

# Dane County Contract Cover Sheet

Res 78  
Significant

<b>Dept./Division</b>	Administration
<b>Vendor Name</b>	Ascedia
<b>Vendor MUNIS #</b>	26652
<b>Brief Contract Title/Description</b>	This addendum modifies Dane County Contract #13339 to add the second phase of the website redesign project
<b>Contract Term</b>	7/15/2019 to 2/28/2020
<b>Total Contract Amount</b>	\$ 130,400

<b>Contract #</b> <small>Admin will assign</small>	13339 D
<b>Addendum</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Contract</b>	
<input checked="" type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Grant
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input checked="" type="checkbox"/>	Other

<b>Purchasing Authority</b>	<input type="checkbox"/> \$10,000 or under – Best Judgment (1 quote required)		
	<input type="checkbox"/> Between \$10,000 – \$36,000 (\$0 – \$25,000 Public Works) (3 quotes required)		
	<input checked="" type="checkbox"/> Over \$36,000 (\$25,000 Public Works) (Formal RFB/RFP required)	<b>RFB/RFP #</b>	117053
	<input type="checkbox"/> Bid Waiver – \$36,000 or under (\$25,000 or under Public Works)		
	<input type="checkbox"/> Bid Waiver – Over \$36,000 (N/A to Public Works)		
	<input type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other		

<b>MUNIS Req.</b>	<b>Org Code</b>		<b>Obj Code</b>		<b>Amount</b>	\$
<b>Req #</b>	<b>Org Code</b>		<b>Obj Code</b>		<b>Amount</b>	\$
<b>Year</b>	<b>Org Code</b>		<b>Obj Code</b>		<b>Amount</b>	\$

<b>Resolution</b>	<b>A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.</b>		
	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required.		
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.	<b>Res #</b>	2019
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	<b>Year</b>	078

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
NG	Received by DOA	6/10/19		
CA	Controller		6/11/19	
CG	Purchasing	6/12/19	6/12/19	
	Corporation Counsel	6/12/19	6/12/19	
	Risk Management	6/11/19	6/11/19	
	County Executive			

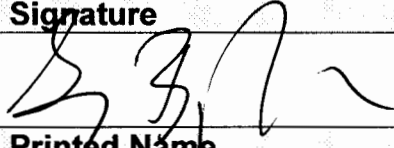
Dane County Dept. Contact Info		Vendor Contact Info	
<b>Name</b>	Nick Bubb	<b>Name</b>	Ascedia
<b>Phone #</b>	608-266-8477	<b>Phone #</b>	414-292-3240
<b>Email</b>	bubb.nicholas@countyofdane.com	<b>Email</b>	apaul@ascedia.com
<b>Address</b>	City-County Building, Room 425 210 Martin Luther King Jr Blvd Madison, WI 53703	<b>Address</b>	161 1 <sup>st</sup> Street STE 200 Milwaukee, WI 53204

**Certification:**

The attached contract is a:

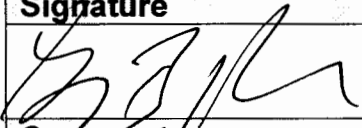
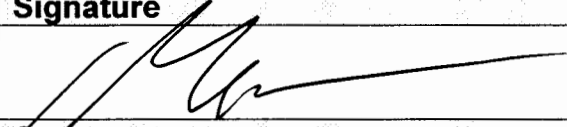
<input checked="" type="checkbox"/>	Dane County Contract <u>without</u> any modifications.
<input type="checkbox"/>	Dane County Contract <u>with</u> modifications. The modifications have been reviewed by:
<input type="checkbox"/>	Non-standard contract.

**Contract Cover Sheet Signature****Department Approval of Contract**

Dept. Head / Authorized Designee	Signature	Date
		6/11/19
	Printed Name	
	Greg Brockmeyer	

**Contracts Exceeding \$100,000**

Major Contracts Review – DCO Sect. 25.11(3)

Director of Administration	Signature	Date
		6/22/19
	Comments	
Corporation Counsel	Signature	Date
		6/12/19
	Comments	

2019-RES-078

**APPROVING A CONTRACT ADDENDUM FOR THE SECOND PHASE  
OF THE COUNTY WEBSITE REDEVELOPMENT PROJECT**

Dane County released RFP# 117053 in 2017 to redesign Dane County websites. Dane County selected Ascedia Inc. to lead the website redesign project from that Request for Proposals. Dane County awarded Dane County Contract # 13339 to Ascedia for this project.

Ascedia and Dane County have made significant progress: A redesigned County portal website (<http://www.countyofdane.com>) is already online and several more County Department websites are under redevelopment.

In creating the initial agreement with Ascedia, the project was divided into multiple phases. The first phase is scheduled to end in August 2019. This addendum adds to the initial agreement the scope, timeline, and cost of the second phase of the project. The second phase includes redeveloping the websites of the Land and Water Resource Department, the Department of Human Services, and the Planning and Development Department.

The 2019 Capital Budget allocated \$145,000 for the second phase of the website redesign project. An Addendum has been negotiated to complete the second phase of the project for \$130,400.

THEREFORE BE IT RESOLVD that the contract addendum is approved and the County Executive and County Clerk are authorized to execute the addendum agreement with Ascedia Inc. for \$130,400.



## DANE COUNTY CONTRACT ADDENDUM

**THIS ADDENDUM**, made and entered into effective as of the date by which both parties hereto have executed this document, by and between the County of Dane (hereinafter referred to as "County") and Ascedia Inc. (hereinafter, "Provider").

### WITNESSETH:

**WHEREAS** Provider and County, by a separate document (hereinafter, the "Master Agreement"), Dane County Contract #13339, have previously entered into a contractual relationship pursuant to which Provider shall redesign the County's websites, and

**WHEREAS** County and Provider wish to amend the Master Agreement in order to expand the scope of the initial agreement to include additional websites that were not included in the original Master Agreement.

**NOW, THEREFORE**, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged by each party for itself, the parties do agree as follows:

1. The Master Agreement shall remain in full force and effect unchanged in any manner by this addendum except as changes are expressly set forth herein. This addendum shall control only to the extent of any conflict between the terms of the Master Agreement and this addendum.
2. The attached schedules F, G, and H describe the expanded scope, the timeline of the expanded scope, and payment for the second phase of the project. From the Master Agreement, Schedules A – Project Scope and Schedule E – Division of Responsibilities still apply to this project.

**IN WITNESS WHEREOF**, the parties, by their respective authorized representatives, have set their hands and seals as of the dates set forth below.

**FOR PROVIDER:**

6/5/19  
Date Signed

**FOR COUNTY:**

\_\_\_\_\_  
Joseph T. Parisi, Dane County Executive

\_\_\_\_\_  
Date Signed



## DANE COUNTY CONTRACT ADDENDUM

### Schedule G: Phase 2 – Payment

PROVIDER shall bill monthly on the basis of work completed, not to exceed \$130,400.

Design and UX:	\$19,810
Content:	\$72,970
Development & QA:	\$37,620
Total:	<b>\$130,400</b>

#### PROVIDER Rates

Projects are produced using the hourly rates below.

Development Services	\$140
Frontend Development	\$140
Senior Technical Development	\$165
Creative Services	\$135
Marketing Services	\$135
Senior Level Strategist	\$165
Content Services	\$125
QA Services	\$110
Account Services	\$110
Project Management	\$110



## DANE COUNTY CONTRACT ADDENDUM

### **Schedule H: Phase 2 – Reports & Deliverables**

PROVIDER and COUNTY will:

**Weekly reports & conference calls** – PROVIDER and COUNTY will have weekly status calls at a mutually agreed upon time. A weekly written status report will consist of a running update of what progress is made, key deliverables and dates, concerns, etc. and will be emailed to Dane County each week.

**Face-to-face meetings** – Face-to-face meetings will be scheduled at times when key deliverables and reviews occur. The dates of these meetings will be decided upon by COUNTY and PROVIDER.

**Iterative reviews** – Iterative reviews will be slightly more ad hoc than other meetings, as these will occur every two weeks to allow both sides to communicate through smaller changes in the application. Not all parties will be able to participate in all iterative reviews, but if a representative from a particular department is needed, this request will be made the prior day by PROVIDER, when time allows.

**Documentation & team communication, bug reporting** – Basecamp & Jira will be set up by PROVIDER and used by COUNTY and PROVIDER for all team communication, documentation storage and access, and bug reporting during the testing phases.

#### **Websites Delivered:**

All sites below shall be delivered by PROVIDER and become property of COUNTY upon delivery. Sites will support multiple languages and will comply with WCAG 2.0 – AA standards for website accessibility.

<https://danecountyhumanservices.org/>  
[https://capital-im.com/CC\\_Default.aspx](https://capital-im.com/CC_Default.aspx)  
<https://lwrld.countyofdane.com>  
<https://olw-lwrld.countyofdane.com>  
<https://parks-lwrld.countyofdane.com>  
<http://www.ripple-effects.com/>  
<https://plandev.countyofdane.com/>  
<https://dd-brm.dcdhs.com/>  
<https://aaa.dcdhs.com/>  
<http://www.daneadrc.org/>  
<https://ji.dcdhs.com/>

<https://fostercare.dcdhs.com/>  
<https://wred-lwrld.countyofdane.com/>  
<https://www.wisaltwise.com>  
<https://lcd-lwrld.countyofdane.com/>  
<https://crc.countyofdane.com/>  
<https://cosc.countyofdane.com/>  
<https://lussierheritagecenter.com/>  
<http://www.daneplan.org/>  
<https://build-plandev.countyofdane.com>



## DANE COUNTY CONTRACT ADDENDUM

### **Schedule I: Phase 2 – Timeline**

Below is a high-level time for this phase of the project. Upon approval of this project, a detailed timeline will be provided with key milestones and estimated launch dates for each site in this phase.

<b>Content strategy, development, copywriting and restructuring</b>	July 15 – February 28, 2020
<b>Front-end development</b>	August 1 – February 28, 2020
<b>Back-end development</b>	August 19 – February 28, 2020