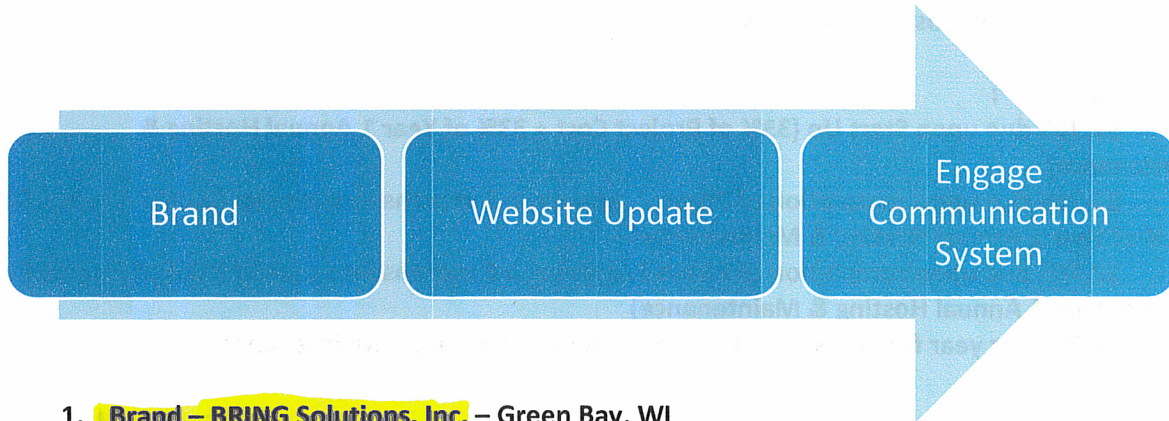


Communication Notification and Emergency Management Software Update



1. **Brand – BRING Solutions, Inc.** – Green Bay, WI

Brand Architecture

\$3,600

Timeline is 4-6 Weeks

3-4 Internal Board Interviews

3-4 External Resident/Business Interviews

Municipal Marketing Research

Competitive Analysis

50% Due Upon Agreement Approval

25% Due 30 days from Agreement Approval

25% Due 60 days from Agreement Approval

If approved tonight, entire \$3,600 would impact 2023 Operating Expenses

2. **Website Update – Revize.** – Troy, MI

Website Design

\$5,165

Project Planning and Analysis

Discovery and Design

Revise Template Development

QA Testing

Site Map Development

Content Organization and Migration

Content Editing and Site Administration Training

Annual Maintenance Fee

\$1,800

3. **Engage Communication System* - Revize.** – Troy, MI

*add-on to Revize. Website Solution

Alert Center with E-Notifications

\$900/year

One time Set-Up Fee

\$250

Annual Hosting and Maintenance

Includes E-mail and Text Notifications

Funding Options for Website Upgrade & Communication System:

Total Project Cost for 5 Years is \$18,915.

Option 1*:

\$2,705 due upon Start Up (33% of Project Cost + 33% of Year 1 Annual Hosting & Maintenance)
\$2,705 due upon completion of Phase 2, approx. 1-3 months into project (33% of Project Cost + 33% of Year 1 Annual Hosting & Maintenance)
\$2,705 due upon completion of Phase 7, approx. 3-6 months into project (33% of Project Cost + 33% of Year 1 Annual Hosting & Maintenance)
\$2,700 per year for Years 2, 3, 4, and 5 for Annual Hosting & Maintenance

Option 2*:

\$3,783 due annually for 5-year Agreement

*Costs differ slightly from Revize. Agreement to include Communication System pricing as this is an additional service and not a stand-alone service.

Costs for Website & Communication System Itemized:

Website Design	\$5,165
Annual Hosting & Maintenance	\$1,800/year for 5 Years
Communication System Add-on	\$4,500/year for 5 Years + \$250 one-time set-up fee
TOTAL	\$18,915

BUDGET IMPACT if approved tonight, 06/05/2023:

Option 1:

2023	\$11,715
2024	\$2,700
2025	\$2,700
2026	\$2,700
2027	\$2,700
Total	\$22,515

Option 2:

2023	\$7,383
2024	\$3,783
2025	\$3,783
2026	\$3,783
2027	\$3,783
Total	\$22,515



PULASKI BRAND/LOGO DEV.

CLIENT | Stephanie Rodgers
CAMPAIGN | Village of Pulaski Brand
DATE | May 29, 2023

TITLE	DESCRIPTION	INVESTMENT
Brand & Logo Development	BRING to perform a brand audit to create a new positioning for the Village of Pulaski resulting in a positioning statement, tagline and logo creation. Audit includes 3-4 internal board interviews, 3-4 external resident/business interviews, municipal marketing research and competitive analysis. (Timeframe 4-6 weeks)	\$3,600

CLIENT APPROVAL

DATE

Estimate Terms – This is an agreement between you “The Client” and us, “BRING.” Client signed approval constitutes authorization to perform work within scope of estimate and agreement to pay actual charges should scope or timeframe of project change and incur additional time or additional vendor costs. A pre-bill invoice of 50% will be issued upon approval of estimates over \$1,500 and work will not be started until this payment is received. 25% will be billed 30 days from estimate approval and final 25% 60 days from estimate approval. All pre-bills and invoicing 15 days past due will incur a late fee. Estimate is valid for 30 days and does not include sales tax. **Usage Agreement– The client cannot re-sell, re-distribute or re-purpose any creative executions presented by BRING, without written permission.** Unauthorized use of all such aforementioned intellectual property shall constitute a copyright violation of burnham richards advertising LLC- DBA bring.

Revize Custom Design Web Services Sales Agreement

This Sales Agreement is between Pulaski, Wisconsin ("CLIENT") and Revize LLC,
aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 5-30-2023

CLIENT INFORMATION:		REVIZE LLC:
Client Name:	<u>Pulaski, Wisconsin</u>	Revize Software Systems
Client Address:	<u>585 E Glenbrook Dr</u>	150 Kirts Blvd., Suite B
Client Address 2:		Troy, MI 48084
Client City/State/Zip:	<u>Pulaski, WI 54162</u>	248-269-9263
Contact Name:	Stephanie Rodgers – Village Board Member stephanierodgers.wi@gmail.com 920-606-4085	
Billing Dept. Contact:	Keith Chambers – Village President villagepres@villageofpulaski.org 920-822-5182 x1 Jodi Przybylski – Village Treasurer villagetres@villageofpulaski.org 920-822-5182	
Client Website Address:	www.villageofpulaski.org	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

Quantity	Description	Price
1	Phase 1 – Project Planning and Analysis, onetime fee:	\$500
1	Phase 2 – Discovery & Design from scratch - 1 home page design concept, 1 standard inner page concept, three rounds of revisions included, includes Responsive Web Design. One-time Fee:	\$925
1	Phase 3 & 4 – Revize Template Development - Set-up all CMS modules listed in this agreement with I-framing or linking to any additional 3rd party web applications and CMS module updates. One-time Fee:	\$2,525
1	Phase 5 – Quality Assurance Testing, onetime fee:	\$500
1	Phase 6: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections – up to 55 webpages and documents (approximate amount on your website today). To help remove stale content, Revize will not be moving over old announcements, events or calendar items. Additional content migration, if requested, is available for \$3/pg.	\$165
1	Phase 7 – Content Editing/Administrator Training, onetime fee: Revize Trainer will conduct a one or two-day remote training session. The training session will be roughly 3-4 hours in length, or 2 hours each day for two-day sessions. All interested employees are welcome to attend.	\$500
1	Phase 8 – Go Live, onetime fee:	Included
1	Custom Website Design Subtotal	\$5,165
1	Revize Annual Fee (First Year Pre-Paid During Website Design): Includes unlimited tech support, CMS software updates (3 users), security software updates and 24-hour website health monitoring. Website hosting on 4 redundant server farms included free of charge with SSL security certificate (15 GB storage space, 100 GB monthly bandwidth limit) with pre-paid annual fee:	\$1,800/yr
	Grand Total (1st Year) 5-Year Agreement	\$6,965

Terms:

1. Five-year agreement. Revize will provide a free redesign beginning in year 5 after 4 completed years of service.
2. Payments: All Invoices are due according to the due date on forthcoming invoice. All sent invoices will be due on a net 30 business day billing cycle.
3. Revize requires payments to be made according to the payment schedule listed on page 3 or 4.
4. Additional content migration, if requested, is available for \$3 per web page or document.
5. Additional bandwidth is available at \$360 per year for each additional 50GB per month.
6. This agreement is the only legal document governing this sale & the proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the state of Michigan.
7. Revize requires a 3-month written termination notice in advance before the next contract renewal date
8. Both parties must agree in writing to any changes or additions to this Sales Agreement.
9. The CLIENT understands that project completion date is highly dependent on their timely communication with Revize. CLIENT also agrees and understands that;
 - a. The primary communication tool for this project and future tech support is the Revize customer portal found at <https://support.revize.com>.
 - b. During the project, the CLIENT will respond to Revize inquiries within 48 hours of the request to avoid any delay in the project timeline.
 - c. The CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.
10. The CLIENT owns the design, content, and will receive software updates to the CMS for the life of the contract.
11. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data that can reasonably be considered non-conforming to new website layout.
12. Revize expects to complete phase 7 (training) of this project within 18-24 weeks from the date of the project kickoff meeting. Upon completion of phase 7 it is the CLIENT's responsibility to decide when to go live with the website. The CLIENT's decision to delay go-live for any reason, unrelated to a functional defect making the site inoperable, does not constitute breach of contract on the part of Revize. The CLIENT understands that it is incumbent upon the CLIENT to respond to Revize requests in a timely manner. The CLIENT further understands that any timeline delays due to their lack of timely communication do not constitute a breach of contract on the part of Revize.

Revize Website Project & Services Payment Plan
Option 1

Payment Amount	Due Date	Payment Includes
\$ 2,321.67	6/25/2023	33% of Project Cost + 33% of Year 1 Annual Hosting & Maintenance
\$ 2,321.67	TBD: Upon completion of Phase 7: Content Editor Training after website completion	33% of Project Cost + 33% of Year 1 Annual Hosting & Maintenance
\$ 2,321.67	TBD: Upon completion of Phase 2: Discovery and Design	Remaining 33% of Project Cost + Remaining 33% of Year 1 Annual Hosting & Maintenance
\$ 1,800.00	6/25/2024	Year 2 Annual Hosting & Maintenance
\$ 1,800.00	6/25/2025	Year 3 Annual Hosting & Maintenance
\$ 1,800.00	6/25/2026	Year 4 Annual Hosting & Maintenance
\$ 1,800.00	6/25/2027	Year 5 Annual Hosting & Maintenance

Enterprise Revize CMS License

As part of this agreement Revize Software Systems, LLC. will provide to the CLIENT a full Enterprise Revize CMS Software license. This software is a proprietary software built and maintained by Revize Software Systems LLC. and is intended to allow for the CLIENT to easily update the content of their website. CLIENT agrees that this license will only be used to maintain the websites included in this agreement. Sharing of the content management system, by the CLIENT, with other entities not identified in this agreement is prohibited.

Revize will maintain, update, and host the Revize CMS during the contract period. In the event that the contract is terminated, for any reason, Revize will provide the latest version of the Revize CMS to the CLIENT provided all payments for the entire length of the contract is fully paid. This system will then have the ability to be hosted and used by the CLIENT as long as they wish. Revize will provide reasonable support in transferring the CMS system to the CLIENT's decided upon hosting architecture.

Products CLIENT Owns Include:

- Revize CMS License
- Hosted Website
- Source Files
- All Included Revize Web Applications
- Design & Page Content

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Title of Authorized Person

Date:

Shawn C. Stewart

Account Manager

Please sign and return full sales agreement to: shawn@revize.com Fax 1-866-346-8880

Revize Website Project & Services Payment Plan
Option 2

Payment Amount	Due Date	Payment Includes
\$ 2,833.00	6/25/2023	20% of Project Cost + Year 1 Annual Hosting & Maintenance
\$ 2,833.00	6/25/2024	20% of Project Cost + Year 2 Annual Hosting & Maintenance
\$ 2,833.00	6/25/2025	20% of Project Cost + Year 3 Annual Hosting & Maintenance
\$ 2,833.00	6/25/2026	20% of Project Cost + Year 4 Annual Hosting & Maintenance
\$ 2,833.00	6/25/2027	20% of Project Cost + Year 5 Annual Hosting & Maintenance

Enterprise Revize CMS License

As part of this agreement Revize Software Systems, LLC. will provide to the CLIENT a full Enterprise Revize CMS Software license. This software is a proprietary software built and maintained by Revize Software Systems LLC. and is intended to allow for the CLIENT to easily update the content of their website. CLIENT agrees that this license will only be used to maintain the websites included in this agreement. Sharing of the content management system, by the CLIENT, with other entities not identified in this agreement is prohibited.

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Products CLIENT Owns Include:

- Revize CMS License
- Hosted Website
- Source Files
- All Included Revize Web Applications
- Design & Page Content

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person: _____

Name of Authorized Person: _____

Title of Authorized Person _____

Date: _____

Shawn C. Stewart

Account Manager

Please sign and return full sales agreement to: **shawn@revize.com** Fax 1-866-346-8880

Custom Design Website Features Included

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for government. The applications and features are grouped into five categories:

CITIZEN'S COMMUNICATION CENTER APPS

- ✓ Home Page Alert
- ✓ Document Center with keyword search
- ✓ FAQs with keyword search
- ✓ Staff Directory with keyword search
- ✓ Job Posting with keyword search
- ✓ News Center with Facebook/Twitter Integration
- ✓ "Share This" Social Media App
- ✓ Photo Galleries
- ✓ Quick Link Buttons
- ✓ New Revize Web Calendars with monthly grid and listing view
- ✓ Sliding Feature Bar
- ✓ Language Translator - over 95 languages

CITIZEN'S ENGAGEMENT CENTER APPS:

- ✓ Citizen Request Center with Captcha
- ✓ RSS Feed
- ✓ Online Bill Pay via Third Party Payment Provider (if required)

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ✓ ADA Compliant WCAG 2.1AA
- ✓ ADA Accessibility Widget
- ✓ Responsive Website Design (RWD) - for great Mobile Device viewing i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

STAFF PRODUCTIVITY APPS

- ✓ Image Manager
- ✓ iCal Integration
- ✓ Link Checker
- ✓ Menu Manager
- ✓ CMS Web Form Builder with drag & drop text fields
- ✓ Website Content Archiving
- ✓ Website Content Scheduling

SITE ADMIN & SECURITY APPS

- ✓ Audit Trail
- ✓ Drag and Drop Menu Management
- ✓ Drag and Drop Picture Management
- ✓ Drag and Drop Document Management
- ✓ History Log
- ✓ URL Redirect Setup
- ✓ Roles and Permission-based Security Mode
- ✓ Secure Site Gateway
- ✓ SSL Security Certificate
- ✓ Unique Login/Password for each Content Editor
- ✓ Web Statistics and Analytics

ADA Compliance Disclaimer:

Revize designs and develops all websites to be ADA Compliant according to the WC3 Consortium's Web Content Accessibility Guidelines according to the 2.1 AA Level

Optional Features Discussed

Online Interactive Forms Application

One Time Set-up Fee:

\$1,950

Annual Hosting and Maintenance Fee

\$900/yr

Example: https://www.arcadiaca.gov/resource_center/index.php

Add Facility Reservation System to Forms Application

One Time Set-up Fee:

\$950

Annual Hosting and Maintenance Fee

\$600/yr

Example: <https://sedrowoolley.rja.revize.com/app/bookable-groups/shelters>

Multi-Use Listing Directory (for municipal services, business listings, etc.)

One Time Set-up Fee:

\$1,000

Example: https://www.largo.com/facilities_directory/index.php



Alert Center with E-mail Notifications

One Time Set-up Fee:

\$250

Annual Hosting and Maintenance Fee

\$500/yr

Example: <https://www.auburnhills.org/enotify/>

Add Text Notifications for Additional \$400/yr

Interactive Google Mapping Templates

One Time Set-up Fee:

\$450

Example: <https://elections.bcoho.gov/maps/index.php>

Job Posting with keyword search (for "Ready-to-Use" design)

One Time Set-up Fee:

\$450

Example:

https://www.riversidemo.gov/departments/human_resources/career_opportunities.php

RFP/RFQ Posting

One Time Set-up Fee:

\$450

Example: <https://www.washingtonnc.gov/departments/purchasing.php>



Domain Registration & DNS Services and support for ".gov" domain

Annual Service Fee:

\$420/yr

Service Level Agreement

Revize Maximum Response Times via Severity Level

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Crisis issues, determined by Revize, are defined as when a website error renders the CMS program or website completely unusable or nearly unusable or introduces a high degree of operational risk and no workaround is available. Until this error is resolved, the website is essentially halted. A large number of users and or core program functionality are severely impacted.

Critical issues are defined as website errors that are an inconvenience, or causes a inconsistent behavior of the website, which does not impede the normal functioning of the website. It could be an error that occurs consistently and affects non-essential functions and is an inconvenience which impacts a small number of users. May also contain visual errors for the graphical display of the website that is not ideal but still functioning correctly.

Normal issues are defined as an error that has a small degree of significance or is a minor cosmetic issue, or is a one-off case. A one-off case occurs when the error occurs and cannot be reproduced easily. These are errors that do not impact the daily use of the website. A low error is something that does not affect normal use, and can be accepted for a period of time, but the user would eventually want changed.

Technical Support Escalation:

If an issue cannot be remedied by the Tech Support technician within 3 days, it will be escalated to the CTO, Ray Akshaya. If the problem is not resolved within 3 business days, then the Business Development Director, Joseph Nagrant, will assemble a team to work on the issue and have a conference call with the client explaining the resolution path the company will take to resolve the issue. If additional time is needed, the Business Development Director will contact the client and notify the client with an explanation and a follow up date as agreed by both the client and Revize.

Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24/7/365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- Training refreshers
- Video tutorials and online training manual