



RFQ/RFP Scope of Work Insert for enCodePlus Client Web-based Plan Deliverable

The [City/County] requests that the final [plan/code] deliverables be delivered in Microsoft Word or Adobe InDesign formats, suitable for migrating to our enCodePlus interactive web-based format. All graphics, illustrations and maps must be delivered in their native format, as well as suitable formats for uploading to enCodePlus, e.g., JPG, JPEG, PNG, GIS (not animated), and BMP.

The final deliverables are expected to be highly-readable and easy to navigate by staff, decision-makers, and casual readers. They should be graphically-rich with a nicely designed layout and design that includes substantive and clearly articulated narrative, regulations or standards, along with tables, illustrations and maps.

The [City's/County's] current [plan/code] is in an interactive cloud-based format hosted by enCodePlus. Refer to [insert web address]

The selected consultant(s) will be given one-time license to the enCodePlus platform, enabling consultant team members (including subconsultants) one-time password-protected access to draft and edit the [plan/code] in an online, collaborative format. The editor is Word-like so it is generally intuitive. Training will be provided for those who will need access to draft and edit the plan document.

The online format can accommodate embedded tables, graphics and maps and an attractive page layout. The selected consultant(s) will provide page templates, including text box inserts, sidebars, and table and graphic formats, along with the structure, organization and numbering system that will be pre-built. This will enable "click and type" functionality that will be efficient for use by consultant team and [City/County] staff members. The online document may also be exported to a fully-formatted Adobe PDF or Microsoft Word format.

As a cloud-hosted document, the [plan/code] content will be shared by consultant and staff team members. This will allow notice of staff when a deliverable is ready for review. Staff will provide text-linked comments and/or track-change edits in the shared web-based version. The original draft and each subsequent draft will be maintained as individual versions that may be viewed or reverted to at any time. This will allow a highly-efficient process of review, comment and revision. Upon final draft completion, the [plan/code] will be published to the [City's/County's] website (similar to its current online presentation).

In performing the services of the [plan/code] project, consultant(s) will:
Sign a license agreement entitling them password access to the enCodePlus platform by a limited number of users during the contract period of the [plan/code] project;

- Receive virtual training on the use of the online editor for all necessary functions;
- Be supported by the staff of enCodePlus for questions and troubleshooting;
- Provide templates of page layouts including text box inserts, sidebars, and table and graphic formats, along with the overall plan document structure, organization and numbering system;
- Draft all plan content in the online format including insertion of pre-styled tables and graphic and map inserts;
- Utilize the collaborative commenting and editing feature to interact with staff reviewers in the cloud; and
- Generate graphics and maps in suitable formats for uploading to enCodePlus, e.g., JPG, JPEG, PNG, GIS (not animated), and BMP.

Upon adoption, the [plan/code] will be published in an online interactive format that is accessible to any computer or handheld device for viewing, navigating, exporting, printing, and sharing. This will enable staff to easily prepare annual reports and periodically amend the [plan/code] as a living document.

Contractual Terms

For inclusion in the Professional Services Contract:

Proprietary or Confidential Information. CONSULTANT understands and agrees that, in the performance of the work under this Agreement or in contemplation thereof, CONSULTANT may have access to private, proprietary or otherwise confidential information owned or controlled by CITY or CITY's vendor, enCodePlus, LLC (hereinafter, third party), the disclosure of which may be damaging to CITY or to third parties. The foreign user license executed by CONSULTANT(S) for use of the proprietary cloud-based software, enCodePlus, will in the signing of such license, acknowledge all proprietary rights held by the Licensor to the right, title, and interest in and to the License Programs and Documentation, including all materials, media and copies thereof, and including all intellectual property rights (trade secrets and copyrights) pertaining thereto, and that the Foreign User License Agreement ("License Agreement") conveys to CONSULTANT, as Licensee, only a limited right to use the License Programs and Documentation. CONSULTANT will also acknowledge that such right is fully revocable in accordance with the provisions of the License Agreement and, except for such right of use, shall not assert any right, title, or interest in or to the License Programs or Documentation.

CONSULTANT agrees that all confidential information disclosed to CONSULTANT by CITY and its third parties shall be held in confidence and used only in performance of this Agreement. CONSULTANT shall exercise the same standard of care to protect such information, as a reasonably prudent businessperson would use to protect its own private, proprietary or confidential information.