AMENDMENT NO. 4
TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN SANTA FE COUNTY AND
DESERT ELEMENTS DESIGN

THIS AMENDMENT is made and entered into on the 31st day of August, 2015, by and between **Santa Fe County** (hereinafter referred to as the "County") and **Desert Elements Design**, 410 Old Santa Fe Trail, Suite C, Santa Fe, New Mexico 87501 (hereinafter referred to as the "Contractor").

WHEREAS, on July 1, 2012, the County and Contractor entered into Professional Services Agreement No. 2012-0192-IT/MS (the Agreement) to provide for Contractor's provision of website hosting and maintenance services for the Santa Fe County website; and

WHEREAS, the Agreement was amended three times to extend the term and increase the Contractor's compensation; and

WHEREAS, by Amendment 3 the term of the Agreement was extended to June 30, 2016; and

WHEREAS, according to Section 15 (No Oral Modifications; Written Amendments Required) of the Agreement, amendments to the Agreement must be in writing executed by the parties; and

WHEREAS, by this Amendment No. 4 the parties agree to amend the Agreement to provide for additional services and increase by $18,050.00 the compensation to be paid to the Contractor for services provided through June 30, 2016.

NOW, THEREFORE, in consideration of the premises and mutual obligations herein, the parties mutually agree as follows:

1. Section 1 (Scope of Work), new subpart "H" is added to read as follows;

   H. Create E-Services Account Functionality. Contractor will create e-services account functionality for County website users (CRM tools). A CRM will provide e-services for account users. Contractor's services will be completed in conformity with Contractor's proposal described on Attachment A attached hereto. Contractor understands that all data and information, including e-mail addresses, provided to the County by website users which will become possible due to Contractor's provision of e-services account functionality under this Agreement, belongs to and is property of the County. Contractor shall not disseminate or use such data and information for any purpose other than what is required to perform the services described in this Agreement. In performing services under this Agreement Contractor shall not sell or otherwise cause to be disseminated any data or information provided by the County or that may be provided by website or account users.

2. Section 2 (Compensation, Invoicing, and Set-Off), subpart A.2), subparagraph iv, reference to "Forty Five Thousand Dollars ($45,000.00)" is deleted in its entirety and replace with "Sixty Four Thousand Five Hundred Fifty Dollars and Forty-One Cents ($64,550.41)."

3. All other provisions of Agreement No. 2012-0192-IT/MS not amended, replaced, or superseded by Amendment Nos. 1, 2, 3 and this Amendment No. 4 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first written above.

SANTA FE COUNTY

_____ Date: _____

Katherine Miller
Santa Fe County Manager

Approved as to form:

_____ Date: 8/25/15

Gregory S. Shaffer
Santa Fe County Attorney

Finance Department

_____ Date: 8/26/15

Carole H. Jaramillo
Finance Director

CONTRACTOR

Digitally signed by Molly Duncan
DN: cn=Molly Duncan, o=Desert Elements Design, ou=Desert Elements Design, email=molly@desertelements.com, c=US
Date: 2015.08.31 08:35:41 -07'00'

Date: August 31, 2015

(signature)

Molly Duncan
Printed Name

President
Title

DESERT ELEMENTS DESIGN

Attachment A

From | **Desert Elements**
410 Old Santa Fe Trail, Suite C
Santa Fe, New Mexico 87501
phone 505-424-8090

Estimate Id	**2015-045**
Issue Date	07/10/2015
Summary	Assessor: CRM tools - protest/appeal property valuation

Estimate For | **SANTA FE COUNTY**

Task	Description	Time Required (Hours) or Quantity	Hourly Rate or Cost	Total
Service	Project planning, communications, and management; project specification and wireframes	30.00	$95.00	**$2,850.00**
Website Development	Page production and module/database programming; testing	160.00	$95.00	**$15,200.00**

Subtotal	**$18,050.00**
NM GRT (8.3125%)	**$1,500.41**
Estimate Total	**$19,550.41**

Project Details/Notes

Create e-services account functionality for County website users (CRM)

A CRM will provide e-services for account users. The first module to be created is the Assessor's Office protest/appeal notice of property valuation. Later phases will include change/correct address and exemptions.

To create an account, a user will provide basic identifying data and create a strong password. Information collection fields will be:
- First Name, Last Name
- Mailing Address (Street Address or PO Box, City, State/Province, Zip/Postal Code, Country)
- Phone
- Email Address

All fields will be required.

A confirmation of an account creation will be emailed to the user automatically.

A login will consist of a user name (email address) and password.

Once logged in, an account user can access the protest/appeal notice of property valuation module. The user can also elect to receive Notice of Values electronically for all parcels to the email address on the user account.

To associate a parcel with a user account, the owner will input a unique keycode, distributed annually, for the parcel. The resulting parcel property address will appear and the user will click to confirm the assignment of the parcel to their account.