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Web Services Sales Agreement

This Sales Agreement is between The City of Seguin, Texas ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 10-2-15

CLIENT INFORMATION:		REVIZE LLC:
Company Name:	City Seguin	Revize Software Systems
Company Address:	816 Fred Byrd Drive	1890 Crooks, Suite 340
		Troy, MI 48084
Company City/State/Zip:	Seguin, Texas 78155	
Contact Name	Twila Wood twood@seguintexas.gov 313-343-2525	
Billing Dept. Contact		

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:	$ 2,500.00
	On-Site Design Discovery Meeting, one day session, onetime fee:	$ 2,000.00
	Includes all travel expenses, individual meetings with dept. heads	
1	Phase 2 – Website Design, up to 3 concepts, 3 rounds of changes, onetime fee:	$ 13,500.00
	Includes redesign of the following websites: City of Seguin, Visit Seguin, Seguin Library	
1	Phase 3 & 4 – Revize Template Development, CMS module Integration, onetime fee:	$ 15,200.00
1	Phase 5 – QA Testing, onetime fee:	$ 800.00
1	Phase 6 – Site Map Development and Content Migration:	$ 11,500.00
	Up to 2,800 pages and 2,000 Documents	
1	Phase 7 –On-Site Content Editing/Administrator Training, two day session, onetime fee:	$ 2,900.00
	Includes all travel expenses	
1	Phase 8 – Go Live, onetime fee:	$ 500.00
1	Phase 9 – Tech Support, CMS Updates, and Website Hosting, pre-paid annual fee:	$ 7,800.00
	Unlimited Users, up to Unlimited GB website storage	
	Grand Total:	**$ 56,700.00**

Five year agreement with free website re-design during year five. Revize requires a check for $14,175 to start this Initiative. Remainder of balance will be due in equal payments of $14,175 after phase 4 and phase 7. Final payment is due upon delivery of website for Go-Live or one year anniversary of project Kick Off meeting whichever comes first. Revize Annual Services start the day of the Kick Off Meeting. $7,800 will be due each year on anniversary of original kick-off meeting for 5 years. Credit Cards accepted with 3% handling fee.

Terms:

1. ***Payments:***
   - ***All Invoices are Due Upon Receipt. Work begins upon receiving initial payment.***
2. ***This Sales Agreement is the only legal document governing this sale.***
3. ***If additional "as is" content migration is required it will be done for $3 per web page or document.***
4. ***Both parties must agree in writing to any changes or additions to this Sales Agreement.***
5. ***This Sales Agreement is subject to the laws of the State of Texas***
6. ***Pricing expires in 30 days.***

AGREED TO BY:	***CLIENT***	***REVIZE***
Signature of Authorized Person:		
Name of Authorized Person:		***Thomas Jean***
Title of Authorized Person		***Account Manager***
Date:		

Please sign and return to: Thomas Jean at Fax # 866-346-8880

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Revize Project Team for Seguin, Texas

- Thomas Jean- Account Manager
  - Will coordinate the initial project planning and will be a part of the design kick-off meeting. Thomas will advise the entire project team of expectations for the project. He will be the secondary contact after the design kick-off meeting and the primary contact upon the website going live
- Denise Brazier-Project Manager
  - Will be managing the project throughout all phases. Denise will be the primary point of contact during the project and also will conduct content editor training. She will also be leading the content migration team.
- Ben Fryc- Web Designer
  - Ben will take part in the design kick-off meeting to gather information on design preferences of Seguin staff. He will be the lead graphics designer providing initial design concepts and, if necessary, edited concepts.
- Samir Alley- Lead Developer
  - Samir will be doing the HTML development of the approved design concepts. He will also lead the team in Revize CMS enabling the website.
- Ray Akshaya- Technical Director
  - Ray will be overseeing the entire development process including HTML development, Revize CMS enabling, and Web App Integration. Also assists the technical support team with advanced issues.
- Derek Ortiz- Technical Support
  - Derek will provide technical support to Seguin staff. He manages the customer support portal responding to any issues reported. Also is main point of contact for Revize phone support.

This team has been pre-selected specifically for the Seguin, Texas project but is subject to change in the best interest of the client. Client will be consulted if this team changes.

- Morgan Ash- City of Seguin Main Point of Contact

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Project Timeline

The project timeline below is our typical and suggested timeline for a project of this scope. Client approval processes and requests may dictate timelines being lengthened or shortened. Through our customer portal the client can see progress of project and be updated on future deadlines. Revize will be providing instructions to client on needed materials giving adequate time for those materials to be provided.

Phases	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design	Weeks 4 thru 8	5 Weeks
Phase 3: Template Development, CMS Integration	Weeks 9 thru 11	3 Weeks
Phase 4: Module Setup	Weeks 12 thru 14	3 Weeks
Phase 5: Custom Development	Weeks 15 thru 16	2 Weeks
Phase 6: Quality Assurance Testing	Week 17	1 Week
Phase 7: Sitemap Development / Content Migration	Weeks 18 thru 20	3 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 21	1 Week
Go-Live (Best Case Scenario)		21 Weeks

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Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for government departments. The applications and features are categorized into:

- **Citizen's Communication Center Apps**
- **Citizen's Engagement Center Apps**
- **Staff Productivity Apps**
- **Site Administration and Security Features**
- **Mobile Device and Accessibility Features**

CITIZEN'S COMMUNCIATION CENTER APPS:

- Alert Center
- Bid Posting
- Document Center
- Email Notify
- FAQs
- Job Posting
- Multi Use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo gallery
- Quick Link Buttons
- Revize Web Calendar
- Sharing App
- Sliding Feature Bar
- Language Translator

CITIZEN'S ENGAGEMENT CENTER APPS:

- Citizen Request Center with Captcha
- Citizen Request Tracker
- Citizen Connect (Community Blog)
- Parks Reservation App
- Public Service Request App
- Online Bill Pay
- RSS Feed

STAFF PRODUCTIVITY APPS:

- Agenda Posting Center
- Job Posting App
- Image Manager
- Intranet
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling
- Newsletter App

SITE ADMIN & SECURITY APPS:

- Audit Trail
- Auto Site Map Generator
- History Log
- Intranet (Secure Area)
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

MOBILE DEVICE AND ACCESSIBILITY FEATURES:

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD) – to accommodate better viewing of text and graphics for any size screen, i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices. Includes iPhone App