

Machines Italia Website Platform Upgrade Drupal 10

1 - TECHNICAL DESCRIPTION

This document contains all necessary particulars for consideration in the quotation.

Please be aware that: all particulars must be addressed within the company's proposal. Incomplete proposals, which do not cover said particulars may cause the removal of the company from consideration.

1- Recital of Responsibilities

- Developer provides web site development services;
- Customer wishes to retain Developer to develop, host and maintain a customized web site for Customer, and to provide certain services in connection therewith; and
- Developer desires to provide such development, hosting, maintenance other services pursuant to the terms and conditions of this Agreement

2 - Best Practices for Upgrade/Migration of Site from Drupal 7 to Drupal 10

Pre migration to Drupal 10 will require the following best practices while the migration of the site's current data (Drupal 7) starts:

- It's essential that the awarded company performs an audit across content pages, images, files and other data
- Delete and clean up content, images, files and other data on Drupal 7 site before the migration — this will allow for a cleaner 'base' to start the migration process from
- Ensure the Drupal 7 site core version is the latest available
- Backup all data in case anything goes wrong during the migration process — ideally, the awarded company will have an automated backup schedule in place for both the Drupal 7 and the Drupal 10 sites
- Freeze content changes on the Drupal 7 site during migrations
- Depending on the site's features, there may be site configurations that will need migration that must be handled according to the module's specifications
- If any content has either been removed content or had their their paths changed, the awarded company will make sure there are redirects from the old URLs to someplace appropriate on the site to prevent 404 errors
- Testing done by the awarded company of the new Drupal 10 site to make sure the content and data has all come across as expected

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- Awarded company will keep in mind non-technical team members (eg ITA staff) may not be able to properly review the site content yet because it is not yet themed.

3 - High Level Steps per Duration of Project

The ITA will provide support assistance (when possible) to the awarded company's project team. The awarded company will conduct the following 10 high-level steps throughout the duration of the project which are:

- Step 1: Assess current Drupal 7 site
- Step 2: Plan upgrade path from Drupal 7 to Drupal 10
- Step 3: Evaluate current modules
- Step 4: Create Drupal 10 site with contributed modules
- Step 5: Upgrade custom modules
- Step 6: Migrate data
- Step 7: Rebuild theme or build a new theme (only if deemed necessary by the ITA)
- Step 8: Test site
- Step 9: Launch Drupal 10 site
- Step 10: Train ITA staff on the new Drupal 10 site

4 - Migration Process and Related Elements

As part of the migration process to the updated Drupal platform, the following elements will be maintained, updated and or revised as needed to take advantage of said platform.

- Page Optimization - Optimize the site for viewing on standard and mobile devices, using responsive design to present content optimally. Three responsive "breakpoints":
 - Desktop/laptop Tablet and Smartphone
- Security - Awarded company will make key changes in order to ensure site security against sophisticated hackers.
- Necessary Data Handling - Awarded company will ensure all directories, machinery category descriptions will have the ability to be either exported or imported into the site machinery directories in an EXCEL / CSV format to allow easy updating of the companies, sectors, and machinery categories listed. Same import and export functionality will be made available for site member registrants in order that the ITA may utilize said information in external services/functions such as emailing.
- Creation of New Passwords for ITA Admins. Current company and member registrants will maintain their current login credentials, unless otherwise deemed necessary by the award company.
- Creation of User and Admin Manuals for both company site registrants and ITA appointed administrators
- MultiLingual capabilities maintained - English, French, Spanish and Italian utilizing Deepl technologies already integrated into the current site.
- Site Copy with current fonts with the option to be changed according to necessary campaign activities
- Marketing, Reporting and Web Traffic Reporting utilizing current Google G4 Analytics
- Additional Marketing Tools such as AddRoll to monitor visitor traffic and navigation on site.
- Contact US Page - allowing for requests for information to be submitted via offices indicated, with requests forwarded to the respective ITA Office of competency eg. Chicago, Toronto, Mexico City, Houston, etc.
- Site Monitoring utilizing site24x7 tools



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Chicago Office

- Alert Notifications - ITA will receive notifications as to when a company or visitor registers on the site. All registrations will require approval prior to their acceptance by the ITA.
- Social Media Posting Tools Integration including Facebook, LinkedIn, Twitter, Pinterest and others currently found on the site as well as providing the option to integrate new tools as they become available and used by the campaign's target audiences within the respective markets.
- Bugs and Fixes - ensure that bugs, code breaks and other matters pertaining to both the site and web app are addressed in real time within the 60-day post live of the site. Additional work beyond said period will be considered within the maintenance costs indicated below.
- Current Site Structure Integrity Preservation - Insure all current functionality and structure of the site including elements such as Squirrel Mail, Administration Back Office and ExpressionEngine migration to Drupal 10 will be successfully conducted, maintained and migrated.
- Provision of embedded coding on the site for future elements deemed viable to the Agency's promotional activities.

5 - Maintenance

Ongoing maintenance of the site will be set at a cost per each hour of maintenance beyond the 90 days from which the site officially goes live. The ITA requires that it must be informed at least 60 days prior to any change to the pricing to said hourly maintenance as per its accounting protocols.

Should the ITA agree to a maintenance block package of hours, the ITA will utilize those hours for supporting the functionality of services on the site within a given time period specified. In the case that close to the conclusion of the stated time period, services were not fully utilized for maintenance, the remaining monetary amount will be used to improve the functionality and or visibility of the site as deemed appropriate by the ITA.

6 - Site Hosting

The awarded company will inform the ITA of any necessary work and/or services outside of this agreement with a written quotation and explanation prior to any said work and/or services conducted. In particular, the awarded company will insure the flip-over and continuation of the hosting via its designated hosting server, providing the ITA with a written quote for said hosting services and will, upon approval by the ITA issue a continuation of them on an annual basis.

7 - Marketing Services

Services mentioned within this order period will go active upon the site going live for a 12-month period. The awarded company will inform the ITA – with ample time, when said services would require renewal, providing the ITA with pricing (updated if needed) to reflect said charges.

8 - Understandings

- All material produced within the site, will become the exclusive global property of the Italian Trade Agency and its partner associations. Any site related element may be used at the ITA's full discretion in any format – print, digital, online, etc.;
- Prior to the new site platform going online, the ITA MUST first approve all elements, features, functionalities, etc. Requests for revisions, etc. are expected and should be already considered in the awarded company's quote.