



TO: FINANCE COMMITTEE
FROM: EXECUTIVE DIRECTOR'S OFFICE
SUBJECT: CONTRACT AMENDMENT FOR WEBSITE AND DATABASE
DATE: JANUARY 9, 2020

DJ Case & Associates has completed the web and database development scope of work, originally signed in February of 2018. This Second Amendment will provide additional scope and funds to complete new development requests, user and EDO support, and maintenance for 2020.

This amendment will obligate new 2020 budget of \$62,420.00 with the associated scope of work to cover maintenance and support through December 31, 2020. The approved budget amount for 2020, budget line PD-8, is \$62,500.00.

The amendment document and full scope of work are attached to this memo.



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PLATTE RIVER RECOVERY IMPLEMENTATION PROGRAM

SECOND AMENDMENT

To Agreement between Nebraska Community Foundation, Platte River Recovery Implementation Program, and D.J. Case & Associates

1. Parties.

This is the Second Amendment to the Agreement entered into by and between Nebraska Community Foundation (“Foundation”) of Lincoln, Nebraska, representing all signatories to the Platte River Recovery Implementation Program (“Program”), and D.J. Case & Associates (“Consultant”) dated February 15, 2018. The following persons are authorized to represent the parties through this Agreement: Diane Wilson of the Foundation, Jason Farnsworth of the Program; and Jon Marshall of the Consultant.

2. Purpose and Authority.

This Second Amendment to the Agreement between Foundation and Consultant is being made for the purposes of:

- (1) Approve 2020 contract compensation of \$62,420.00. These funds are included as part of the 2020 Program budget and became available on January 1, 2020.
- (2) Expand the Scope of Work to include tasks described in Attachment A.
- (3) Extend the term of the existing contract between Foundation and Consultant, executed February 15, 2018, through December 31, 2020.
- (4) Continuation of contract compensation through payment for time and materials “not-to-exceed”. Consultant will submit monthly requests for payment including hours and rates. The maximum billable amount for this amendment, through December 31, 2020, is \$62,420.00.

All other terms of the original agreement remain in effect as originally written.



IN WITNESS WHEREOF, the Parties have executed this Agreement.

Nebraska Community Foundation

D.J. Case & Associates

By _____
DIANE M. WILSON, Manager Public/Private
Partnerships

By _____
JON MARSHALL, Media Arts & Sciences
Director

Date: _____

Date: _____



ATTACHMENT A:

PRRIP WEBSITE, INTRANET, AND SPECIES DATABASE APPLICATION OPERATION,
SUPPORT, AND ENHANCEMENT

Scope of Work | DJ Case and Associates

Platte River Recovery Implementation Program Website, Intranet, and Species Database Application Operation, Support, and Enhancement

January 1 - December 31, 2020

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In partnership with the Platte River Recovery Implementation Program (PRRIP), DJ Case and Associates (DJ Case) will conduct ongoing technical management, consultation, content/creative production, administrative- and end-user support, maintenance, hosting, and operation of the PlatteRiverProgram.org website, intranet functionality, and species database online application.

DJ Case will invoice monthly for actual time and materials not to exceed the total of services and expenses detailed in this scope of work.

Description of tasks and deliverables follows. Additional project budget information is available at:
<https://docs.google.com/spreadsheets/d/17cJPl6xJqdoHtstcc-xpcD0KqE2h8Cfg2R85moesvu8>

System Operation

Hosting

DJ Case will provide database and application hosting through DJ Case-maintained Digital Ocean hosting service, which provides 99.9% uptime, 24/7 support, and daily and weekly backups.

Security

DJ Case will continually monitor the PRRIP site to maintain a secure, reliable system. Drupal updates and upgrades are released each Wednesday (when available). As soon as notifications arrive, we ascertain what updates need to be made, apply updates and test site functionality to ensure that the modification does not affect performance. We will install and configure an SSL (Secure Sockets Layer), which is the standard security technology for establishing an encrypted link between the web server and browser. This link ensures that data passed between the two remains private and integral.

DJ Case will maintain Sucuri (<https://sucuri.net>) monitoring on the site and respond to notifications and issues provided by the service.

Cost for 2020 system operation: \$9,670

System support, management, and enhancement

DJ Case technologists and strategic communication practitioners will work alongside PRRIP staff and members to provide the tools needed to allow for easy collaboration, enhance partnerships, communicate effectively with stakeholders, and promote species and habitat restoration success.

Support

DJ Case site management experts and developers will be on hand as needed to provide support, troubleshooting, modifications, and content management consultation as needed by the PRRIP team. DJ Case will provide on-call support with same-day or better response times. Our team is available from 8 a.m. to 5 p.m. CST, and we provide 24/7/365 support for emergency issues.

Management

Beyond system operation and usage support, DJ Case will assist PRRIP in understanding how the site's visualizations, reports, documents, and intranet tools are meeting the needs of users and helping to achieve PRRIP's overarching restoration objectives. We will monitor site usage, conduct research, and provide reports on steps we have taken to keep PlatteRiverProgram.org active and effective.

Analytics

DJ Case will configure direct access for PRRIP team members to explore, visualize and analyze Google Analytics data. We will also configure delivery of monthly automated updates for the team, which will detail visitation highlights such as number of sessions, unique visitor sessions, time spent on site, top content, etc.

Monthly reporting

DJ Case will provide monthly reports detailing support and maintenance activities via monthly invoices and documentation.

Enhancement

DJ Case will consult with PRRIP leadership on site usage, analytics, and future enhancements for consideration. We will research potential solutions and feasibility of implementation to address site visitor and PRRIP team requests. We will make modifications to functionality and presentation based on user feedback and experiences.

Site effectiveness: user community input and analysis

DJ Case social science (human dimension) researchers will design a mechanism for user community/stakeholder input regarding the effectiveness of current site features and functionality and collect ideas about what features, content, interactions, etc. would be helpful in meeting their needs for water management and species restoration. We will seek to understand how online tools help stakeholders with their “jobs to be done.” We will likely utilize online survey tools targeted to stakeholders identified by PRRIP (committee members, active partners, non-active partners, water users, agricultural interests, species/habitat managers, biologists, etc.), but may utilize other approaches if deemed advantageous.

Content consultation and facilitation

DJ Case will consult with PRRIP leadership on communications objectives of the Program and determine how to improve PlatteRiverProgram.org content and structure to better achieve those objectives. We will periodically consult with PRRIP staff and members to surface information and ideas that should be packaged for delivery to stakeholders, policy makers, and other PRRIP audiences via the public-facing site, intranet, or other channels. For instance, PRRIP made tremendous species restoration strides and achieved significant milestones in 2019. Yet, there is currently (as of Nov. 11) no updated public-facing information on the site that conveys first increment achievement or species nesting successes. Even for key audiences who may visit the site for the latest information on the Program, the most recent news is from July 2018. DJ Case will help encourage and facilitate more effective telling of the PRRIP story. We will help busy, inundated staff and members identify outreach opportunities that will further the Program mission and provide support for effective storytelling.

Iterative functionality development and enhancement

DJ Case will consult with PRRIP leadership to iteratively develop new features and functionality for PlatteRiverProgram.org and the Program's intranet as needed, to include things like . . .

- *Addition of new gages to streamflow data collection, visualization, and download capability* - This could range from adding other USGS and Nebraska gages, which would be relatively simple, to adding non-USGS Colorado gages, which may prove more challenging depending on availability of APIs.
- *Separation of stream flow graph and data download interfaces and implementation of throttling to prevent queries that are too large to handle* - DJ Case will determine how to separate the process and user interface for querying data based on output of graph visualizations or data downloads. By doing so, we can limit stations but not date spans if a data download is desired, while limiting date spans but not stations if a graph is desired. From there, we can specify acceptable limits on the breadth of each type of query (perhaps 5-6 stations maximum and 90 days maximum) and throttle to under that amount.
- *Consider converting "Authors" text field to a taxonomy similar to "Publishers"* - Create a taxonomy for authors rather than free-form text field so that resulting metadata is more consistent and can be better filtered and displayed based on this field.
- *Interfaces for easier management of users, specifically adding to groups.* - Improve the existing process for adding and managing site users, by allowing new or existing users to be associated with specific groups.
- *Cooperating organization content type to connect people, agencies, and professional effort/involvement* - Allow users to navigate to and view content specific to state/federal organizations. This could potentially be limited in nature to include a simple link to the entities involved, or could even be a page listing cooperating organizations affiliated with PRRIP.
- *Node convert* - consider configuring capability for converting content nodes from one type to another (i.e. from private document to public document) without the need for recreating an entry.
- *Frequently asked questions* - Consider development of an FAQ content type.
- *Map viewer improvements* - Consider improvements to the map viewer, especially the feasibility of using historical aerial images compared to more current aerial images.

Cost for system support, management, and enhancement: \$41,500

Species database system maintenance and enhancement

Species database backend system update and refinement

DJ Case will improve the current deployment environment/process to be automated and separate the system build from the production system. This will allow for zero downtime deployments and also allow for standup of test environments that can be used for development/review of future feature development.

DJ Case will bring the database version up to date (currently 4.0, as of today 4.2.x available and newer versions will come online in 2020) and review whether any libraries the application uses (client and/or server) should be upgraded (i.e. perfective maintenance to keep things current). Additionally, DJ Case will determine if the Angular version should be updated.

Species database frontend feature development and improvements

At the request and guidance of PRRIP biologists and technicians, DJ Case will work to develop additional features and functionality for species data collection, QA/QC, display, and reporting. Improvements may include new features such as:

- *Development of species database visualizations and reports for PRRIP partners* - develop reports and visualizations for use by internal PRRIP partners (i.e. login required) to convey current species research results in an easy-to-digest fashion that does not require full species database access or understanding..
- *Development of visualizations and visualization image downloads within the PRRIP species database* - Allow users to generate and download, for example, maps of nests, illustrating success/failure.

Cost for species database system maintenance and enhancement: \$11,250

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Total cost: \$62,420

Service	Labor hours	Labor expense	Direct expenses	Total expense
System operation				
Annual website and database hosting		\$0	\$2,000.00	\$2,000.00
Google mail service (admin@platteriverprogram.org)		\$0	\$120.00	\$120.00
Sendinblue email service - 10K email delivery bundle		\$0	\$75.00	\$75.00
Send in Blue Dedicated IP Address		\$0	\$150.00	\$150.00
Security and backup monitoring/management (SSL, Sucuri)	55	\$6,875	\$450.00	\$7,325.00
System support, management, and enhancement				
Ongoing site/intranet support, system management, enhancements	200	\$25,000		\$25,000.00
Monthly reporting	12	\$1,500		\$1,500
Site effectiveness: user community input and analysis	60	\$7,500		\$7,500
Content consultation and facilitation	60	\$7,500		\$7,500
Species database system maintenance and enhancement				
Species database backend system update and refinement	45	\$5,625		\$5,625
Species database frontend feature development and improvements	45	\$5,625		\$5,625
TOTALS	477	\$59,625	\$2,795	\$62,420