



OFFICE OF CIO & DIRECTOR
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TO: Talisa Clark, Chief Procurement Officer – Purchasing and Contracting
THROUGH: John Matelski, Chief Information Officer – Innovation and Technology
FROM: Angela Green IT Business Officer – Innovation and Technology *AG*
SUBJECT: Proposed Change Order No. 2 to Diversified Technologies, LLC Contract (983554) for Website Design and Content Management System

Date: September 29, 2017

Detailed Description of Requested Change:

The Department of Innovation and Technology is requesting that the Purchasing & Contracting Department prepare the necessary documents to modify contract 983554 with Diversified Technologies, LLC to: (1) Add website hosting for 3 years (\$6,600.00 per year) to the current website design and content management system contract. The cost for this additional services described above will result in an increased contract cost of \$37,300.00. (2) Increase the agreed contract not-to-exceed amount by \$37,300.00 for a total not-to-exceed amount of \$439,300.00.

Approved by the BOC:	September 8, 2015
Original Contract Term:	October 21, 2015 through December 21, 2020
Original Contract Dollar Amount:	\$390,000.00
Previous Changes to Dollar Amount:	\$12,000.00
Requested Change to Dollar Amount:	\$37,300.00
Percentage of Original Contract Dollar Amount:	9%
Proposed Contract Dollar Amount:	\$439,300.00

Justification for the Proposed Changes and Explanation of why the County should consider approving this request:

This change order will allow the County to have the necessary hosting support services for the County’s website. The County does not have the capacity to host and support the Drupal platform which is the backbone of the new website. The Drupal Content Management System is a specialized content management platform that allows for County departments to control and manage their content independently. Under the current contract, the vendor is already responsible for management, patching, securing, and maintenance of the Drupal platform. This change order will allocate necessary monies for the inclusion of additional years of hosting.

This change order also creates the necessary contract vehicle for performing a major systems upgrade of the Drupal Platform within the term of the maintenance agreement. Since software evolves rapidly, being on the forefront of technology requires that the county aggressively keep with up any major updates to the underlying web platform. The major version upgrades will ensure that important features such as accessibility, ease of use and cybersecurity continue to be integral components of DeKalb county’s website. Given the complexity of the county’s code base and since the contract is already providing for maintenance, support and minor version upgrades to the Drupal platform and its modules, this change order will enable the county to move expeditiously to upgrade the Platform when needed during the term of the maintenance contract.