



## CivicPlus Subsite Sales Form

Organization	West Allis, WI Library	URL	XX
Street Address	XX		
Address 2	XX		
City	XX	State	XX
		Postal Code	XX
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	XX		
Emergency Contact & Mobile Phone	XX		
Emergency Contact & Mobile Phone	XX		
Project Contact	XX	Email	XX
Phone	XX	Ext.	XX
		Fax	XX
Billing Contact	xx	E-Mail	xx
Phone	XX	Ext.	XX
		Fax	XX
Billing Address	XX		
Address 2	XX		
City	XX	ST	XX
		Postal Code	XX
Tax ID #	XX	Sales Tax Exempt #	XX
Billing Terms	XX	Account Rep	Megan Underwood
Info Required on Invoice (PO or Job #)	XX		



## CivicPlus Project Development Services & Scope of Services for Subsite

All Quotes are in US Dollars and Valid for 60 Days from 10/10/2018

Project Details	Optional	One Time Fee
<b>Design &amp; Project Overview</b>		
<ul style="list-style-type: none"> <li>Administration separate from parent site</li> <li>Separate template from parent site</li> <li>Separate design elements and color scheme from parent site, including template, banner, colors, style, and graphic elements.</li> <li>Unique graphic buttons</li> <li>Unique URL</li> <li>SSL</li> <li>Unique global navigation NOTE: Simple navigation is developed as part of the design. CivicPlus will develop recommended navigation for an additional fee.</li> <li>Existing and future modules separate from parent site</li> <li>Shared site search (returns results from both sites)</li> <li>Migration of up to 50 pages of Existing Library-related Content. Additional development may be purchased</li> <li>Training not included. Additional Training is available for purchase.</li> </ul>		\$8,150
<b>Subsite Add-Ons (Optional)</b>		
Additional 4-Hour Block of Custom Virtual Training	\$625/Block	\$xx
Develop Recommended Navigation	\$2,500	\$xx
Full system virtual training – 12 hours	\$1,875	\$xx
Full system on-site training – 3 days	\$8,800	\$xx
<b>Total Project Development Fee</b>		\$xx
<b>First Year Annual Services Fee</b>		Included
Server storage not to exceed 10 GB		
<b>Total Fees Year 1</b>		<b>\$xx</b>

- Hosting fees for your subsite are subject to the renewal terms and annual increase terms of the original contract between CivicPlus and West Allis, WI.
- The Total Fees Year 1 will be invoiced as follows:
  - Upon signing this SOW, thirty percent (30%) of the Total First Year Fees.
  - The earlier of 6 months from signing or upon completion of Subsite Implementation, the remaining seventy percent (70%) of the Total First Year Fees.
- Invoicing for Year 2 Annual Services begins one (1) year from signing this form and shall continue annually until terminated by either party by giving written notice to the other party 60 days' prior to the renewal date of this form.
- Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.

<b>2<sup>nd</sup> Year and Beyond Annual Services Fee</b>		<b>\$1,125</b>
<i>Subject to annual increase of 5% year 3 and beyond</i>		
<b>Annual Services Include the Following:</b>		
<b>Support</b>	<b>Maintenance of CivicPlus Application &amp; Modules</b>	<b>Hosting</b>
7-7 (CST) Mon-Fri (excluding holidays) 24/7 Emergency Support Dedicated Support Personnel 4-hour Response during Normal Hours Usability Improvements Integration New & Upgraded Services Proactive Support for Updates & Fixes Online Training Manuals Monthly Newsletters Phone Consulting CivicPlus Connection	Install Service Patches for OS Upgrades Fixes Improvements Integration Testing Development Usage License	Shared Web/SQL Server DNS Consulting & Maintenance Monitor Bandwidth-Router Traffic Redundant ISP Redundant Cooling Natural Gas Powered Generator Daily Tape Backup Intrusion Detection & Prevention Antivirus Protection Upgrade Hardware



### Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

\_\_\_\_\_  
FORMALNAME

\_\_\_\_\_  
Date

\_\_\_\_\_  
CivicPlus

\_\_\_\_\_  
Date

**Sign and e-mail or Fax this Copy**

Attn: Contract Manager

Email: SalesCoordinators@CivicPlus.com

Fax: 785-587-8951

**And – Mail Two (2) Signed Originals**

CivicPlus Contract Manager

302 S 4<sup>th</sup> Street

Manhattan, KS 66502

We will e-mail or fax a counter-signed copy of the contract back to you so we can begin your project. Upon receipt of two signed originals, we will counter-sign and return one copy for your files.