

Dynamhex

Attachment A **Scope of Work**

1. Background

Roeland Park is a leading city taking action against climate change. But most of the city's footprint has not been analyzed, and any mitigation activities have not been relayed to different stakeholders and the wider public. Citizens want an interactive experience on a live dashboard where climate inventories shed new light on the successful optimization of city services. Developed with this need in mind, the Dynamhex dashboard and platform provides emissions data, analytics, insights and goal setting towards cost-savings, emissions reduction and environmental performance.

To better support these initiatives and reduce emissions, The City of Roeland Park, Kansas is seeking a web-based data analysis platform that can be used for exploratory analysis by individuals, businesses, and City departments, as well as explanatory visuals for a broader audience interested in the topic. The City sought a platform that can be utilized by a broad cross-section of city analyst staff and viewed by the public. In particular, the City anticipates using this product to support analysis and visualization of its energy consumption and emissions, in addition to specific needs within individual departments' energy management to reduce cost while lower degradation to the environment, in accordance with city-specific goals. A member of the Dynamhex product team will be available for reasonable technology consulting.

2. Dynamhex software offering:

Dynamhex product will provide the following, but not limited to:

1. Enterprise access to Dynamhex with city staff/users onboarding- A typical onboard process includes the following the Project Schedule:
2. Yearly data processing, analysis, and visualizations for emissions inventory
3. Public live city-wide dashboard, and private municipal operations dashboard
4. Access to and support for input and transformation of user data uploads
5. Provide a means to ingest data from existing data sources (if available).
6. The ability to share analysis and reports to both an internal and an external audience
7. Access to the ongoing product updates and new functionality as it becomes available at no additional cost to the City.
8. Provide a means for tracking dashboard usage and advice for ways to test the effectiveness of the dashboard organization, data visualization and presentation.
9. These items include data, analysis, visualizations and auditing for operationally important data sets (examples: GHG emission inventory, commercial parcels, municipal buildings, transportation energy stations, solar potential). These data types will allow complex and advanced visualizations, and the parsing and slicing of the data set into granular insights and analysis

Development of a customized energy and emissions dashboard to organize and summarize energy-related data in an accessible, centralized platform which is interactive with the public for added transparency and accountability, is vital for engagement and implementation of climate action plan.

Dynamhex will design an organizational framework for the city to communicate the importance and meaning of their annual GHG reports and sustainability data to a wide audience, such as other city coalitions and national interests.

Elements of the dashboard include:

- **Municipal and Community Energy and Emissions Assessment** - Dynamhex will develop a report to visualize and communicate the content of the existing and future sustainability reports, with cost-effective solutions and recommendations. This will include the efficient summary of data and findings from the Emissions Report(s) for both internal and public use. This also includes an analysis of the available data sets to ensure optimal visualization and to find appropriate environmentally friendly opportunities
- **Community Emissions Reduction Plan** - the Dynamhex Energy & Emissions dashboard will provide a platform for the plan, which outlines the forward-looking, multi-year emissions reduction strategy to improve the environment, based on several benchmarks established. Dynamhex will organize the objectives and track the benchmark measures using globally accepted protocols and reporting methods.

Attachment B

Pricing

1. All pricing is firm and fixed. Any insurance, prevailing wage, or travel/incidentals are included in the below pricing options.

1.1	Enterprise Access to Dynamhex	\$6,000 first year (originally \$12,000) (50%) \$6,000 discount from NRDC
1.2	Annual upkeep charge	\$2,000/year for current modules \$4,000/year for <i>additional</i> modules
1.3	Custom data science or developer integrations available (estimates provided upon new scopes)	

2. **Payment Plan**

For subscription access, the city (and in certain cases, any designated 3rd party consultant or contractor) may invoice upon receipt of executed contract for initial term and upon notification of completed annual renewal.

For analysis and integration services, Dynamhex may invoice upon completion of work. A quote for anticipated hours/modules will be submitted upon Dynamhex and City of Roeland Park’s determination of need for work, in order for a Purchase Order to be issued.

3. **Renewals**

- 3.1 Term: This is a one (1) year contract with four (4) renewal/optional years.
- 3.2 Prices are firm and fixed.

3.3 There will be no increase in price.

4. Estimated Staff Time

4.1 Term: This is a one (1) year contract with four (4) renewal/optional years. The software is built to help staff automate cumbersome processes with Spreadsheets. During the Initial onboarding we estimate 6 hours of staff time over the four-month process. During these meetings Dynamhex will ask for feedback and help with new functionalities and software upgrades.

4.2 The price of City Staff time is calculated in our cost of service based on above scope. If a City would like to integrate or upgrade services or add new modules not explicitly listed above, then Dynamhex will be available for each and it would require additional staff time.

4.3 Dynamhex has budgeted to be available for at least 2 hours per task designated to help with the project. Any additional staff time from Dynamhex will be provided and there will be no increase in price for additional time spent troubleshooting and specific training allocated to each task and module, provided these hours are reasonable.

Attachment C **Contractor Support Priority, Response and Resolution Guidelines**

1. Service and Support

1.1 Training and support is provided by Dynamhex via phone, videos and webinars

1.2 Dynamhex will provide dedicated service resources to guide City, including best practices and recommendations

1.2.1 Resources includes links to library of best practices and how-to videos

1.3 Dynamhex staff will submit deliverables in softcopy or online access to Roeland Park's point of contact upon completion. Staff can take 15 days to review and respond to each task deliverable.

2. Ongoing Service

2.1 Dynamhex will provide ongoing City support and guidance through webinars, telephone calls, newsletters, and other outreach efforts.

3. Technical Support

3.1 Dynamhex will provide general City support (password reset, site navigation issues, site utilization questions, etc.) and log any error messages and rectify situations within 30 days of reporting.

Mike Kelly, Mayor, City of Roeland Park

Sunny Sanwar, CEO, Dynamhex

Date

Date