

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Agenda Item #

5B-1

Meeting Date:	12/18/2012	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Regular
		<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Workshop

Department Submitted By: Palm Beach County ISS
Submitted For: Palm Beach County ISS

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A. **Approve** a Software License and Professional Services Agreement with the Government of the U.S. Virgin Islands for a period of one year from October 1, 2012 to September 30, 2013, for the continued development and maintenance of a Business License Web Application which will generate revenues to the County in the amount of \$164,000; and

- B. **Authorize** the County Administrator or his designee, ISS Director, to approve and execute future Agreements and Change Orders up to a maximum total revenue of \$200,000.

Summary: The Government of the U.S. Virgin Islands wishes to continue a Software License and Professional Services Agreement with Information Systems Services (ISS) in order to provide maintenance, enhancements and support for the Business License Web Application. ISS will provide professional services for application development for a fee not to exceed \$98,000. ISS will host the application and database on an existing enterprise server. Thereafter, the agreement specifies that the Virgin Islands will pay the County a monthly software lease fee of \$1,650 and a monthly application hosting services fee of \$3,850. The Agreement provides for two (2) additional one-year renewals. Countywide (PFK)

Background and Policy Issues: The Government of the U.S. Virgin Islands requested a proposal to provide maintenance, enhancements and support for their web-based Business License Application from Palm Beach County's ISS Department. The summarized requirements are documented in the Statement of Work portion of the Agreement included as Addendum 1.

The application is comprised of two major components: License Public Web System and License Administration Web System. The License Public Web System enables system users to perform a business search and file a complaint against a business. It also provides a user portal for account creation and maintenance, the ability to apply for a new license or renew an existing license, and complete the transaction using a credit card or electronic check. The License Administration Web System employs a dashboard concept for processing licenses, performing business searches, and for creating, renewing and updating licenses. It also includes functionality to process complaints, maintenance workflow, maintain security and provide standard reports along with the ability to create ad hoc custom reports.

Continued on page 3...

Attachments:

- 1) Software License and Professional Services Agreement (3 originals)
- 2) Addendum 2, Pricing Document
- 3) Example Exercise of Renewal Option form

Recommended by: Steve Bordelon Department Director 11-16-12 Date

Approved by: [Signature] County Administrator 12/18/12 Date

II. FISCAL IMPACT ANALYSIS

II. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Capital Expenditures	\$0	\$0	\$0	\$0	\$0
Operating Costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>(\$164,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Inc (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET FISCAL IMPACT	<u>(\$164,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# Additional FTE Positions (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included in Current Budget? Yes X No

Budget Account No.: Fund 0001 Dept 490 Unit 1300 Revenue Source 4900

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review: Bobt Basal 11/15/12

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

OFMB N. Diaz 11/21/12
11/19/12 11/17/12
11/30/12 B Wheeler
 Contract Administration 11/30/12

B. Legal Sufficiency:

Paul F. J. 12/3/12
 Assistant County Attorney

C. Other Department Review:

 Department Director

Background and Policy Issues (continued from page 1)

The U.S. Virgin Islands wishes to enter into this new Software License and Professional Services Agreement with ISS to develop Phase 4 of the Business License Web Application. This will continue a long-term relationship between Palm Beach County and the U.S. Virgin Islands during which ISS has maintained the Business License system used by the Virgin Islands as well as their Outlook email accounts.

FY 2013 revenues to be received by the County from this agreement are summarized as follows:

Service Category	Rate of Monthly Fee	Fiscal Year Total
Professional Services (programming)	980 hours X \$100 per hour	\$98,000
Software Licensing	\$1,650 per month	\$19,800
Application Hosting	\$3,850 per month	\$46,200
Totals		\$164,000

ISS will provide professional services for the Phase 4 application development for a fee not to exceed \$98,000 based on an hourly rate of \$100. The U.S. Virgin Islands will also pay the County a monthly software lease fee of \$1,650 per month and an application hosting fee of \$3,850 per month.

ISS operating costs associated with this agreement will be limited to the actual salary and fringe benefit costs paid to the ISS programmers who are assigned to this project. The standard hourly rate charged to internal customers for application development work is \$75 per hour. Development work performed for non-County agencies such as the U.S. Virgin Islands is billed at the premium rate of \$100 per hour. No incremental operating costs will be incurred by ISS for hosting services covered under this agreement as all additional workload associated with hosting the U.S. Virgin Islands account was assumed by existing staff and the applications are hosted on an existing server platform.

The Agreement provides for a one-year period retroactive from October 1, 2012 to September 30, 2013. ISS is confident that this project can be supported from Palm Beach County with no travel required to the Virgin Islands. Should Virgin Islands staff request that ISS staff be available at their site, the cost of travel will be based on the cost of airline tickets plus accommodations and meal costs of \$40 per day. Travel costs will be reimbursed in addition to the standard billing rate for labor hours expended.

This Agreement shall be governed by the laws of The United States Virgin Islands and jurisdiction over this Agreement is exclusively in the District Court of the United States Virgin Islands. As another sovereign entity, The U.S. Virgin Islands is requesting that the Board of County Commissioners executes the Agreement first.

SOFTWARE LICENSE AND PROFESSIONAL SERVICES AGREEMENT

THIS SOFTWARE LICENSE AND PROFESSIONAL SERVICES AGREEMENT ("Agreement") is hereby entered into between PALM BEACH COUNTY, a Political Subdivision of the State of Florida, by and through its BOARD OF COUNTY COMMISSIONERS ("Contractor"), and the Government of the U.S. Virgin Islands, by and through its Department of Property and Procurement, on behalf of its Department of Licensing & Consumer Affairs ("Government") on the following terms and conditions:

WITNESSETH:

WHEREAS the Government is in need of the continued services of the Contractor to upgrade and enhance its website and web-based business license application, which duties and responsibilities are more particularly described in Addendum I (Statement of Work) attached hereto; and

WHEREAS, Contractor represents that it is willing and capable of providing such services; and

WHEREAS, the Government and Contractor are governmental entities, the Government's authority to enter into this Agreement is codified at Chapter 23 of Title 31, Virgin Islands Code and the Contractor's authority to enter into this Agreement is codified at Section 125.01 of the Florida Statutes.

NOW THEREFORE, in consideration of the mutual covenants herein contained, and intending to be legally bound by this written instrument, the parties hereto do covenant and agree as follows:

1. Licensed Product. The parties are entering into this Agreement to establish an arrangement whereby Contractor is licensing certain application software programs and providing professional services, as more fully described in Addendum I to this Agreement, (the "Statement of Work") on the terms and conditions set forth herein.
2. Scope of Use.
 - a. Delivery & Installation. The Contractor shall be responsible for providing access to the Licensed Product.
 - b. Operating License. The Government is granted a nonexclusive license to use the Licensed Product for the Government's internal use only.
 - c. Transfer of License. Except as specifically authorized in another provision of this Agreement, neither this Agreement, nor any rights or obligations hereunder, may be transferred, assigned, delegated, sublicensed, relocated or moved without Contractor's prior written consent.
3. Term. This Agreement shall commence **October 1, 2012** and shall terminate on **September 30, 2013**. The Contract can be extended for two additional one-year terms by

executing an Exercise of Renewal Option Form. Notice of option to renew must be provided at least sixty (60) days prior to the termination date of the Agreement.

4. Compensation. The Government, in consideration of the satisfactory performance of the services described in Addendum I (Statement of Work), agrees to pay Contractor compensation not to exceed ONE HUNDRED SIXTY-FOUR THOUSAND DOLLARS (\$164,000.00) in accordance with the provisions set forth in Addendum II of this Agreement as follows:
 - a. Professional Services fee, which shall cover maintenance and support services, not to exceed \$98,000, which shall be invoiced on a monthly basis.
 - b. Monthly Software Lease Fee of \$1,650 per month with the monthly installment due and payable by the first day of the month. Contractor retains the option to review the Software Lease Fee on an annual basis and reserves the right to adjust said fee based upon actual costs; provided, however, that no adjustment shall be greater than 10% of the fee for the previous year.
 - c. Monthly Application Hosting Service Fee not to exceed \$3,850 with monthly installment due and payable by the first day of the month.

Contractor shall invoice the Government monthly in advance for Software Lease and Application Hosting Services. The Government shall use its best efforts to pay the subject invoices within THIRTY (30) days of receipt of the invoices. Failure of the Government, despite its best efforts, to pay an invoice within THIRTY (30) days of receipt of the invoice shall not be interpreted as an indication that the Government no longer desires Contractor's services.

Contractor shall separately invoice the Government on a monthly basis for Professional Services. The invoices shall specify the hours worked and the services provided. The invoices shall be subject to review and approval by the Government. The Government shall use its best efforts to, within THIRTY (30) days of receipt an invoice, pay the subject invoice in full or give a written explanation for non-payment of any contested portions of the invoice. Failure of the Government, despite its best efforts, to respond to a Professional Services invoice within THIRTY (30) days of receipt of the invoice shall not be interpreted as an indication that the Government no longer desires Contractor's professional services.

5. Acceptance and Training. The Licensed Product shall be deemed accepted by the Government upon installation and demonstration of its fitness for the particular purpose it was purchased by the Government. The Contractor shall, at no additional cost, provide training to Government personnel who will be utilizing the Licensed Product.

6. Travel. In addition to the compensation for services as specified in Paragraph 4 above, the Government agrees to pay documented transportation, subsistence, lodging and other travel expenses, while in travel status, for trips which have been authorized in writing in advance by the Government. These costs shall be advanced or reimbursed on the same basis as is applicable to non-contract employees of the Government and the total of said costs and expenses shall not exceed \$10,000.
7. Program Code & Documentation.
 - a. Program Code. No source code or technical-level documentation are licensed under this Agreement.
 - b. Program Documentation. Contractor shall provide an electronic copy of "Documentation" describing in reasonable detail understandable by a user of general proficiency the use and operation of the Licensed Product at no cost to the Government. Documentation may be reproduced by the Government for the exclusive use of the Government.
8. Confidential & Proprietary Information.
 - a. Acknowledgment. The Government hereby acknowledges that the Licensed Product (including any Documentation, source code, translations, compilations, partial copies and derivative works) contains confidential and proprietary information belonging exclusively to the Contractor or such third party as may be identified on the Licensed Project or applicable Documentation ("Confidential & Proprietary Information"). Confidential & Proprietary Information does not include: (i) information already known or independently developed by the Government outside the scope of this relationship by personnel not having access to any Confidential & Proprietary Information, (ii) information in the public domain, or (iii) information received by the Government from a third party who was free to disclose it.
 - b. Covenant. With respect to the Confidential & Proprietary Information, and except as expressly authorized herein, the Government agrees that during the term of this Agreement and at all times thereafter it shall not use, commercialize or disclose such Confidentiality & Proprietary Information to any person or entity, except its own employees having a "need to know" (and who themselves are bound by similar nondisclosure restrictions), and to such other recipients as the Contractor may approve in writing. Neither the Government nor any recipient shall: (i) alter or remove from any Licensed Product or associated Documentation any proprietary, copyright, trademark or trade secret legend, or (ii) decompile, disassemble or reverse engineer the Licensed Product or other Confidentiality & Proprietary Information (and any information derived in violation of such covenant shall automatically be deemed Confidential & Proprietary Information owned exclusively by the Contractor). The Government and its personnel shall use the same degree of care in safeguarding the Confidential & Proprietary Information as that used in safeguarding its own confidential information. Upon

termination, the Government shall return or destroy all Confidential & Proprietary Information in its possession or control and cease all further use thereof.

- c. Injunctive Relief. The Government acknowledges that violation of this Section would cause irreparable harm to Contractor not adequately compensable by monetary damages. In addition to other relief, the Government agrees that, to the extent permitted by law, injunctive relief shall be available to prevent any actual or threatened violation of such provisions.

9. Warranties.

- a. Noninfringement Warranty. Contractor represents and warrants that the Licensed Product, when properly used as contemplated herein will not infringe or misappropriate any United States copyright, trademark, patent, or the trade secrets of any third persons. Upon being notified of such a claim, Contractor shall (i) defend through litigation or obtain through negotiation the right of the Government to continue using the Licensed Product, (ii) rework the Licensed Product as to make it noninfringing while preserving the original functionality, or (iii) replace the Licensed Product with functionally equivalent software. If none of the foregoing alternatives provide an adequate remedy, the Government may terminate all or any part of this Agreement and recover amounts paid for the infringing Licensed Product.
- b. Limited Performance Warranty. Contractor represents and warrants for a period of 60 days from acceptance ("Warranty Period") that it will ensure the Licensed Product operates in accordance with the applicable Documentation provided, that the Licensed Product is installed, implemented and operated in accordance with all instructions supplied by Contractor; (ii) the Government has properly installed all updates made available with respect to the Licensed Product and updates recommended by Contractor with respect to any third party software products (including operating system software) that materially affects the performance of the Licensed Product; (iii) The Government has properly maintained all associated equipment, software and environmental conditions in accordance with applicable specifications and industry standards; and (iv) the Government has not introduced other equipment or software creating an adverse impact on the Licensed Product.
- c. Warranty Disclaimer. EXCEPT AS SPECIFICALLY PROVIDED IN THIS SECTION ("WARRANTIES") THE CONTRACTOR HEREBY DISCLAIMS WITH RESPECT TO ALL LICENSED PRODUCTS, SUPPORT SERVICES OR OTHER DELIVERABLES PROVIDED HEREUNDER, ALL EXPRESS AND IMPLIED WARRANTIES, EXCEPT THE WARRANTY OF TITLE AND THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

10. Indemnification. [Omitted]

11. Limitation on Liability. By entering into this Agreement, neither the Government nor Contractor and their agencies waive sovereign immunity or any other immunity defenses that may be extended to them by operation of law, including limitations on the amount of damages that may be awarded or paid.
12. Liability of Others. Nothing in this Agreement shall be construed to impose any liability upon Government persons, firms, associations, or corporations engaged by Contractor as servants, agents, independent contractors, or in any other capacity whatsoever, or make the Government liable to any such persons, firms, associations or corporations for the acts, omissions, responsibilities, obligations and taxes of Contractor of whatsoever nature, including but not limited to unemployment insurance and social security taxes for Contractor, its servants, agents or independent contractors.

No provision of this Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Contract, including but not limited to any citizen or employees of the Contractor and/or Government.

13. Independent Contractor. The Contractor shall perform this Agreement as an independent contractor and nothing herein contained shall be construed to be inconsistent with this relationship or status.
14. Access and Audits. The Government shall maintain adequate records to justify all expenses and costs incurred for at least three (3) years after completion or termination of the Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 – 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, and to audit, investigate, monitor, and inspect the activities of the Government.

Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 – 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

15. Right to Withhold. If work under this Contract is not performed in accordance with the terms hereof, Government will have the right to withhold out of any payment due to Contractor, such sums as the Government may deem reasonable to protect it against loss or to assure payment of claims arising there from, and, at its option, the Government may apply such sums in such manner as the Government may deem reasonable to secure itself

or to satisfy such claims. The Government will immediately notify the Contractor in writing of the specifics of the issue in the event that it elects to exercise its right to withhold.

No such withholding or application shall be made by the Government if and while Contractor gives satisfactory assurance to the Government that such claims will be paid by the Contractor or its insurance carrier, if applicable, in the event that such contest is not successful.

16. Condition Precedent. This Agreement shall be Subject to the availability and appropriation of funds and to the approval of the Governor.
17. Termination. Either party will have the right to terminate this contract, without penalty, with or without cause on SIXTY (60) days written notice to the other party specifying the date of termination.
18. Non-Discrimination. The Government warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression.
19. Governing Law and Jurisdiction. This Agreement shall be governed by the laws of the United States Virgin Islands. Jurisdiction over this Agreement is exclusive in the District Court of the United States Virgin Islands.
20. Dispute Resolution.
 - a. Mediation. The Government and Contractor agree that in the event of any controversy, claim or dispute arising out of or relating to this Agreement the parties shall first seek resolution of such controversy, claim or dispute through mediation. The mediation shall be conducted in the U.S. Virgin Islands by a mediator mutually acceptable to the parties, who shall conduct the mediation pursuant to the rules of the American Mediation Association. The mediator's fee shall be shared equally by both parties. Other than the mediator's fee, the parties shall bear in full their respective costs all other costs relating to the mediation.
 - b. Arbitration. In the event the parties cannot resolve through mediation a controversy, claim or dispute arising out of or relating to this Agreement, the parties agree such controversy, claim or dispute shall be resolved and determined by binding arbitration in accordance with the Commercial Rules of the American Arbitration Association and judgment on the award rendered by the arbitrator shall be entered by the District Court of the U.S. Virgin Islands. The parties shall choose a mutually acceptable arbitrator, who shall meet the requirements of the American Arbitration Association. The arbitration shall be conducted in the U.S. Virgin Islands and shall be completed within sixty (60) days of the arbitration

notice submitted to the arbitrator, unless otherwise agreed to by the parties. In rendering an award, the arbitrator shall determine the rights and obligations of the parties according to the laws of the U.S. Virgin Islands. The award must be based on and accompanied by a written decision (to be considered a component of the award) explaining the factual and legal basis for the award as to each of the controverted issues at the hearing. The award shall be conclusive and binding as to the facts so found, and may thereafter be entered as a judgment by the U.S. Virgin Islands District Court. All decisions of the arbitrator shall be final, binding, and conclusive on the parties. To the extent permitted by law, in the event of arbitration, the prevailing party shall be entitled to recover as an element of its costs of suit, and not as damages, reasonable attorneys' fees to be fixed by the arbitrator. Other than said attorneys' fees, the prevailing party may not recover any other portion of its costs of the suit; provided, however, that the arbitrator's fee shall be shared equally by both parties, regardless of which party prevails.

21. Waivers and Amendments. No waiver, modification or amendment of any term, condition or provision of this Agreement shall be valid or of any force or effect unless made in writing, signed by the parties hereto or their duly authorized representative, and specifying with particularity the nature and extent of such waiver, modification or amendment. Any such waiver, modification or amendment in any instance or instances shall in no event be construed to be a general waiver, modification or amendment of any of the terms, conditions or provisions of this Contract, but the same shall be strictly limited and restricted to the extent and occasion specified in such signed writing or writings.

The Government reserves the right to make changes to the Statement of Work, including alterations, reductions therein or additions thereto. Upon receipt by the Contractor of the Government's notification of a contemplated change, the Contractor shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the Government of any estimated change in the completion date, and (3) advise the Government if the contemplated change shall affect the Contractor's ability to meet the completion dates or schedules of this Agreement.

If the Government so instructs in writing, the Contractor shall suspend work on that portion of the Statement of Work affected by a contemplated change, pending the Government's decision to proceed with the change.

No change to the Statement of Work shall be valid or of any force unless made in writing, signed by the parties thereto, and the writing satisfies the requirements of Virgin Islands public contract procedures.

22. Assignment. The Contractor shall not assign or subcontract any part of the services under this Agreement without the prior written consent of the Government.

23. Effective Date. The Agreement will become effective upon execution of the Governor of the United States Virgin Islands.

24. Notices. Any notice required to be given by the terms of this Agreement shall be deemed to have been given when the same is sent by certified mail, return receipt requested, postage prepaid, personally delivered or by any overnight delivery service requiring signed acceptance, addressed to the parties as follows:

Government

Commissioner
Department of Property and Procurement
Sub Base, Building No. 1
St. Thomas, Virgin Islands 00802

and

Commissioner
Department of Licensing and Consumer Affairs
3000 Golden Rock Shopping Center, Christiansted
St. Croix, VI 00820-4311

Contractor

Deputy Director,
IT Operations Information Systems Services
301 N. Olive Avenue, 8th Floor
West Palm Beach, FL 33401

and

County Attorney
Palm Beach County Attorney's Office
301 North Olive Avenue, Suite 601
West Palm Beach, FL 33401

25. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto, and all other understandings or communications, written or oral, with respect to the services that are the subject matter of this Agreement, are merged herein. None of the provisions, terms, and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

26. Severability. In the event that any provision of this Agreement shall be held to be invalid, the validity of the remaining provisions of the Agreement shall not in any way be affected thereby.

27. Authority. The Government and Contractor acknowledge that they are each governmental entities. The Government and Contractor each warrant that its execution and delivery of

Handwritten initials: "VJ" and "SB" with a checkmark.

this Agreement is duly authorized by law and that the Agreement when fully executed will constitute the legal, valid, and binding obligation of each party.

28. Other Provisions. The Addenda attached hereto are a part of the Agreement and are incorporated herein by reference. In the event of a conflict between the terms of any addenda to this Agreement and the terms of this Agreement, the terms of this Agreement shall prevail.
29. Excusable Delays. The Contractor shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the Contractor or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargos, and abnormally severe and unusual weather conditions.

IN WITNESS WHEREOF, and intending to be legally bound, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

PALM BEACH COUNTY, FL
BY ITS BOARD OF COUNTY COMMISSIONERS

By: _____ Date _____
Chair

SHARON R. BOCK
CLERK & COMPTROLLER

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: _____ Date _____
Deputy Clerk

By: Paul F. J. 12/3/12
Assistant County Attorney Date

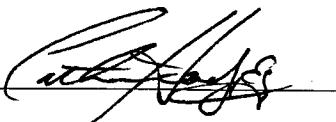
APPROVED AS TO TERMS AND CONDITIONS

By: Steve Bordelon 11/15/12
Steve Bordelon Date
Director, Information Systems Services


XT
SB

WITNESSES:

GOVERNMENT OF THE
UNITED STATES VIRGIN ISLANDS



_____ Date
Lynn Millin Maduro
Commissioner, Dept. of Property & Procurement

 _____ Date
Wayne Biggs, Jr.
Commissioner, Licensing and Consumer Affairs

APPROVED:

_____ Date
Honorable John P. de Jongh, Jr.
Governor, U.S. Virgin Islands

APPROVED TO LEGAL SUFFICIENCY
DEPARTMENT OF JUSTICE

By: _____ Date

*VTS
SB*

Addendum 1

STATEMENT OF WORK

OBJECTIVES

1. Provide maintenance, enhancements and support for the software application known as Business License Web Application, developed by Palm Beach County Information System Services (ISS), and related professional services to Government as described in this Statement of Work. The estimated cost is based on a standard rate of \$100 per hour. The total ISS cost for hosting, maintaining, developing and supporting the application will not exceed a total sum of \$164,000 for a period from 10/1/12 to 09/30/13.
2. Provide ongoing Software License and Application Hosting Services to Government as described in this Statement of Work.

EXECUTIVE SUMMARY

At the request of the U.S. Virgin Islands Government, the Palm Beach County Information Systems Services (ISS) Department replaced the Virgin Islands' old Business License Application with a new web-based application.

The application is comprised of two major components. They are:

- License Public Web System
- License Administration Web System

License Public Web System

The License Public Web System is comprised of services which give an individual the ability to perform a business search. This component provides a user portal for account creation and maintenance, the ability to apply for a new license or renew an existing license, and complete the transaction using a credit card or electronic check. It will allow filing a complaint against a business.

License Administration Web System

The License Administration Web System employs a dashboard concept for processing licenses, performing business searches, and for creating, renewing, and updating licenses. Functionality will also be provided to process complaints, maintain work flow, maintain security, and for providing standard reports along with the ability to create ad hoc or custom reports.

The estimated number of hours to complete Phase 4 of this project is 980. This estimate is based on our experience in Web application development and the Work Breakdown Structure generated for this project.

The estimated cost is based on a standard rate of \$100 per hour. The ISS cost for developing and maintaining the application will not exceed a total cost of \$98,000 (980 * \$100).

There will be a monthly software lease fee of \$1,650 and a monthly application hosting cost of \$3,850 to the expiration of the Agreement.

Should the U.S. Virgin Islands request that ISS staff be available at their site, the cost of such travel will be based on the cost of airline tickets plus accommodations and a meal cost of \$40 per day. Travel costs will be in addition to the standard billing rate for labor hours expended.

SYSTEM REQUIREMENTS

License Public Web System

1. Business Search
 - 1.1. By Island or All
 - 1.2. By Category
 - 1.3. Search Results
 - 1.4. Search Results Specific Columns

2. Use Portal
 - 2.1. User Account Creation
 - 2.2. Login
 - 2.3. Forgot Password
 - 2.4. User Information Update
 - 2.5. View and Only reply to Messages by Admin
 - 2.6. Print License
 - 2.7. Declined Payment Resubmission

3. Apply for New License
 - 3.1. Wizard Interface
 - 3.2. License Type and if an Corp
 - 3.3. SS# or FEIN#
 - 3.4. Notification
 - 3.5. Status Update
 - 3.6. Renew existing License
 - 3.7. Payments Module
 - 3.8. Daily Payment Report
 - 3.9. Instant charge CC on Issue or Renew
 - 3.10. Auto charge CC after License process is completed

WTS
85

3.11. Send link if Payment Failure

4. Complaints

- 4.1. Search Complaint
- 4.2. Create Complaint
- 4.3. View Complaint
- 4.4. Comments

License Administration Web System

1. Dash Board

- 1.1. Color Coded Data Grid
- 1.2. Sorting / Filtering
- 1.3. Status of License
- 1.4. Comments View
- 1.5. Attachments View

2. Business Search

- 2.1. By Island or All
- 2.2. By Category
- 2.3. Search Results
- 2.4. Search Results specific Columns

3. License Options

- 3.1. Create
- 3.2. Renew
- 3.3. Update
 - 3.3.1. Business Info
 - 3.3.2. User Portal Info
 - 3.3.3. Send Messages to User
 - 3.3.4. User Messages List
 - 3.3.5. Status Change Activate / Inactivate
- 3.4. Comments Add, History List and View
- 3.5. Payment History List & View
- 3.6. Audit List and Details
- 3.7. Work Flow History
- 3.8. Complaints Process
- 3.9. Attachments List and View
 - 3.9.1. PDF Attachments only
- 3.10. Work Flow
 - 3.10.1. User Roles Management
 - 3.10.2. Notifications
- 3.11. Override Work flow Tasks

Handwritten initials/signature

- 4. Board License
 - 4.1. Add Certificate
 - 4.2. Manage Certificate

- 5. Case Management
 - 5.1. Search Cases
 - 5.2. Add Cases
 - 5.2.1. CPS
 - 5.2.2. Consumer Protection
 - 5.2.3. Complaints
 - 5.2.4. Legal

Security

- 1.1. User & Role Maintenance
- 1.2. Password Reset

Interfaces

- 1.1. Export File for ERP System

Reports

- 1.1. Daily Payment
- 1.2. Distribution
- 1.3. Three Custom

DEVELOPMENT PLAN AND SCHEDULE

Immediately following execution of this Agreement, the project team will finalize the requirements and generate a detailed project plan and schedule which will reflect completion of Phase 4 of the project by September 30, 2013.

Handwritten initials/signature

Addendum 2

PRICING DOCUMENT FOR PROFESSIONAL SERVICES

PROFESSIONAL SERVICES · Not to Exceed Cost

	Cost
Phase 4:	
Data Conversion	
Develop and Implement VI Business Requirements	
Testing and Documentation	
Training	
TOTAL PROFESSIONAL SERVICES	\$98,000

SOFTWARE LEASE - Monthly Fee (10/01/12 - 09/30/13)

	Monthly	Annual
Per Server Based Licenses		
TOTAL SOFTWARE LEASE	\$1,650	\$19,800

APPLICATION HOSTING SERVICES - Monthly Fee (10/01/12 - 09/30/13)

	Monthly	Annual
Server Support (Web and Database)		
Secure Site Certificate Renewal		
Repair, Replacement and Improvement (RR&I) of Capital Expenditures		
Data Storage		
System Backup and Offsite Storage		
Database Administration		
Help Desk Support		
% of ISS and Contractor Overhead		
Internet Network Support		
TOTAL APPLICATION HOSTING SERVICES	\$3,850	\$46,200

VFS
SB

**GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS**



DEPARTMENT OF LICENSING & CONSUMER AFFAIRS

INSERT ADDRESS HERE
CHRISTIANSTED, ST. CROIX, U.S. VIRGIN ISLANDS 00820

CONTRACT NO.:

DATE:

EXERCISE OF RENEWAL OPTION

Contractor	Description of Scope of Work/Services

Pursuant to the renewal option provision, **insert contract number** above mentioned contract, and subject to the appropriation and allotment of necessary funds, notice is hereby given that the Government of the U.S. Virgin Islands, Department of Property and Procurement exercises its option to renew and does hereby renew the aforementioned contract for the period **insert start date** to **insert end date**, at the rate stipulated cost therein.

All the terms, covenants, and conditions of the contract affected shall continue in full force and effect.

Please acknowledge receipt and acceptance hereby signing and returning original and **Three (3)** copies to:

Department Name and address
St. Croix, U.S. Virgin Islands 00820

ACKNOWLEDGMENT & ACCEPTANCE:

GOVERNMENT OF THE VIRGIN ISLANDS

Contractor name

Department Name

Date: _____

Date: _____

SB