

MEMORANDUM

August 30, 2013

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator
Russell Truell, Assistant City Administrator / CFO
Milissa Reiersen, Communications Manager
Brian Wilcox, Purchasing Manager

SUBJECT: Consideration of sole-source purchase, from Vision Internet Providers, Inc., a California corporation, of services necessary to upgrade the City's website in the total one-time amount of \$22,950 (\$32,000 budgeted in 110-82510-41330 for fiscal year 2014; Addendum No. 2 to City Contract No. 2009-0015)

Purpose

The purpose of this procurement is to upgrade the City's public website.

Background

Staff is of the opinion that the proposed purchase, if authorized, would be a sole-source purchase. Because this procurement consists of upgrading, rather than replacing, the City's existing public website, the only vendor that may perform the requested services is the current vendor, Vision Internet Providers, Inc. A draft of the recommended contract with the vendor is attached.

Financial Impact

The purchase consists of a fee of \$22,950 for the website upgrade. The Administration Department (Communications division) budget for fiscal year 2014 allocates \$32,000 out of the General Fund for the purchase of website redesign and CMS upgrade.

Options

Currently, the software is hosted by the City. If preferred, the upgrade could be postponed. Alternatively, the City could decide to solicit competitive proposals for the complete replacement of the City's public website.

Recommendation

Staff recommends that the City accept the pricing quoted by Vision Internet Providers, Inc., a California corporation, and approve the sole-source purchase, pursuant to a contract contingent upon Law Department and City Administrator approval, in the total one-time amount of \$22,950. Purchasing Manager Brian Wilcox is of the opinion that the proposed sole-source purchase appears to be justified, and that the staff recommendation appears to be made in a fair and impartial manner based upon the information presented.



Addendum No. 2 to City of Franklin, TN Contract No. 2009-0015

This Addendum No. 2 ("Addendum") specifies additional work to the Website Development and Maintenance Services Terms and Conditions, COF Contract Number 2009-0015, dated June 5, 2009 ("Agreement"). City of Franklin, TN ("Client") desires Vision Internet Providers, Inc. ("Contractor") to perform work specified in Scope of Services ("Scope") attached hereto and incorporated herein by this reference.

Price: Contractor agrees to perform work in Scope for \$22,950.

Client agrees to pay Contractor as follows:

- (i) An initial payment equal to 20% of the total cost payable 30 days after Client and Contractor's initial kick-off meeting;
- (ii) A payment equal to 20% of the total cost upon Client's approval of the homepage wireframe;
- (iii) A payment equal to 20% of the total cost upon Client's approval of homepage design comp;
- (iv) A payment equal to 20% of the total cost upon implementation of the Vision Content Management System on a Contractor's server; and
- (v) A payment equal to 20% of the total cost upon Completion of the work in Scope.

AGREED:

CITY OF FRANKLIN, TN

DATE: _____ By: _____
Ken Moore, MD Title: Mayor

Approved as to form: Kurtin Alon
Attorney for City of Franklin, TN

VISION INTERNET PROVIDERS, INC.

DATE: _____ By: _____
STEVEN CHAPIN Title: President



Scope of Services

visionCMS™ Upgrade

Because the City of Franklin is already a client, we can provide a cost effective upgrade to our advanced visionCMS™, retaining much of the functionality of your current site while providing many new features.

The most recent version of the visionCMS™ includes many enhancements and features that were created in direct response to suggestions from clients like you. We are excited to be able to offer even more advanced tools to allow for greater flexibility for website administrators.

Highlights include:

- **Page template builder** for creating new layouts on the fly.
- **Departmental page restrictions** so that you can control staff access to individual page templates.
- **Drag & drop** for uploading and sorting pictures, files, and documents in one simple step.
- **Personal toolbars** making it easy for your staff to access frequently used features with one click.
- **Backend dashboard** so that users can oversee site activity and tailor their workspace to their unique needs.
- **In-page editing** for updating content from a front-end view.
- **iOS friendly editing** to allow basic page editing on mobile devices like the iPad and iPhone.

A list of features in this version can be found in Appendix No. 1 of the visionLive™ Subscription Services Agreement.

While the most important tools and functions carry over to the new version, not all functionality from your current content management system will be identical in the new .NET version. We will do everything reasonably possible to ensure at least 95% similarity between your current design and that of the new site. Please note:

- If your staff has created customizations to the site files or database, they will not carry over to the new visionCMS™. Your staff may be responsible for identifying any customizations they have made and implementing them in the new system.
- The following components may not be immediately available after the initial upgrade. They will be made available later as part of the visionLive™ Roadmap specified in the Subscription Services Agreement.
 - Polling Tool
- The listed price for this upgrade is valid for ninety (90) days after receipt of this document, provided no new components or customizations are added to your current site.



- We will migrate your existing content to the new site except for content from any components listed above and from the Form Tool. We have revamped the Form Tool and the City will need to recreate any forms currently used on the website.

Graphic Redesign

Vision Internet's creative ability and expertise will allow us to develop compelling graphic design to make your website look great, while maintaining its usability. We will work very closely with your staff to establish a new design for the website that reflects your unique identity.

Included in our scope of work, we will implement a new homepage design for your website. We will provide the City with one homepage design concept with revisions. We will also create up to three interior page designs. These interior page templates can be applied to your website's departmental pages, providing a consistent overall look.

Towards the end of the design phase, we will deliver the following:

- Approved homepage design
- Up to three interior page templates

Responsive Design

Your site visitors utilize a wide variety of devices to access your website; fortunately, your website will detect the screen resolution of the user's device and automatically respond, producing a view of the site optimized specifically for that screen.

Project Notes

N/A

Contact

Questions regarding the above mentioned item can be referred to Account Manager Jeff Pook.

Price for Services

Item	Pricing
visionCMS™ Upgrade	\$18,500
Graphic Redesign	\$4,450
Responsive Design	\$2,000
Discount	(\$2,000)
Total Cost	\$22,950