



# PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and entered into by and between **Schneider Geospatial**, also doing business as **qPublic** and **qPublic.net**, an Indiana Limited Liability Company, whose place of business is 8901 Otis Avenue, Suite 300, Indianapolis, IN 46216 ("PROFESSIONAL") and **Le Sueur County, Minnesota**, whose place of business is: 808 South Park Avenue, Le Center, MN 56057 ("CLIENT").

## 1 Services.

PROFESSIONAL shall provide CLIENT with the following services ("Services"):

### A. GeoPermits Portal Development

Development of a web-based GeoPermits portal. This site will include the following:

- a. Support multiple stage workflows that allow input and tracking of permit application and inspections data by multiple user types (public users, local government staff, service providers, and other related third-party organizations).
- b. User role-based security and access control to manage system users and enable workflow stage access based on user type.
- c. Ability to add auto-generated email notifications to specific users at each stage of a permit workflow.
- d. Administrative interface for CLIENT workflow project setup and configuration.
  - i. Create and edit unlimited number of workflow projects (each permit type will be represented as a workflow project).
  - ii. Create and edit unlimited number of stages for each workflow project.
  - iii. Create and edit unlimited number of data entities for each stage.
  - iv. Create instructions text for each data entity, with ability to embed HTML content such as hyperlinks.
  - v. Modify stage sequencing.
  - vi. Restrict visibility of workflow projects and stages to admin users only.
  - vii. Ability to generate test permit applications when modifying workflow projects and publish workflow updates to the live system when modifications are complete.
  - viii. Ability to "un-publish" a workflow project so that no new permits will be allowed to be created by users.
  - ix. Clone project capability to create a new workflow project based on an existing workflow project.
  - x. Configure permit fees for each workflow project. Fees may be dynamically calculated based on user inputs.
  - xi. Configure workflow conditional routing based on user entered inputs on dropdown lists and checkboxes.
  - xii. Project Summary page with detailed outline of each workflow project.
  - xiii. Print template editing interface to allow CLIENT admin users to configure templates for printable, completed permit applications.
- e. Multiple supported data entity types for data entry forms, including the following:
  - i. Short text box
  - ii. Long text box (Comments)
  - iii. Date
  - iv. Document attachment (with file browser)
  - v. Fee
  - vi. Lookup (dropdown list)
  - vii. Number
  - viii. Static Labels
  - ix. Checkbox, Radio Button
- f. Document upload capabilities to allow users to attach multiple electronic files to permit records at each stage of a permit workflow.
- g. CLIENT's community website branding to allow the community to provide a header logo image and contact information from the organization.
- h. Interactive mapping interface with basic mark-up tools to allow users to sketch and label information about the permit application on CLIENT's existing GIS map and aerial photography.
- i. Dashboard page to allow users to view permit applications in progress based on the following criteria:

- i. My Applications (in progress)
- ii. Applications Needing My Attention
- iii. Inspections to Schedule
- iv. Inspections to Complete
- v. Contractor Registrations about to Expire
- j. Integration with CLIENT's existing **Beacon** online portal to utilize existing property and GIS data for permit processing, search and report capabilities. Shared data elements are limited to PROFESSIONAL's existing Guidepost UPM data model.
- k. Contractor Registration Interface
  - i. Allows system users to register as a contractor with CLIENT.
  - ii. Admin interface to setup contractor types and registration fees
  - iii. Maintains a database of CLIENT's registered contractors, including the following information.
    - 1) Contractor Type
    - 2) Business Name
    - 3) Street Address
    - 4) City
    - 5) State
    - 6) Zip
    - 7) Contact Name
    - 8) Contact Title
    - 9) Contact Business Phone
    - 10) Contact Cell Phone
    - 11) Contact Email Address
    - 12) Company Web Address
    - 13) Status
    - 14) Registration length (in months)
    - 15) Effective Date
    - 16) Expiration Date
    - 17) Renewal Date
    - 18) Workers Comp. Expiration Date
    - 19) Bond Expiration Date
    - 20) Liability Insurance Expiration Date
    - 21) Registration Fee Payment status
    - 22) Notes
    - 23) Attached Documents
- l. Included Services:
  - i. Administrative account setup and deployment.
  - ii. Four, two-hour on-line training sessions to introduce client to the administrative functions of the system, as well as how to begin to set up their first workflows.
- m. **Payment Processor Integration**  
 PROFESSIONAL will provide product development services to integrate CLIENT's GeoPermits website with CLIENT's preferred third-party payment process. Integration will allow GeoPermits website to pass permit fee amounts and purchaser information to CLIENT's payment processor where the end user will submit payment information and receive a receipt for the transaction. CLIENT's payment processor system will handle all payment and transaction fee processing and routing of funds to CLIENT. GeoPermits end users will be required to click a link or button on CLIENT's payment processor interface in order for CLIENT's payment processor system to notify the GeoPermits system that the permit fee has been paid, and to return the end user to the GeoPermits website.
- n. **Standard Service Package**
  - i. Workflow template starter package (Building Permit, Septic Permit, Driveway/Road Cut Permit)
  - ii. Bi-weekly remote management of system at 2 days per month for the first 12 months of the hosting term
    - 1) Development and publication of workflows
    - 2) Respond to technical support questions from CLIENT's staff and public users
    - 3) Bi-weekly modification and update requests for workflows

## B. Portal Hosting and Maintenance

PROFESSIONAL shall host and maintain of the above described portal for the term of this Agreement.

PROFESSIONAL'S web data server environment includes a redundant/fail over power system, multiple power sources and long-term generator power, and multiple entry points for Internet bandwidth from different providers

for increased reliability. Services include automated transfer of data updates, mutually agreed upon website improvements and modifications, and regular functionality enhancements through the web hosting period. Services related to connecting to new versions of existing third-party databases and services related to connecting to new databases in the event of a change in third party providers are not covered by this Agreement. If the CLIENT is charging fees for use of the system, any and all disputed charges are the responsibility of the CLIENT. PROFESSIONAL will also maintain website usage statistics which can be viewed by CLIENT staff through an interface. Certain onsite hardware and software configurations may require additional third-party software (not included in this Agreement). The update feature requires CLIENT to maintain a dedicated high-speed Internet access. Services also include monitoring of PROFESSIONAL's web servers on a 24/7 basis; however, because of infrastructure issues beyond the control of PROFESSIONAL's staff, web services are not guaranteed to be available 24 hours per day, 7 days per week.

## 2 Payment for Services.

CLIENT shall compensate PROFESSIONAL for the Services as follows:

### A. GeoPermits

a. **One-time setup cost:** **\$31,740**

Setup items:

Core Setup:	Included
Standard Service Package:	Included
Payment Processor Setup:	Included

b. **Annual Hosting:** **\$7,380**

Hosting items:

Core Hosting:	Included
Map Hosting:	Included

### B. Payment Schedule

<b>Year 1</b>	<b>July 1, 2020 – December 31, 2020:</b>	<b>\$35,430</b>
	<b>(Setup: \$31,740, Hosting: \$3,690-prorated)</b>	
<b>Year 2</b>	<b>January 1, 2021 – December 31, 2021:</b>	<b>\$7,380</b>
<b>Year 3</b>	<b>January 1, 2022 – December 31, 2022:</b>	<b>\$7,380</b>
<b>Year 4</b>	<b>January 1, 2023 – December 31, 2023:</b>	<b>\$7,380</b>

### C. Project Schedule

#### a. Portal Development

- i. PROFESSIONAL requires the following information and technical assistance from the CLIENT to access data sources defined in the Scope of Services.
  - 1) Database connection information.
  - 2) Server name or IP address.
  - 3) Database name.
  - 4) User login information for read access.
  - 5) Data dictionary or schema, as available.
- ii. Network paths to all file data sources.
- iii. Installation of PROFESSIONAL's Remote Support application on a computer with network access to the CLIENT's data sources and files.
- iv. All information must be provided by the CLIENT to the PROFESSIONAL at least 21 days prior to the start of the Initial Hosting Term, defined below, to ensure that all data will be available on the portal at the start of the Initial Hosting Term.

#### b. Portal Hosting and Maintenance

- i. The Initial Hosting Term shall be defined in the Scope of Service or Payment Schedule above.
- ii. The Initial Hosting Term shall begin at the date above regardless of project delays resulting from CLIENT's failure to provide PROFESSIONAL with information required to access project data sources according to the project schedule. Any project delays on the part of the PROFESSIONAL will result in

the initial hosting term starting the first day of the first month following the completion of the portal's development and release from PROFESSIONAL to CLIENT.

*Other Fixed Fee phases of this project may be developed during the course of this agreement. Once the estimates are accepted, an Authorization to Proceed will have to be signed and submitted before work will begin.*

**Invoicing will be done on an annual basis at the beginning of the term unless otherwise specified.**

*If the CLIENT cancels the agreement before end of initial multi-year term, any waived discounts and promotional fees will be included in the final invoice.*

Balances due 30 days after the due date for non-government clients and 60 days after the due date for government clients shall be assessed an interest rate of 1½% per month (18% per year). CLIENT agrees to pay for any and all costs of collection including, but not limited to interest, lien costs, court costs, expert fees, attorney's fees and other fees or costs involved in or arising out of collecting any unpaid or past due balances, including late fees or penalties. If payment is not received within 30 days of the due date, PROFESSIONAL reserves the right, after giving seven (7) days written notice to CLIENT, to suspend services to CLIENT or to terminate this Agreement.

**3 Terms of Service.** Each party's rights and responsibilities under this Agreement are conditioned upon and subject to the Terms of Service which can be found at <http://schneiderGIS.com/termservice/>. By executing this Agreement, CLIENT acknowledges that it has read the above-described Terms of Service and agrees that such Terms of Service are incorporated herein and made a part of this Agreement. PROFESSIONAL reserves the right to update or modify the Terms of Service upon ten (10) days prior notice to CLIENT. Such notice may be provided by PROFESSIONAL to CLIENT by e-mail.

**4 Term, Termination and Renewal.** The initial term of this Agreement shall be defined in the Scope of Service or Payment Schedule above. If the services provided are for an annual rate and extend for multiple years, PROFESSIONAL will prorate the first year of the agreement to match the fiscal year for the CLIENT, followed by consecutive, 12-month periods. This Agreement shall automatically renew for successive terms which consist of a twelve (12) month period, subject to earlier termination as set forth in this Agreement or upon written notification by either party thirty (30) days prior to the end of a term. If, for any reason, this Agreement is terminated prior to the end of a term, any waived or discounted fees or specified promotional items provided by PROFESSIONAL shall be invoiced by PROFESSIONAL and paid by CLIENT.

**5 Assignment.** PROFESSIONAL has the right to assign or transfer any rights under or interest in this Agreement upon 15 days' written or electronic notice to CLIENT. Nothing in this Paragraph shall prevent PROFESSIONAL from employing consultants or subcontractors to assist in the performance of the Services.

**6 Rights and Benefits.** Nothing in this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than CLIENT and PROFESSIONAL. CLIENT and PROFESSIONAL expressly state there are no third-party beneficiaries to this Agreement.

**7 Successors.** This Agreement is binding on the partners, successors, executors, administrators and assigns of both parties.

**8 Applicable Law.** The terms and conditions of this Agreement are subject to the laws of the State of Indiana.

IN WITNESS WHEREOF, the Parties have executed this Agreement by affixing their signatures below.

**Pricing is valid through June 30, 2020.**

**PROFESSIONAL:**  
Schneider Geospatial, LLC

By: \_\_\_\_\_

Print: Jeff Corns, GISP

Title: President

Date: \_\_\_\_\_

**CLIENT:**  
Le Sueur County, Minnesota

By: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_