



AGENDA ITEM # 7A

AGENDA ITEM EXECUTIVE SUMMARY

Village Board Meeting

April 26, 2021

Item Title: Village Website Redesign Project

**Staff Contact: Jason Bielawski, Assistant Village Administrator
Brian Joanis, Management Analyst**

VILLAGE BOARD ACTION

Adopt a resolution authorizing the Village Administrator to approve a statement of work for a website redesign project with CivicPlus in the amount of \$17,722.29.

Executive Summary:

At the April 12, 2021 meeting, the Village Board concurred with staff's recommendation to approve a proposal from CivicPlus for a website redesign project. The project will not only include a complete redesign, but also create a dedicated webpage focusing solely on the elements of economic development within the Village. Staff has completed an internal website review in conjunction with the Village's current website management company, CivicPlus. The outcome of the review was the determination that the Village's website, which has not been redesigned since 2014, requires an overall visual and content strategy refresh that will involve a complete reorganization of the website to better direct user traffic to the most important content and service functions for an overall improved site experience for the public. In addition, the redesign project will deliver an enhanced identity for the Village's economic development and marketing activities.

Implications:

Is this item budgeted? No. The project costs will be charged to the Information Technology Fund that primarily allocates the costs across the General Fund and Water and Sewer Funds. A portion of the project costs may also be charged against the TIF Funds. The Village's annual ongoing website maintenance, hosting, support, and redesign costs will increase from approximately \$6,100 to \$9,800.

Attachments:

Resolution
Exhibit 1 - Website Redesign Proposal

RESOLUTION NO. 2021-

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO APPROVE A STATEMENT OF WORK FOR A WEBSITE REDESIGN PROJECT WITH CIVICPLUS

WHEREAS, the corporate authorities of the Village of Roselle deem it in the best interest of the Village to approve a statement of work with CivicPlus for a redesign of the Village's website that is currently hosted, maintained, and supported by CivicPlus; and

WHEREAS, the cost of the project is \$17,722.79; and

NOW, THEREFORE, be it resolved by the Mayor and Board of Trustees of the Village of Roselle, DuPage and Cook Counties Illinois as follows:

Section 1: The statement of work and quote dated February 26, 2021 from CivicPlus is hereby attached and incorporated as Exhibit A, is hereby authorized (the Purchase); and

Section 2: The Village Administrator is authorized to sign the "Statement of Work" which is attached hereto and incorporated as fully set forth as Exhibit A.

Section 3: Village staff is authorized to undertake any and all other tasks necessary, or in furtherance of, completion of the Purchase transaction.

ADOPTED this ____ day of _____, 2021

AYES:

NAYS:

ABSTAIN:

ABSENT:

Andrew Maglio, Mayor

ATTEST:

Patricia Burns, Village Clerk

**CivicPlus**

302 South 4th St. Suite 500
 Manhattan, KS 66502
 US

Quote #:

Q-14975-1

Date:

2/26/2021 7:49 AM

Expires On:

4/30/2021

Product:

CivicEngage

Client:

Roselle IL - CivicEngage

Bill To:

Roselle IL - CivicEngage

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Jenna Northcutt	x	jenna.northcutt@civicplus.com		Net 30

CivicEngage - Statement of Work

QTY	Product Name	DESCRIPTION	PRODUCT TYPE	TOTAL
1.00	Premium Redesign Implementation	Premium Redesign Implementation	One-time	USD 9,285.30
1.00	4yr Redesign Premium Annual	4yr Redesign Premium Annual	Renewable	USD 2,406.48
1.00	Standard Department Header Package	Page specific Site ID, Navigation, Banner, Graphic Links; follows main site layout/colors.		USD 0.00
1.00	Standard Department Header Annual Fee	Standard Department Header Annual Fee- Economic Development	Renewable	USD 637.31
1.00	Standard Department Header Implementation	Standard Department Header Implementation- Economic Development	One-time	USD 2,693.70
4.00	CivicEngage Virtual Content Consulting	CivicEngage Virtual Content Consulting 1/2 day block	One-time	USD 2,700.00
Total Investment - Year 1				USD 17,722.79
Annual Recurring Services - Year 2				USD 3,425.10

Total Days of Quote:340

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the Roselle IL - CivicEngage Statement of Work signed by and between the Parties ("the Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.
2. Client will be invoiced for the Total Investment - Year 1 (the sum of one-time costs and a prorated portion of the Annual Recurring Services) upon signing and submission of this SOW. The Annual Recurring Services subscription fee for the Products (as described above) included in this SOW are prorated and co-termed to align with the Client's current billing schedule and the Annual Recurring Services amount will subsequently be added to Client's Term and regularly scheduled annual invoices under the terms of the Agreement.
3. Each year this SOW is in effect, a technology investment and benefit fee, as agreed to in the Agreement, will be applied to the Annual Recurring Services subscription fee.

Signature Page to follow.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the Agreement terms and conditions

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for
ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [] or N []

Please list all external sources: _____

Contract Contact Email

Phone Ext. Fax

Project Contact Email

Phone Ext. Fax