

Res 559

Dane County Contract Cover Sheet

Dept./Division	Administration
Vendor Name	Ascedia
Vendor MUNIS #	26652
Brief Contract Title/Description	Expands the scope of services, timeline, and cost in order to add the third phase of the website redesign project
Contract Term	April 8 2020 to December 31, 2020
Total Contract Amount	\$ 65,900

Contract # <small>Admin will assign</small>	13339F
Addendum	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type of Contract	
<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 type="checkbox"/>	Other

Purchasing Authority	<input type="checkbox"/> \$11,000 or under – Best Judgment (1 quote required)		
	<input type="checkbox"/> Between \$11,000 – \$37,000 (\$0 – \$25,000 Public Works) (3 quotes required)		
	<input checked="" type="checkbox"/> Over \$37,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #	117053
	<input type="checkbox"/> Bid Waiver – \$37,000 or under (\$25,000 or under Public Works)		
	<input type="checkbox"/> Bid Waiver – Over \$37,000 (N/A to Public Works)		
	<input type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other		

MUNIS Req.	Org Code	Obj Code	Amount	\$
Req #	Org Code	Obj Code	Amount	\$
Year	Org Code	Obj Code	Amount	\$

Resolution	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.		
	<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.	Res #	559
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	Year	2019

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	3/6/20		
oa	Controller		3/9/20	
oc	Purchasing	3/10/2020	3/10/2020	
	Corporation Counsel	3/11/2020	3/11/2020	
	Risk Management	3/10/2020	3/10/2020	
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
Name	Nick Bubb	Name	
Phone #	608-577-5690	Phone #	
Email	bubb.nicholas@countyofdane.com	Email	
Address	362 City-County Building	Address	

Certification: The attached contract is a:	
<input 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
	Printed Name	

Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

Director of Administration	Signature	Date
	Comments	
Corporation Counsel	Signature	Date
	Comments	

2019-RES-559

**APPROVING THE CONTRACT ADDENDUM FOR THE
THIRD PHASE OF THE WEBSITE REDEVELOPMENT PROJECT**

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

In creating the initial agreement with Ascedia, the project was divided into multiple phases. The first phase of the project is complete. Work on the second phase is ongoing and scheduled to be completed by October 2020.

This addendum adds to the initial agreement the scope, timeline, and cost of the third phase of the project. The third phase includes redeveloping the websites of the County Board, the County Clerk, the Clerk of Courts, the Register of Deeds, the County Sheriff, the District Attorney, the County Treasurer, the Juvenile Court Program, and several interdepartmental websites.

The 2020 Capital Budget allocated \$150,000 for the third phase of the website redesign project. An Addendum has been negotiated to complete the third phase of the project for \$65,900.

Therefore, be it resolved that the County Executive and County Clerk are authorized to execute the addendum agreement with Ascedia Inc. for \$65,900.



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 J, K, and L describe the expanded scope, the timeline of the expanded scope, and payment for the third phase of the 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:

Amy Paul

3/5/20
Date Signed

FOR COUNTY:

Joseph T. Parisi, Dane County Executive

Date Signed



DANE COUNTY CONTRACT ADDENDUM

Schedule J: Phase 3 – Expanded Scope

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.

Weekly development meeting – PROVIDER and COUNTY will have a weekly development status call at a mutually agreed upon time.

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. COUNTY will invite PROVIDER to appropriate Trello boards for the project.

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://board.countyofdane.com/>
<https://aecstudy.countyofdane.com/>
<https://courts.countyofdane.com>
<https://clerk.countyofdane.com/>
<https://elections.countyofdane.com/>
<https://rod.countyofdane.com/default.aspx>
<https://www.danesheriff.com/>

<http://www.teamdane.com/>
<https://da.countyofdane.com/>
<https://treasurer.countyofdane.com/>
<https://juvenilecourt.countyofdane.com/>
<https://foodcouncil.countyofdane.com/>
<http://www.treeboard.org/>
<https://environmentalcouncil.countyofdane.com/>
<https://cjc.countyofdane.com/>

Project Closeout:

PROVIDER will produce an end of the project audit to identify clean up and development issues. Upon the delivery of the audit, COUNTY and PROVIDER will schedule a meeting to address issues identified in the end of the project audit.

On the completion of clean up items, PROVIDER will produce an end of the project report and meeting for key stakeholders over the course of the entire project.

PROVIDER will provide COUNTY with assistance in submitting the completed project to identified government technology publications and awards.



DANE COUNTY CONTRACT ADDENDUM

Schedule K: Phase 3 – Payment

PROVIDER shall bill monthly on the basis of work completed, not to exceed \$65,900.

Design and UX:	\$25,000
Content:	\$33,400
Development & QA:	<u>\$ 7,500</u>
Total:	\$65,900

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 L: Phase 3 – Timeline

Set 1 – Planned Site Launches before August 1, 2020

- Treasurer - <https://treasurer.countyofdane.com/> (Launch by July 14, 2020)
- County Clerk - <https://clerk.countyofdane.com/> ; <https://elections.countyofdane.com/>
- District Attorney - <https://da.countyofdane.com/>
- County Board - <https://board.countyofdane.com/>
- Register of Deeds - <https://rod.countyofdane.com/default.aspx>
- Alliant Energy Center Study - <https://aecstudy.countyofdane.com/>

Project Step	Owner	Start Date	End Date
Kick off feedback session with staff	Ascedia/Dane	April 8, 2020	April 17, 2020
Sitemap and Content Recommendations	Ascedia	April 20, 2020	May 22, 2020
Site Creation & Feedback Period	Dane	May 26, 2020	July 17, 2020*
Site Launches	Dane	July 20, 2020	July 31, 2020

*Treasurer will be the first website set up and sent for review. The goal is to have the site live before July 14, 2020

Set 2 – Planned Site Launches before December 18, 2020

- Clerk of Courts - <https://courts.countyofdane.com>
- Dane County Sheriff - <https://www.danesheriff.com/> ; <http://www.teamdane.com/>
- Juvenile Court Program - <https://juvenilecourt.countyofdane.com/>
- Criminal Justice Council - <https://cjc.countyofdane.com/>
- County Extensions - <https://foodcouncil.countyofdane.com/> ; <http://www.treeboard.org/> ; <https://environmentalcouncil.countyofdane.com/>

Project Step	Owner	Start Date	End Date
Kick off feedback session with staff	Ascedia/Dane	June 1, 2020	June 13, 2020
Sitemap and Content Recommendations	Ascedia	June 14, 2020	July 24, 2020
Site Creation & Feedback Period	Dane	July 27, 2020	October 2, 2020
Site Launches	Dane	October 5, 2020	December 18, 2020