



THIS IS NOT AN INVOICE

Order Form
Prepared for
Ocala, FL

Granicus Proposal for Ocala, FL

ORDER DETAILS

Prepared By: Aldo Cardona
Phone:
Email: aldo.cardona@granicus.com
Order #: Q-344472
Prepared On: 03 Apr 2024
Expires On: 02 Jun 2024

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 12 months.



PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
IQM2 or Novus Data Migration into Legistar (Up to 10 years of data)	Upon Delivery	1 Each	\$15,000.00
SUBTOTAL:			\$15,000.00



PRODUCT DESCRIPTIONS

Solution	Description
IQM2 or Novus Data Migration into Legistar (Up to 10 years of data)	Granicus will migrate 10 years worth of meeting data from IQM2 or Novus into Legistar. This meeting data will be added into InSite (Public facing portal included with Legistar) Data will not be seen or otherwise usable in Peak. We will be migrating over PDFs of agendas, minutes, and corresponding videos if available. Please request a Scope of Work for more details



TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-344472 dated 03 Apr 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Ocala, FL to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.



BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-344472 dated 03 Apr 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Ocala, FL	
Signature:	 8C80B9F07388433...
Name:	Christopher Watt
Title:	Chief of Staff
Date:	4/23/2024

Approved as to form and legality:

DocuSigned by:

 B07DCFC4E86E429...

William E. Sexton

City Attorney



Ocala, FL – Data Migration

Date: Thursday, April 18, 2024

Data Migration Summary & Proposal

Summary

Ocala is migrating historic data from their IQM2 system to the Legistar platform.

Summary of Data to be Migrated

Included:

- Videos
- Agendas (or Agenda Packets)
- Minutes Documents
- Metadata:
 - Names
 - Dates
 - Meeting Location
 - Meeting Time
 - Meeting Body Description
 - Meeting Body Name
 - Meeting Comments

Not Included:

- Matters (Resolutions/Ordinance)
- Legislative History
- Attachments
- Votes
- Roll Call

Any additional data sources not discussed and evaluated during the scoping process are not included in this proposal and would be subject to additional cost and scope.

Services Proposed for this Migration

Based on the data provided – the following services are recommended and included in the project scope and cost to complete this migration.

1) Data Extraction

Granicus will extract data for use from the provided client data and stage it in an intermediary database to perform analysis and validation with the Client. Third-party clients will provide Granicus with their data via secure AWS S3 bucket which your project manager will configure and provide. Any data Granicus extracts or is provided will be retained for **1-year**. Clients must keep a copy of all data that is transmitted to Granicus to ensure data integrity.



All data provided to Granicus **must be public information** and cannot contain any Personable Identifiable Information (PII). If PII is received, Granicus migration team will inform the client and delete the data containing it.

2) Meetings will be Migrated into the Granicus System

Granicus will take the source data and create corresponding meetings with their associated documents (Agendas/Minutes) attached in the Granicus System.

3) Ocala will perform Data Validation to ensure successful migration

Clients are expected to report any errors found because of the migration during quality assurance checkpoints. Granicus will iterate the migration as necessary to ensure data integrity. Client will inform Granicus of any missing data, irregularities (spelling errors, improper dates, etc), incongruous documents, or anything else not mentioned. After receiving written approval from the Ocala team, the project will be considered complete. Any further iterations on the data will be considered out of scope at this point. Final data validation must be done within 30 business days of Granicus notification of completion

Any services not listed above are not included in this migration and would require additional cost and scope.

Pricing

The pricing below reflects pricing based on the amount and types of data described. Any additional data or data sources not captured in the summary above may incur additional costs. A variance of data size of +/- 10% is acceptable.

Service	Level of Effort	Price (Upfront)
Data Migration	5-Years	\$6000
Data Extraction	All Years	\$0
Total		\$6000

Service	Level of Effort	Price (Upfront)
Data Migration	10-Years	\$6000
Data Extraction	All Years	\$0
Total		\$12000



Service	Level of Effort	Price (Upfront)
Data Migration	Unlimited	\$15000
Total		\$15000

Certificate Of Completion

Envelope Id: 6896B70EF72E4625968161042FA4048F	Status: Completed
Subject: SIGNATURE - IQM2 Migration into Legistar - Granicus (ITS/240621)	
Source Envelope:	
Document Pages: 8	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Patricia Lewis
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	110 SE Watula Avenue
	City Hall, Third Floor
	Ocala, FL 34471
	plewis@ocalafl.org
	IP Address: 216.255.240.104

Record Tracking

Status: Original	Holder: Patricia Lewis	Location: DocuSign
4/18/2024 9:22:12 AM	plewis@ocalafl.org	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Ocala - Procurement & Contracting	Location: DocuSign

Signer Events

William E. Sexton
 wsexton@ocalafl.org
 City Attorney
 City of Ocala
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 B07DCFC4E86E429...
 Signature Adoption: Pre-selected Style
 Using IP Address: 216.255.240.104

Timestamp

Sent: 4/18/2024 9:25:27 AM
 Viewed: 4/23/2024 9:43:03 AM
 Signed: 4/23/2024 9:43:20 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Christopher Watt
 cwatt@ocalafl.org
 Chief of Staff
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 8C80B9F07388433...
 Signature Adoption: Pre-selected Style
 Using IP Address: 216.255.240.104

Sent: 4/23/2024 9:43:21 AM
 Viewed: 4/23/2024 9:43:54 AM
 Signed: 4/23/2024 9:44:23 AM

Electronic Record and Signature Disclosure:

Accepted: 4/23/2024 9:43:54 AM
 ID: ecaa7e4f-edd7-427b-a0b6-65e000a185b3

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Christopher Ramos
 cramos@ocalafl.gov
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 4/23/2024 9:44:24 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/18/2024 9:25:28 AM
Certified Delivered	Security Checked	4/23/2024 9:43:54 AM
Signing Complete	Security Checked	4/23/2024 9:44:23 AM
Completed	Security Checked	4/23/2024 9:44:24 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Ocala - Procurement & Contracting:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: contracts@ocalafl.org

To advise City of Ocala - Procurement & Contracting of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at contracts@ocalafl.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Ocala - Procurement & Contracting

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to contracts@ocalafl.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Ocala - Procurement & Contracting

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to contracts@ocalafl.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.