

CONSULTANT SERVICES AGREEMENT

Bid/Proposal No. N/A

Contract No. N/A

Project Name Technology Services Consulting

THIS AGREEMENT is made and entered into this **1st day of October, 2012**, by and between the City of Naples, Florida, a municipal corporation, (hereinafter referred to as the "OWNER") and **Selpan Interactive, Inc.**, a Florida corporation, authorized to do business in the State of Florida, whose business address is **838 10th Street South, Naples Florida 34102** (hereinafter referred to as the "CONSULTANT").

WITNESSETH:

WHEREAS, the OWNER desires to obtain the services of the CONSULTANT **to provide consulting services for the City's Technology Services Department** (hereinafter referred to as the "Project"); and
WHEREAS, the CONSULTANT has submitted a proposal for provision of those services; and
WHEREAS, the CONSULTANT represents that it has expertise in the type of professional services that will be required for the Project.

NOW, THEREFORE, in consideration of the mutual covenants and provisions contained herein, the parties hereto agree as follows:

ARTICLE ONE CONSULTANT'S RESPONSIBILITY

1.1. CONSULTANT shall provide to OWNER professional technology services in all phases of the Project to which this Agreement applies.

1.2. The Basic Services to be performed by CONSULTANT hereunder are set forth in the Scope of Services described in detail in **EXHIBIT A**. The Services to be performed by CONSULTANT and the estimate of potential fees and charges are set forth in the proposal, of copy of which is attached as **EXHIBIT B**, and incorporated by this reference.

1.3. The CONSULTANT agrees to obtain and maintain throughout the period of this Agreement all such licenses as are required to do business in the State of Florida, the City of Naples, and in Collier County, Florida, including, but not limited to, all licenses required by the respective state boards and other governmental agencies responsible for regulating and licensing the professional services to be provided and performed by the CONSULTANT pursuant to this Agreement.

1.4. The CONSULTANT agrees that, when the Services to be provided relate to a professional service which, under Florida Statutes, requires a license, certificate of authorization or other form of legal entitlement to practice such services, it shall employ and/or retain only qualified personnel to provide such services.

1.5. The CONSULTANT has represented to the OWNER that it has expertise in the type of professional

services that will be required for the Project. The CONSULTANT agrees that all services to be provided by CONSULTANT pursuant to this Agreement shall be subject to the OWNER's review and approval and shall be in accordance with the generally accepted standards of professional practice in the State of Florida, as well as in accordance with all published laws, statutes, ordinances, codes, rules, regulations and requirements of any governmental agencies which regulate or have jurisdiction over the Project or the services to be provided and performed by CONSULTANT hereunder. In the event of any conflicts in these requirements, the CONSULTANT shall notify the OWNER of such conflict and utilize its best professional judgment to advise OWNER regarding resolution of the conflict.

1.6. CONSULTANT agrees not to divulge, furnish or make available to any third person, firm or organization, without OWNER's prior written consent, or unless incident to the proper performance of the CONSULTANT's obligations hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any non-public information concerning the services to be rendered by CONSULTANT hereunder, and CONSULTANT shall require all of its employees, agents, sub-consultants and subcontractors to comply with the provisions of this paragraph.

1.7. CONSULTANT agrees not to employ or offer to employ any Elected Officer or City Managerial Employee of OWNER who in any way deals with, coordinates on, or assists with, the professional services provided in this Agreement, for a period of two (2) years after termination of all provisions of this Agreement.

- (a) For purposes of this paragraph, the term "Elected Officer" shall mean any member of the City Council.
- (b) For purposes of this paragraph, the term "City Managerial Employee" shall mean the City Manager, the Assistant City Manager, the City Clerk, and any City department head or director.
- (c) In the event CONSULTANT violates the provisions of this paragraph, CONSULTANT shall be required to pay damages to OWNER in an amount equal to any and all compensation which is received by the former Elected Officer or City Managerial Employee of OWNER from or on behalf of the contracting person or entity, or an amount equal to the former Elected Officer's or City Managerial Employee's last two (2) years of gross compensation from OWNER, whichever is greater.

1.8. CONSULTANT agrees not to provide services for compensation to any other party other than OWNER on the same subject matter, same project, or scope of services as set forth in this Agreement without approval from the City Council of OWNER.

1.9. Except as otherwise provided herein, CONSULTANT agrees not to disclose or use any information not available to members of the general public and gained by reason of CONSULTANT'S contractual relationship with OWNER for the special gain or benefit of CONSULTANT or for the special gain or benefit of any other person or entity.

ARTICLE TWO TIME

2.1. Services to be rendered by CONSULTANT shall be commenced subsequent to the execution of this Agreement upon written Notice to Proceed from OWNERS and shall be performed and completed by **January**

25, 2013.

2.2. Should the CONSULTANT fail to commence, provide, perform or complete any of the services to be provided hereunder in a timely and reasonable manner, in addition to any other rights or remedies available to the OWNER hereunder, the OWNER at its sole discretion and option may withhold any and all payments due and owing to the CONSULTANT until such time as the CONSULTANT resumes performance of its obligations hereunder in such a manner so as to reasonably establish to the OWNER's satisfaction that the CONSULTANT's performance is or will shortly be back on schedule.

ARTICLE THREE COMPENSATION

3.1. Compensation and the manner of payment of such compensation by the OWNER for services rendered hereunder by CONSULTANT shall be for **\$25,500.00** as prescribed in **EXHIBIT B**.

ARTICLE FOUR OWNERSHIP OF DOCUMENTS

4.1. Upon completion or termination of this Agreement, all records, documents, tracings, plans, specifications, maps, evaluations, reports, computer assisted design or drafting disks and other technical data, other than working papers, prepared or developed by CONSULTANT under this Agreement shall be delivered to and become the property of OWNER. CONSULTANT, at its own expense, may retain copies for its files and internal use.

ARTICLE FIVE MAINTENANCE OF RECORDS

5.1. CONSULTANT will keep adequate records and supporting documentation which concern or reflect its services hereunder. The records and documentation will be retained by CONSULTANT for a minimum of five (5) years from the date of termination of this Agreement or the date the Project is completed, whichever is later. OWNER, or any duly authorized agents or representatives of OWNER, shall have the right to audit, inspect and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the five (5) year period noted above; provided, however, such activity shall be conducted only during normal business hours.

ARTICLE SIX SERVICES BY CONSULTANT'S OWN STAFF

6.1. The services to be performed hereunder shall be performed by CONSULTANT's own staff, unless otherwise authorized in writing by the OWNER. The employment of, contract with, or use of the services of any other person or firm by CONSULTANT, as independent consultant or otherwise, shall be subject to the prior written approval of the OWNER. No provision of this Agreement shall, however, be construed as constituting an agreement between the OWNER and any such other person or firm. Nor shall anything contained herein be deemed to give any such party or any third party any claim or right of action against the OWNER beyond such as may otherwise exist without regard to this Agreement.

**ARTICLE SEVEN
TERMINATION OR SUSPENSION**

7.1. CONSULTANT shall be considered in material default of this Agreement and such default will be considered cause for OWNER to terminate this Agreement, in whole or in part, as further set forth in this section, for any of the following reasons: (a) failure to begin work under the Agreement within the times specified under the Notice(s) to Proceed, or (b) failure to properly and timely perform the services to be provided hereunder or as directed by OWNER, or (c) the bankruptcy or insolvency or a general assignment for the benefit of creditors by CONSULTANT or by any of CONSULTANT's principals, officers or directors, or (d) failure to obey laws, ordinances, regulations or other codes of conduct, or (e) failure to perform or abide by the terms or spirit of this Agreement, or (f) for any other just cause. The OWNER may so terminate this Agreement, in whole or in part, by giving the CONSULTANT seven (7) calendar days written notice.

7.2. If, after notice of termination of this Agreement as provided for in paragraph 7.1 above, it is determined for any reason that CONSULTANT was not in default, or that its default was excusable, or that OWNER otherwise was not entitled to the remedy against CONSULTANT provided for in paragraph 7.1, then the notice of termination given pursuant to paragraph 7.1 shall be deemed to be the notice of termination provided for in paragraph 7.3 below and CONSULTANT's remedies against OWNER shall be the same as and limited to those afforded CONSULTANT under paragraph 7.3 below.

7.3. OWNER shall have the right to terminate this Agreement, in whole or in part, without cause upon seven (7) calendar day's written notice to CONSULTANT. In the event of such termination for convenience, CONSULTANT's recovery against OWNER shall be limited to that portion of the fee earned through the date of termination, together with any retainage withheld and any costs reasonably incurred by CONSULTANT that are directly attributable to the termination, but CONSULTANT shall not be entitled to any other or further recovery against OWNER, including, but not limited to, anticipated fees or profits on work not required to be performed.

7.4. Upon termination, the CONSULTANT shall deliver to the OWNER all original papers, records, documents, drawings, models, and other material set forth and described in this Agreement.

**ARTICLE EIGHT
CONFLICT OF INTEREST**

8.1. CONSULTANT represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder. CONSULTANT further represents that no persons having any such interest shall be employed to perform those services.

**ARTICLE NINE
APPLICABLE LAW**

9.1. Unless otherwise specified, this Agreement shall be governed by the laws, rules, and regulations of the State of Florida, and by the laws, rules and regulations of the United States when providing services funded by the United States government. Any suit or action brought by either party to this Agreement against the other party relating to or arising out of this Agreement must be brought in the appropriate Florida state court in Collier County, Florida.

IN WITNESS WHEREOF, the parties hereto have executed this Professional Services Agreement for the day and year first written above.

ATTEST:



By: Patricia L. Rambosk
Patricia L. Rambosk, City Clerk

OWNER:
CITY OF NAPLES, FLORIDA,
CORPORATION

By: William Moss
A. William Moss, City Manager

Approved as to form and legal sufficiency:

Robert D. Pritt
Robert D. Pritt, City Attorney

CONSULTANT:
MARK JACKSON,
SELPAN INTERACTIVE, INC

[Signature]

(CORPORATE SEAL)

Jade Hoke-Smith
witness

EXHIBIT A

SCOPE OF SERVICES

This CONSULTANT shall provide consulting services for the City's Technology Services Department. The CONSULTANT will support the Department on all day-to-activities and provide the deliverables described below.

A. Management Responsibilities

The CONSULTANT shall assist the Technology Services Director with the following management responsibilities. It's understood that the department must run like any other efficient City department and that the management approach and responsibilities must conform to City of Naples procedures.

1. Responsible for Information Technology throughout the City of Naples, and all facets of information technology management and control, including planning, recommendations for technical acquisitions, and development of guidelines, standards, and procedures. The information technology infrastructure includes all hardware and software, owned, or leased, including multiple operating systems, and data communications.
2. Provide direction for all infrastructure services which includes hardware installation, repair, replacement, connection, monitoring, security, backups, and training services for the City of Naples computer equipment.
3. Organize the human, technological and financial resources necessary to maintain and grow the technological infrastructure of the City of Naples to meet present and future needs.
4. Responsible for chairing the City of Naples Information Technology Steering Group.
5. Provide the leadership for the continued evaluation and updating of the City of Naples web site.
6. Provide oversight of the technical support and help desk services for council, employee and citizen if applicable. This includes the continuation of the computer life-cycle program that ensures the staff have up-to-date PC's with standardized software applications.
7. Implementation of the annual Information Technology budget.
8. Supervision of Information Technology staff, including recommendations for hiring, leave approvals, annual performance evaluations, and professional development.
9. Oversee research, coordination, and preparation of specifications for RFQs and RFPs and recommendations for hardware, software, and service acquisitions, in conjunction with the City of Naples Purchasing Department Procedures.
10. Development of guidelines, procedures, and standards within the Information Technology department and as they relate to the use of Information Technology within the City of Naples.
11. Work to facilitate in-house training on Microsoft Windows7, Microsoft Office 2010 and any other software that is introduced, for which there is a requirement for training.
12. Demonstrate the City of Naples effectiveness through written documentation of planning and

evaluation of Information Technology.

13. Attend City of Naples meetings and training as required.
14. To assume other technology related duties on assignment by the City Manager.

B. Deliverables

The CONSULTANT is responsible for completing deliverables and commencing new initiatives as described below.

Deliverables To Be Completed

- TeleWorks for Fire & Police
- Email Performance Assessment
- Deployment of PC's Purchased via PC Replacement Program
- Implementation of a Secure Backup Strategy for all City data
- Implementation of SpiceWorks Help Desk Solution
- Implementation of SpiceWorks to Monitor all Mission Critical Systems
- WiFi Solution for users at City Hall
- Credit Card Payments for Citations
- A plan to modernize the Local Government Access Channel / Council Chambers
- Recommendation on E-Mail Archiving Procedures
- Implementation of MaaS360 Mobile Device Management
- Network Bandwidth Analysis
- Deployment of SSL VPN for User Remote Access
- Adoption and management of BYOD (Bring Your Own Device) Program
- Written Report with recommendations to City Manager on long range approach to deliver technology services.

New Initiatives to Commence

- New Enterprise System
- Creation of an Information Technology Steering Group
- Phased OS Standardization (Microsoft Windows 7)
- Phased Standardization to Microsoft Office 2010
- Staff Training on Microsoft Windows 7
- Staff Training on Microsoft Office 2010
- Update of Technology Services IT Plan
- Update of Technology Services Disaster Recovery Plan
- Proposal for the Upgrade of the fiber optic backbone
- Explore the benefits of Internet2 for the City of Naples
- Evaluate Cloud Opportunities

**FIRST AMENDMENT
TO AGREEMENT**

THIS FIRST AMENDMENT to the Continuing Contract for Professional Services is made and entered into this **12th day of June, 2012** by and between the CITY OF NAPLES, a Florida Municipal Corporation (the "City"), and **Tetra Tech, Inc.** (the "Consultant").

WITNESSETH

WHEREAS, the City and the Consultant entered into that certain Agreement to furnish a Contract for Professional Services, dated June 18, 2008 (the "Original Agreement") for services associated with **Water Treatment, Supply and Storage Facilities – Site Security System and associated SCADA Configuration** ('Project'); and

WHEREAS, the parties desire to amend the Original Agreement by this First Amendment so that the Contractor will provide additional services pursuant to the terms and conditions contained herein.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, and in consideration of the mutual covenants, promises and conditions herein set forth, it is hereby acknowledged and agreed as follows:

1. The above recitals are true and correct and are incorporated herein by this Reference.
2. "Article Three Section 3.1, Time" shall be amended for the provision of additional time by the Consultant with a completion date of September 30, 2012.
3. The terms of this First Amendment shall control and take precedence over any and all terms, provisions and conditions of Original Agreement which might vary, contradict or otherwise be inconsistent with the terms and conditions hereof. All of the other terms, provisions and conditions of Original Agreement, except as expressly amended and modified by this First Amendment, shall remain unchanged and are hereby ratified and confirmed and shall remain in full force and effect.
4. This First Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original as against any part whose signature appears thereon and all of which shall together constitute one and the same instrument.

IN WITNESS WHEREOF, the City and the Contractor have caused this First Amendment to be duly executed by their duly authorized officers, all as of the day and year first above written.