# CITY OF RAPID CITY
## RAPID CITY, SOUTH DAKOTA 57701-2724

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## MEMORANDUM

**TO:** Legal and Finance Committee

**FROM:** E-Government Committee

**DATE:** June 7, 2001

**RE:** Contract Amendment - DakSoft

The E-Government Committee is recommending approval of a contract amendment with DakSoft in the amount of $1410 for the provision of additional services related to employee training and development of a text newsletter.

DakSoft is currently under contract to develop a template for the City's web site to integrate the existing individual department web sites, provide a more uniform site layout and improve the user friendliness of the site. They have recommended the use of DreamWeaver software as a more dynamic and user friendly tool for the development and maintenance of the City's web site. The original contract included training for five City employees in the use of the new software; however, the E-Government Committee is recommending that seven additional staff members also receive the training. These twelve individuals will be available on an on-going basis to provide support and assistance to other employees that will have more limited roles in updating and maintaining the City's site. The cost of the training is $150 per employee for a total additional cost of $1050.

In addition, the E-Government Committee is recommending that a contract amendment be approved authorizing DakSoft to develop a template for a text newsletter. The cost for this service is $360. The Committee felt it would be best to begin with the development of a more limited text newsletter. In the future, it may be appropriate to develop an expanded graphic based newsletter.

**Recommendation: Authorization for Mayor and Finance Officer to sign a letter approving a contract amendment with DakSoft in the amount of $1410 for employee training and development of a text newsletter template.**