

Change Order Authorization: Records Management Solution

Overview

In addition to the purchase of its PrimeGov Agenda Automation and Committee Management modules, the City of North Las Vegas requests an out-of-scope solution referred to here as the records management solution ("RMS"). PrimeGov agrees to deliver the RMS within the 2nd year after contract signature. Prior to implementation of the RMS, PrimeGov agrees to support the City's current SIRE Document search functionality.

The project is broken up into three phases:

- 1. Support for existing SIRE solution
- 2. Data Migration
- 3. Document Search Portal

Support for existing SIRE solution will be provided by PrimeGov with the following expectations:

Data Migration will mean that PrimeGov will migrate all existing data that is currently in the following file cabinets in SIRE. This is almost the same data that is publicly searchable in the documents tab at: https://apps.cityofnorthlasvegas.com/sirepub/docs.aspx. There is no requirement to replicate the Public Notices cabinet from SIRE in the new Primegov Record Management Solution.

Based upon the SIRE Technologies Document Tab, the RMS will provide a search portal where a member of the public can search by Document Type or by Document Text. The RMS will provide the ability to search on following Document Types:

- Elections
- Minute
- Resolutions
- Ordinances

The RMS will provide a number of fields to guide the search results:

Document Type drop-down box

- Elections
- Minutes
- Ordinances
- Resolutions

Within each of these Document Types additional search fields show

Elections

- Candidate Name "text field"
- Election Year "text field"
- Election Date "dropdown calendar"
- Election Type dropdown list (4 types)
- Election Seat dropdown list (9 types)
- Votes Received "text field"
- Elected dropdown list (6 types)

Minutes

- Legislative Body dropdown list (7 types)
- Meeting Type dropdown list (7 types)
- Meeting Date "dropdown calendar"

Ordinances

- Number "text field"
- Date "dropdown calendar"
- Title "text field"
- Ordinance Status dropdown list (12 types)
- City Code Title dropdown list (25 Types)
- o Amended By "text field"

• Resolution Search:

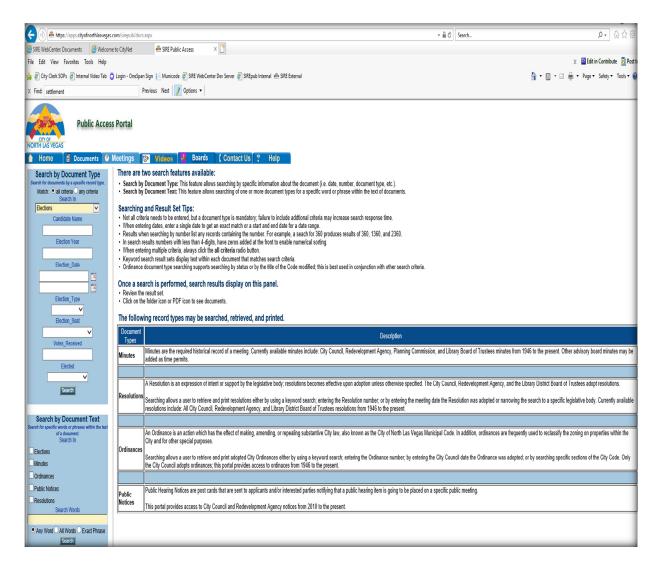
- Legislative Body dropdown list (4 Types)
- Number "text field"
- o Date
- Title "text field"
- Resolution Status dropdown list (12 Types)
- o Amended By "text field"
- Full text search of documents sorted by type (Elections, Minutes, Ordinance and Resolutions) allowing a search criteria of selection of Any Word, All Words and/or Exact Phrase.

Search results for the RMS will include PDFs of the document types and be integrated into the PrimeGov Public Meeting Portal. Help text on how to search for records and indicate the number of records included in the database by record type is included.

Staff users when logged into PrimGov using the Record Management Solution will be able to internally store records and define their search parameters including the use of filters, sorting, and saving searches.

Until the Record Management Solution is implemented, PrimeGov shall incorporate into the CNLV PrimeGov public portal the existing SIRE public portal's Documents tab for public searching. A screenshot of the SIRE portal is included below.

Once the PrimeGov Record Management Solution implemented, it shall replace the SIRE public portal's Documents search. In this manner, there is no loss of public searching capability with the move to PrimeGov.



Purpose

This document is intended to communicate all deliverables that relate to this project, and no other deliverables are assumed outside of it. Customer requirements and the project scope are based on the information provided at this time. Although PrimeGov makes every attempt to provide accurate estimates, estimates may change as further details of the solution are identified, and the final blueprint

is developed. If additional products, features, functionality, and/or services beyond those outlined in this document are required, another Change Order Authorization will be generated outlining the details, as well as time and cost estimates, of the modifications to this project. A Change Order Authorization must be executed by an authorized representative of PrimeGov and Customer for the changes to be incorporated.

Pricing

\$30,000 due upon signature

Proposed Timeline

Within 2 calendar years of signed acceptance below

Acknowledgement and Agreement

To acknowledge and accept the information contained within this Change Order Authorization, please sign below.

FOR CUSTOMER:	FOR PRIMEGOV:
Authorized Signature	Authorized Signature
Name and Title (Print or Type)	Name (Print or Type)
City of North Las Vegas Customer Name	PrimeGov
Date	