

THE MAILROOM

City of Los Angeles Approved Vendor for
Website Services for Neighborhood Councils
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1840 S. Gaffey Street, San Pedro, CA 90731



September 4, 2020

Highland Park NC Neighborhood Council SCOPE OF WORK

The Mailroom has been requested to provide the following services at a cost of \$290 per month:

Website Maintenance: Uploading of all documents to website such as agendas, minutes, flyers, calendar of events, news articles, etc. Includes creation of graphics (such as banners) and conversion to PDF's and/or JPG's format when necessary. Removal of expired content when necessary. Minor website updates and maintenance included. \$120.00/mo

Email Blasts thru Constant & Newsletter Service: Each monthly agenda & all committee agendas are sent out to the stakeholder email. Creation of a HHPNC Newsletter (twice per month) with content to be provided by HHPNC. Some content may be provided by Mailroom through incoming City and County emails. \$125.00/mo

Constant Contact Fees: Monthly account fee for email marketing. \$45/mo (paid to Constant Contact by Mailroom)

TOTAL MONTHLY COST FOR ALL ITEMS\$290.00