



TO: FINANCE COMMITTEE
FROM: EXECUTIVE DIRECTOR'S OFFICE
SUBJECT: CONTRACT AMENDMENT FOR WEBSITE AND DATABASE
DATE: OCTOBER 26, 2018

DJ Case & Associates has completed the web and database development scope of work, originally signed in February of 2018. This First Amendment will provide additional scope and funds to complete new requests and maintenance for the remainder of 2018 and all of 2019.

The original scope of work totaled \$240,602.00. Line item PD-8 for 2018 included \$500,000 for this work, and this amendment will obligate an additional \$37,180.00 of this amount (a total 2018 expenditure of \$277,782.00). Additionally, this amendment will obligate new 2019 budget of \$57,710.00 with the associated scope of work to cover maintenance and support through December 31, 2019.

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



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PLATTE RIVER RECOVERY IMPLEMENTATION PROGRAM

FIRST AMENDMENT

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

1. Parties.

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

- (1) Approve additional 2018 contract compensation of \$37,180.00 for post-launch feature refinement & support. These funds were obligated as part of the 2018 Program budget and became available on January 1, 2018.
- (2) Approve 2019 contract compensation of \$57,710.00. These funds are included as part of the 2019 Program budget and become available on January 1, 2019.
- (3) Expand the Scope of Work to include tasks described in Attachment A.
- (4) Extend the term of the existing contract between Foundation and Consultant, executed February 15, 2018, through December 31, 2019.
- (5) 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, 2019, is \$94,890.00.



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 ONGOING WEBSITE, INTRANET, AND SPECIES DATABASE APPLICATION
OPERATION, SUPPORT, AND DEVELOPMENT

Scope of Work | DJ Case and Associates

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

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In partnership with the Platte River Recovery Implementation Program (PRRIP), DJ Case and Associates (DJ Case) will conduct ongoing consultation, design, technical development, content/creative production, 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://drive.google.com/open?id=1e47ZPKtgxJCb-FufyV-Fl-9m1hYG2vB-tt8HvICSDE>

Feature Refinement and Support Following Launch

September - December 2018

Following launch of the PlatteRiverProgram.org website, intranet, and species database in late August, DJ Case developers have continued to make modifications and adjustments in response to PRRIP-team feedback, as well as address new feature requests and improvements.

Species Database Refinements

- Adjust the administrative interface to recognize the visitor role so that certain functions are properly disabled
- Address handling of empty observations in migration of river monitoring survey data
- Implement reference test to prevent deletion of items with active references in the database
- Implement date/time management feature
- Creation of a least tern/piping plover “Nest Success Summary” report

Cost: \$10,460

Streamflow Refinements

- Implement modal view of stream flow chart
- Modify river flow downloads to include a single date column and multiple aligned gage values
- Configure automated process and notification emails for inserting new river data
- Improve on streamflow display by adjusting gage ordering and improving how graph displays on query re-submission.

Cost: \$9,160

Ongoing Refinements, Support, System Management, and Operation

- Edit, refine, encode, and post video clip on home page
- Consult on site usage, analytics, and future options for consideration
- Research potential solutions and feasibility of implementation to address site visitor and PRRIP team requests
- Ongoing modifications to functionality and display based on user feedback and experiences (i.e. content deletion redirect, date/time handling on resource content, ordering of committees and group committees page, etc.)
- Site intranet user addition and support
- Content editing and modifications
- “Opportunity” notification support, and monitoring
- Functionality that allows for downloading all files for a given event (committee meeting) as a single zip file rather than having to download each file individually or require site administrators to bundle files.

Cost: \$17,560

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Total Cost for Feature Refinement and Support Following Launch (2018): \$37,180

2019 System Operation, Management, Support, and Ongoing Improvement

Operation, Management, and Support - January 1 - December 31, 2019

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.

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.

Monthly reporting

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

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.

Total cost for 2019 operation, management, and support: \$19,010

Ongoing Improvement

Hydrologic Conditions Integration and Display Improvements

DJ Case will consult with PRRIP team to determine how to better present target hydrologic conditions report information. This will involve working with PRRIP hydrologists, program managers, and user audiences to determine how to better communicate the regularly updated information. We will consider how to integrate display of manually-entered hydrologic condition information with dynamic streamflow data in graphs and textual display.

Cost: \$5,850

Content Review and Redevelopment

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 objects. Following that review and analysis, DJ Case will conduct up to three rounds of content redevelopment, reorganization, and review iterations with the PRRIP team. Redevelopment potentially includes restructuring the site with new navigation, new/revised content types, and new views/displays. DJ Case will also improve content readability and style, combine redundant content areas, and write new content to more effectively tell the PRRIP story.




Cost: \$6,800

Adaptive Management Structure Discovery


PRRIP has implemented adaptive management principles to great success — and far beyond what most programs and agencies have been able to achieve. The Program’s dedication to the process should be celebrated and prominently shared so that other conservation programs can follow the PRRIP example. DJ Case biologists, communicators, and web developers will consult with PRRIP leadership to consider how PlatteRiverProgram.org might be structured to both communicate about adaptive management success and to support its ongoing implementation in the next increment. Starting after June 2019, as PRRIP prepares to transition to the first increment, we will consult with the PRRIP team to understand how the Program has utilized an adaptive management process in the past and what its plans are going forward. We will develop recommendations for how PRRIP might convey and communicate

Big Question 1


Will implementation of short-duration, high-flow releases produce suitable tern and plover riverine nesting habitat on an annual or near-annual basis?


2018 Assessment	
2017 Assessment	
2016 Assessment	

Flow #1
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam pharetra interdum ante, eu cursus risus mollis non. Etiam erat elit, faucibus sed dolor nec, ultricies finibus mauris. Nunc vel elit sed massa rutrum gravida porta nec dolor. Interdum et malesuada fames ac ante ipsum primis in faucibus. Suspendisse potenti. Donec leo erat, sollicitudin in lacinia sed, venenatis vitae ipsum. Praesent et tempus leo. Aenean at consequat tortor. Donec bibendum urna vitae neque aliquet tristique. Phasellus gravida tellus sapien.



Flow #3
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam pharetra interdum ante, eu cursus risus mollis non. Etiam erat elit, faucibus sed dolor nec, ultricies finibus mauris. Nunc vel elit sed massa rutrum gravida porta nec dolor. Interdum et malesuada fames ac ante ipsum primis in faucibus. Suspendisse potenti. Donec leo erat, sollicitudin in lacinia sed, venenatis vitae ipsum. Praesent et tempus leo. Aenean at consequat tortor. Donec bibendum urna vitae neque aliquet tristique. Phasellus gravida tellus sapien.



Research findings
 A Really Compelling Scientific Report

about its adaptive management plans and demonstrate its past findings. We envision the development of a relational content structure that allows Program leaders to dynamically connect various steps of the process with documentation, details, and — ultimately — results.

Cost: \$1,850

Iterative Improvements and Functionality

Consult with PRRIP leadership to iteratively develop new features and functionality for PlatteRiverProgram.org, the Program's intranet, and the species database as needed to include things like . . .

- *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.
- *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.
- *Addition of new gages to streamflow data collection, visualization, and download capability* - This could range from adding other USGS and Nebraska gage, which would be relatively simple, to adding non-USGS Colorado gages, which may prove more challenging depending on availability of APIs.
- *Ability to download stream data graph images* - Enable conversion of stream data charts from SVG to PNG so that users can download them.
- *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.

- *Inline creation of document nodes from meeting/event node addition form* - Allow a user to create referenced private and public documents as part of the event/meeting creation process.
- *Improving event and document form submission redirect* - Users would prefer not to be routed back to the initial page after submitting events or documents, which requires them to then drill down through committee, etc to return to the previous point before they accessed the event or document form. A user-by-user solution was tested that allows redirects to be managed from each user's account. However, it is only useful when someone adds an event or document. DJ Case will conduct further research into the feasibility of establishing redirection rules when events or documents are deleted or edited.
- *Implementation of [Glossify](#)* - Add functionality to scan and parse terms found in website taxonomy and/or content with tooltips and optional page links.
- *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.

Cost: \$24,200

Total Cost for Ongoing Improvement: \$38,700

**Total for 2019 System Operation, Management,
Support, and Ongoing Improvement: \$57,710**

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Grand total: \$94,890