

Dane County Contract Addendum Cover Sheet

RES 165

Revised 06/2021

Contract # Admin will assign	133391
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Dept./Division	Administration	Vendor Name	Ascedia Inc.
Brief Addendum Title/Description	Website Redesign	Vendor MUNIS #	26652
		Addendum Term	to December 31, 2021
		Amount (\$)	\$ 48,950.00

Department Contact Information		Vendor Contact Information	
Contact	Nick Bubb	Contact	Ascedia Inc.
Phone #	608-266-8477	Phone #	414 292 3309
Email	bubb.nicholas@countyofdane.com	Email	apaul@ascedia.com
Purchasing Officer			

Purchase Order – Maintenance or New PO					
<input checked="" type="checkbox"/>	PO Maintenance Needed PO# 20181292	Org: CPADMIN	Obj: 58975	Proj:	\$48,950
<input type="checkbox"/>	No PO Maintenance Needed – this addendum does not change the dollar amount of the contract.				
<input type="checkbox"/>	New PO / Req. Submitted Req#	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Total Contracted Amount – List the Original contract info, then subsequent addenda including this new addendum					
<p>A resolution is required when the total contracted amount first exceeds \$100,000.</p> <p>Additional resolutions are then required whenever the sum(s) of any additional addenda exceed(s) \$100,000</p>	Addendum #	Term	Amount	Resolution	
	Original	04/30/2018 to 5/24/2019	\$ 299,975.00	<input type="checkbox"/> None	Res# 2017 RES 495
	A & B & C	04/19/2019 to 08/09/2019	\$ 35,000.00	<input checked="" type="checkbox"/> None	Res#
	D & E	07/15/2019 to 12/31/2020	\$ 140,400.00	<input type="checkbox"/> None	Res# 2019 RES 078
	F	04/08/2020 to 12/31/2020	\$ 65,900.00	<input type="checkbox"/> None	Res# 2019 RES 559
	G & H	to 12/31/2020	\$ 28,885.00	<input checked="" type="checkbox"/> None	Res#
	I	to 12/31/2021	\$ 48,950.00	<input type="checkbox"/> None	Res# 2021 RES-165
	Total Contracted Amount			\$ 619,110.00	

Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:		
<input type="checkbox"/> Corporation Counsel:	<input type="checkbox"/> Risk Management:	<input type="checkbox"/> No Pre-Approval

APPROVAL	
Dept. Head / Authorized Designee	
	Digitally signed by Bubb, Nicholas Date: 2021.08.31 15:39:01 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 8/31/21	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Friday, September 3, 2021 9:16 AM
To: Hicklin, Charles; Gault, David; Lowndes, Daniel; Patten (Purchasing), Peter
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #13339I
Attachments: 13339I.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 9/3/2021 9:49 AM	Approve: 9/3/2021 9:49 AM
	Gault, David	Read: 9/3/2021 9:29 AM	Approve: 9/3/2021 9:32 AM
	Lowndes, Daniel		Approve: 9/3/2021 10:04 AM
	Patten (Purchasing), Peter		Approve: 9/3/2021 9:29 AM
	Stavn, Stephanie		
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #13339I
Department: Administration
Vendor: Ascedia
Contract Description: Addendum to complete the website redevelopment project (Res 165)
Contract Term: 9/1/21 – 12/31/21
Contract Amount: \$48,950

Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

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2021 RES-165

**APPROVING THE CONTRACT ADDENDUM TO COMPLETE THE WEBSITE
REDEVELOPMENT PROJECT**

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

In creating the initial agreement with Ascedia, the project was divided into multiple phases. Work on the first three phases is complete.

This addendum adds to the scope, timeline, and cost of the tasks related to completing the website redevelopment project. These tasks include: implementing an enhanced Azure search, developing training videos, and improvements so that back-end software is easier to use for certain domains. These tasks will make it easier for County staff to get the most use of the redesigned websites.

The 2021 Capital Budget carried forward \$49,790. An addendum has been negotiated for \$48,950.

THEREFORE, BE IT RESOLVED that the County Executive and the County Clerk are authorized to execute an addendum agreement with Ascedia Inc. for \$48,950.



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 services.

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 M, N, O describe the expanded scope, timeline of the expanded scope, and payment for the final phase of the project.
3. The Master Agreement, and any amendment or addendum to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, the Master Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under the Master Agreement, or any subsequent amendment or addendum.



DANE COUNTY CONTRACT ADDENDUM

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, Director of Account Services

8/30/21

Date Signed

FOR COUNTY:

Joseph T. Parisi, Dane County Executive

Date Signed



DANE COUNTY CONTRACT ADDENDUM

Schedule M: Expanded Scope – Training, Clean-up, and Search

I – Training Videos

1. **Production of Training Videos.** PROVIDER will produce a series of training videos for the Dane County Content Management System. In producing these training videos, PROVIDER will:
 - a. Write a script for all videos that will be produced. This script will be shared with COUNTY and agreed upon before recording any screen actions or voice recordings.
 - b. PROVIDER will record the audio portion of the videos based on the approved scripts.
 - c. PROVIDER will develop a screen action recording for all necessary actions to fulfill the approved scripts.
 - d. PROVIDER will edit the videos to layer the audio recording over the screen captures.
 - e. PROVIDER will add any intro screens/title to videos.
 - f. PROVIDER will deliver all final production files, as well as the individual recordings for screen captures and audio.
 - g. COUNTY shall make available a test site for the blocks and features necessary to produce the videos.
 - h. PROVIDER will update existing documentation to remove old page editing methods and replace with block editing methods.

2. **Video List.** PROVIDER will produce the following list of videos. Each sub-bullet below is one video.
 - a. **Pages**
 - i. Adding a new page and updating metadata fields
 - ii. Adding and edition blocks, review common blocks, review specific use blocks, and review basic word processing style functions and style options in the blocks.
 - b. Media Library
 - i. Add new files, editing friendly titles, add alt text, and folder creation
 - c. CMS Modules
 - i. Notifications – adding, editing, urgent v. informational, scheduling
 - ii. Frequently Asked Questions – adding, removing, categories
 - iii. Events – adding, editing
 - iv. Quick Links – adding, removing, editing
 - v. Slideshows – adding images, captions, sizing, layout.

II – Convert selected Department websites to blocks.

1. **Deliverables.** PROVIDER will build all CMS content pages of the sites listed below in the new blocks format. PROVIDER will:
 - a. Link existing images and documents as needed in the content.
 - b. Replicate, to the best of their ability, the layout of each page in the new blocks format. It is understood by COUNTY that the existing blocks may not accommodate all existing layouts of the previously developed pages and that some layout changes may be required.
 - c. Setup the navigation menu for each site listed.



DANE COUNTY CONTRACT ADDENDUM

2. Limitations

- a. All revisions to newly built blocks pages will be handled by COUNTY
- b. All documents and images will be copied from production to the new QA build version of the site
- c. Any development work needed to update blocks will be handled by COUNTY
- d. COUNTY will setup site configurations and enable site features as necessary.
- e. PROVIDER will not be responsible for adding new imagery or documents to the site
- f. All module based content will not be edited in this process. This includes:
 - i. Notifications
 - ii. Events
 - iii. FAQs
 - iv. Slideshows
- g. All revisions to converted websites will be handled by COUNTY.

3. List of sites.

- a. County Executive - <https://exec.countyofdane.com>
- b. Land and Water Resources - <https://lwr.dane.countyofdane.com>
- c. Parks - <https://parks-lwr.dane.countyofdane.com>
- d. Climate Change - <https://daneclimateaction.org>

III – Revise Search Functionality

1. PROVIDER and COUNTY previously developed an Azure Search database to enhance functionality on redesigned websites covered under this agreement. Some updates and code revisions are necessary.
2. PROVIDER will make test and make the necessary changes in order to ensure the Search function is properly working on all redesigned sites.



DANE COUNTY CONTRACT ADDENDUM

Schedule N: Payment

PROVIDER shall bill monthly on the basis of work completed, not to exceed \$48,950.

Training Videos	\$22,250
Conversion to Blocks	\$23,700
Search	<u>\$ 3,000</u>
	\$48,950

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 O: Timeline

I – Video Training

- Work would begin the week of September 27, 2021
- Work would be completed by December 1, 2021

II – Site Builds in Blocks

- Work would begin the week of September 27, 2021
- Work would be completed by December 31, 2021

III – Revise Search

- Work would begin the week of September 27, 2021
- Work would be completed by December 1, 2021