounts</b>	2		\$530
<b>Configure SSL certificates</b>	2		\$530
<b>Create Initial Base Website (estimated at 5 pages)</b>	24		\$6,360
<b>Develop/Configure/Finalize Website Content</b>	6	30	\$6,240
<b>Client Review and Feedback – Content Adjustments / Fixes</b>	4	12	\$2,920
<b>Establish email services to meet the interim needs of the RRC until staffed</b>	2	2	\$840
<b>Establish a public facing ListServ and integrate with the website</b>	1	2	\$575
<b>Total</b>	<b>45</b>	<b>46</b>	<b>\$19,055</b>

Ongoing Maintenance Tasks and Subscription Fees:

<b>Task Description</b>	<b>Developer Hours</b>	<b>Consultant Hours</b>	<b>Subscription Costs</b>	<b>Monthly Cost Estimate</b>
<b>Domain Registration Renewal</b>			\$12/year	\$1
<b>Ongoing contract for webhosting</b>			\$20/month	\$20
<b>WordPress software license</b>			None	\$0
<b>ListServ subscription fee (e.g. MailChimp)</b>			\$17/month	\$17
<b>Daily website maintenance</b>	2/month	10/month		\$2,080
<b>Monitor and maintain RRC email accounts</b>		4/month		\$620
<b>Manage ListServ</b>		1/month		\$155
<b>Total Monthly</b>	<b>2hr/month</b>	<b>15hr/month</b>	<b>\$38/month</b>	<b>\$2,893/month</b>
<b>Total for 7 Months of Services adjusted for inflation for 2023</b>	<b>14hr</b>	<b>60hr</b>	<b>\$266</b>	<b>\$21,061</b>

