

EXHIBIT A
SCOPE OF SERVICES AGREEMENT 2025-04
WEBOLUTIONS, INC.,

THIS SCOPE OF SERVICES AGREEMENT ("SOSA") is made and entered into is made and entered into this _____ day of _____ 2025, by and between the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, STATE OF COLORADO** (the "County"), and **WEBOLUTIONS, INC.**, authorized to do business in Colorado (the "Consultant"). The County and the Consultant are collectively referred to herein as the "Parties".

RECITALS

WHEREAS, the Parties entered into an active Master Services Agreement dated December 16, 2024 (the "MSA") for the Consultant to perform services for the County governed and executed through Scope of Services Agreements (SOSA); and

WHEREAS, the County would like the Consultant to provide website development; and

WHEREAS, the County has budgeted and appropriated the necessary funds to satisfy the financial obligations set forth in this SOSA.

NOW, THEREFORE, for and in consideration of the premises and other good and valuable consideration, the Parties agree as follows:

1. **MASTER SERVICES AGREEMENT:** This SOSA is subject and subordinate to the terms and conditions specified in the MSA, executed between the County and the Consultant.
2. **SCOPE OF WORK:** All services described in Exhibit 1, attached hereto and incorporated herein, shall be performed by the Consultant.
3. **MAXIMUM CONTRACT LIABILITY:** Any other provisions of this SOSA notwithstanding, in no event shall the County be liable for payment under this for any amount in excess of **TWENTY-FOUR THOUSAND NINE HUNDRED EIGHTY-FIVE DOLLARS AND ZERO CENTS (\$24,985.00)**. The County is not under obligation to make any future apportionment or allocation to this SOSA. Any potential expenditure for this SOSA outside the current fiscal year is subject to future annual appropriation of funds for any such proposed expenditure.
4. **TERM:** It is mutually agreed by the Parties that the term of this SOSA shall commence as of 12:01 a.m. on **July 1, 2025**, and terminate at 11:59 p.m. on **February 28, 2026**. This SOSA and/or any extension of its original term shall be contingent upon annual funding being appropriated, budgeted and otherwise made available for such purposes and subject to the County's satisfaction with all products and services received during the preceding term.
5. **COUNTY EXECUTION OF AGREEMENT:** This SOSA is expressly subject to and shall not be or become effective or binding on the County, until execution by all signatories of the County.

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Exhibit 1

Douglas County Public Notices Website Rebuild

Overview

The current Public Notices website is located at <https://publicnotices.douglas.co.us/>.

Website Features

In general, this is a highly searchable archive to locate and view documents

Search Options

At - <https://publicnotices.douglas.co.us/>

- Search or Select Special Districts to see related documents
- Search All Special Districts Documents – Looks like the same as above
- Search or View County Commissioner Resolutions

At - <https://apps.douglas.co.us/LandmarkWeb> - different search NOT part of this website

Documents

Each document will contain:

- Document Name
 - Formats On Current Website
 - [Date][District][Document Name]
 - [Ordinance #] [Document Name]
 - [Document Name]
 - [Resolution #][Document Name]
 - [Date][Resolution #]

When documents are selected, they open as a .pdf or their associated file type

The documents in this system ([see Canyons Metropolitan District example](#)) start in 2013. There are also 2012 Records.

- The 2012 documents are listed separately and are no being accessed on the current system. They are in an archive.

3 Custom Post Types

- Public Notices – 16,800 posts
 - Document Name
 - Date
 - Document
 - .pdf
 - Word
 - Image File
 - *Association
 - Select Special District
- Special Districts – 252 posts
 - Document Name
 - Date
 - Special District Information – Not being used
 - Document
 - .pdf
 - Word
 - Image File
 - *Association
 - Select Special District

- Resolutions – 1,650
 - Document Name – We are adding
 - Document
 - .pdf

Admin

- Select Special District to view all associated Resolutions
- Add/Edit/Delete all Custom Post Types

Initial Project Estimate

- Document Migration Testing
Est. \$1,175
- Technical Requirements & UX Documentation
Est. \$850
- Stakeholder Technical Requirements & UX Review, Clarifications & Adjustments
 - Search Functionality
 - Document Name - Oath-McDonagh – Yes!
 - Document Content – No! Zachary P. White
 Est. \$825
- Website System Build – Includes Designs, Design Reviews & Adjustments, Programming, Testing and Final Adjustments
Est. \$6,825
- Content / Document Migration
Est. \$1,225
- Final Testing, Adjustments & Launch (w 301 Redirects)
Est. \$3,425

Est. Sum - \$14,325.00

As we complete steps 1-3 we will understand the actual cost.
We will only bill based on actual hours

Additional Site Features Outlined in 6/9/2025 Meeting w Budget Estimates

- Combining Multiple Uploads Into a Single Document – Est. \$2,525.00
 - Technical Requirements Collaboration & Documentation
 - System(s) Testing – To determine capabilities
 - Development
 - PM, Systems Testing & User Guide
- Submission and Approvals for Postings Workflow – Est. \$2,800
 - Technical Requirements Collaboration & Documentation
 - Design
 - Development
 - PM, Testing & User Guide
- Automatic Document Pruning with Variable Timeframes – Est. \$1,325
 - Technical Requirements Collaboration & Documentation
 - Development
 - PM, Testing & User Guide
- System Posting Authorization Incorporation from 3rd Party System – Est. \$1,175
 - Technical Requirements Collaboration & Documentation
 - System Testing
 - Development
 - PM, Testing & User Guide
- Document Content Searchability – Est. \$2,835
 - Technical Requirements Collaboration & Documentation

- System Testing
- Design
- Development
- PM, Testing & User Guide

Updated Est. Total Project Sum - \$24,985

As we complete steps 1-3 we will understand the actual cost.
We will only bill based on actual hours

Payment Milestones

To Begin Project incl. Work Completed to Date	\$8,328
Upon Approval of Designs	\$8,328
Upon Approval to Go Live	\$8,328