

**AMENDMENT NUMBER 1  
TO “AGREEMENT FOR CONTRACT SERVICES”**

THIS AMENDMENT NUMBER 1 TO AGREEMENT FOR CONTRACT SERVICES (the "First Amendment") is made and entered into as of October 17, 2024 by and between the CITY OF IRVINE, a municipal corporation ("City") and 360GT, LLC, a California limited liability company ("Contractor"), for the purpose of amending the written "Agreement for Contract Services" entered into between City and Contractor as of May 24, 2024, City of Irvine contract number 21411 (the "Agreement").

1. PART V, BUDGET, is modified to increase the annual not-to-exceed contract value by \$28,230.00 from \$45,500.00 to \$73,730.00 in accordance with EXHIBIT I, attached hereto.
2. Except as set forth in this First Amendment, all terms, conditions and provisions of the Agreement are unchanged and remain in full force and effect.

(Signatures follow on next page)

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to the Agreement to be executed by their respective duly authorized agents as of the date first set forth above.

**CITY OF IRVINE**

**360GT, LLC**

DocuSigned by:  
By: *Dahle Bulosan*  
GDE05639708C42B  
Dahle Bulosan  
Its: Director of Administrative Services

Signed by:  
By: *Constant Joseph*  
B70FC35573B249A...  
Constant Joseph  
Its: CEO

Attest:

DocuSigned by:  
By: *Carl Petersen*  
0FCAB91F02E547D...  
Carl Petersen  
Its: City Clerk

APPROVED AS TO FORM:  
RUTAN & TUCKER, LLP

DocuSigned by:  
By: *Jeffrey Melching*  
DABE8686180C4BB...  
Jeffrey Melching



**Quote#:** 4692602

**Expires:** October 11, 2024

**Sales Executive:** On Behalf of Constant Joseph

**Effective Date:** Effective as of the date of last signature of this Order

**Order Type:** Quote

**Date:** September 10, 2024

**Customer Legal Name:**

City of Irvine

**Ship To:**

City of Irvine  
1 Civic Center Plaza, Irvine, CA.  
92606

**Customer Legal Address:**

1 Civic Center Plaza, Irvine, CA. 92606

**Bill To:** City of Irvine

**Bill To Contact:**

Kavita Deepak, Chief Information Officer

**Ship To Contact:**

**Ship To Phone:** 949.724.6100

**Ship To Mobile:**

**Contact:** Kavita Deepak

**Email:** kdeepak@cityofirvine.org

**Billing Start Date:** Upon Signature of Order Form

## FEE SUMMARY

Professional Services – Fixed Fee

Billing Frequency: Billed 100% upon signature of the order form.

Professional Services – Fixed Fee	Quantity	Unit Price	Total Price
360GT Drupal 10 Upgrade, Migration, and Implementation.	1	USD 28,230.00	USD 28,230.00
<b>Total</b>			USD 28,230.00

### Quote Summary

Item	Total Price
<b>Total Fixed Fees</b>	USD 28,230.00



**Order Notes:**

For the Professional Services set forth in the Statement of Work (or "SOW") and this Order, 360GT agrees to complete the Professional Services, as described in the SOW for the fixed fee set forth herein, unless additional hours are required to complete such services due to a material change in the scope of the project, Customer delay in fulfilling its obligations, or as a result of a change in the complexity of the original scope of services based on information unknown at the time the parties entered into the SOW. Any such additional hours shall be agreed upon by the parties pursuant to the change order process described in the SOW and the fixed fee amount described herein shall be amended as provided in such change order. If 360GT has not invoiced for the entire fixed fee amount as set forth in the SOW (and any change orders, if applicable) upon completion of the Professional Services, 360GT will invoice Customer for any remaining fees up to the fixed fee amount and Customer shall pay such fees upon the payment terms agreed upon by the parties. All Professional Services shall be invoiced in accordance with the terms of the Agreement unless otherwise specified in the SOW.

The Statement of Work attached to this order form is incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Order to be executed by their authorized representatives and shall be effective as of the date of the last signature below.

THE CITY OF IRVINE 1 Civic Center Plaza, Irvine, CA. 92606	360 Global Technology LLC 5225 Canyon Crest Dr. Ste. 71 #12
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____
Due to rounding calculations, the actual price may not display as expected when displayed on your Order. Nonetheless, the actual price on your invoices is the true and binding total for this Order for purposes of amounts owed for them.	



## Statement of Work

# The City of Irvine Drupal 10 Upgrade

**Project Title:** The City of Irvine Drupal 10 Upgrade Project

### Project Overview:

360 Global Technology (360GT) will upgrade the City of Irvine website from Drupal 9.5 to Drupal 10 over an 8-12 week period. The upgrade is aimed at enhancing security, performance, and functionality of the website to provide a better user experience.

### Background:

The City of Irvine's website currently operates on Drupal version 9.5. While functional, the existing site is beginning to show signs of limitations in terms of performance, security, and user experience. With the release of Drupal 10, updating the site is essential to harness new features, improve security protocols, and ensure compliance with modern web standards.

### Objectives:

- **Performance Improvement:** Enhance website speed and responsiveness through the latest features of Drupal 10.
- **User Experience Enhancement:** Utilize updated front-end capabilities to provide a more intuitive and user-friendly interface for residents, businesses, and visitors.
- **Security Updates:** Implement the latest security measures included in Drupal 10 to safeguard city data and protect against vulnerabilities.
- **Content Management:** Streamline content creation and management processes for city staff with improved tools available in the latest version.
- **Compliance and Accessibility:** Ensure compliance with ADA and other regulatory standards through updated features and best practices in Drupal 10.

### Scope of Work:

#### 1. Assessment:

- Conduct a thorough assessment of the current website structure, content, and functionalities.
- Identify potential challenges and risks associated with the upgrade process.
- Please refer to attached Drupal 10 Upgrade Quote for description breakdown.

#### 2. Planning:

- Develop a detailed project plan outlining the tasks, timelines, and resources required for the upgrade.
- Coordinate with the City of Irvine stakeholders to align on project objectives and expectations.

#### 3. Upgrade Process:

- Upgrade the website from Drupal 9.5 to Drupal 10 following best practices and standards.
- Ensure data migration, content integrity, and functionality are preserved during the upgrade.
- Perform rigorous testing to validate the new website's performance and compatibility.



**4. Training and Documentation:**

- Provide training sessions for City of Irvine staff on managing and maintaining the upgraded website.
- Develop comprehensive documentation covering website features, maintenance procedures, and troubleshooting guidelines.

**5. Features and build steps for Drupal 10 Upgrade:** *(please note these features and steps are dependent upon each individual environment and could change based on current implementation. These features and steps are listed at a base standard level to provide insight to description level tasks within the scope of work).*

DESCRIPTION
Project Planning and Analysis   Resource Allocation
Environment setup - MGITB (Development, Staging, Production)
Upgrade Drupal 9 Core Module to Latest Drupal 9 version
Upgrade from version 9.5.2 - 9.5.11 - 10.0.0
Upgrade PHP version (7.4 to 8.1 above)
Upgrade Contributed Module compatible with Drupal 9.5.11
Upgrade Custom Module compatible with Drupal 9.5.11
Rewrite deprecated code in custom module (9.5.11 - 10.0.0)
Review All website functionality
Upgrade Drupal 9 Core M. to least Drupal 10 version (D9.5.11 to 10.00)
Upgrade Contributed Module compatible with Drupal 10.0.0
Upgrade Custom Module compatible with Drupal 10.0.0
Rewrite deprecated code or module to Drupal 10
Upgrade Contributed Module compatible with Drupal 10 latest
Upgrade Custom Module compatible with Drupal 10 latest Version
Rewrite Finalize, Test all deprecated code or module to Drupal 10
Find and apply all Drupal 10 patches and updates
Rewrite custom modules and Review All website functionality
Plan Deployment & Go-Live Push



**Expected Outcomes:**

- A fully functional and modernized City of Irvine website powered by Drupal 10, resulting in improved performance, security, and user engagement.
- Enhanced tools for city staff to manage content efficiently.
- Increased accessibility and compliance with modern web standards.

**Timeline:**

The anticipated project timeline is outlined as follows: *(timeline subject to change based on client environment, and module customizations; minimum 8 weeks to maximum 12-13 weeks.)*

- Phase 1: Planning and Audit (2 weeks)
- Phase 2: Migration Strategy Development (2 weeks)
- Phase 3: Data Migration and Theme Updates (4 weeks)
- Phase 4: Testing and QA (3 weeks)
- Phase 5: Training and Deployment (2 weeks)

**Service Parameters**

Item	Parameters
Project Assumptions	<ul style="list-style-type: none"> <li>• The target duration for this project is 8-12 working weeks.</li> </ul>
Scope Changes and Pricing	<ul style="list-style-type: none"> <li>• Any stated project duration is for guidance only and expected to be as set out in this SOW based upon 360GT’s experience with 360GT customers and solutions. Scope changes are subject to review and may impact the project duration and cost. If additional work beyond the initial scope of this SOW is needed, a separate Service Request will be required.</li> <li>• If the Customer requires services not specified in this SOW, those services will be scoped based upon complexity and billed at the then current rate.</li> <li>• 360GT will not be responsible for troubleshooting Subscription Service(s), interfaces or hardware not provided by 360GT.</li> <li>• 360GT’s quoted pricing does not include customization to the Subscription Service(s). A customization is defined as any system change that extends the Subscription Service(s) beyond what is provided by the delivered Subscription Service(s). Additional fees will apply if customization is required. Annual maintenance fees apply to all customizations. These fees are 15% of the cost of the customization.</li> <li>• 360GT’s quoted pricing does not include the Excluded Items set out in this SOW</li> </ul>



Item	Parameters
Customer Tasks and Communication	<ul style="list-style-type: none"> <li>• Both 360GT and the Customer’s project team will complete assigned tasks by mutually agreed upon due dates as set forth in the project plan. 360GT will not be responsible for delays caused by the Customer’s failure to provide adequate resources for the project or complete tasks promptly.</li> <li>• 360GT will communicate with the Customer’s project manager, the appointed point of contact for Customer on this project. The Customer’s project manager will be responsible for all communications and project management among all Customer parties (staff, vendors, consultants) and for the escalation and resolution of any issues for the Customer.</li> <li>• All project tasks are completed through 360GT’s remote deployment model unless otherwise mutually agreed to in advance or via an authorized service request or work order. Travel expenses are not included and will be invoiced separately as incurred.</li> </ul>

**Service Request**

Requests for changes to this SOW, additional scope, or activities outside of this planned project scope must be submitted to the 360GT project manager in writing or in the form of an electronic service request.

The following excluded items are considered out of scope and will require a service request (“Excluded Items”):

- Material changes in the defined scope or effort
- Material changes in the number or type of work items to meet the defined scope of effort
- Changes to the project remote delivery model
- Changes to the project duration

360GT will estimate the time and costs needed to implement the change and its impact on the project's delivery. 360GT will perform the requested work once the service request has been completed and signed by the Customer.

**Terms and Conditions:**

- The City of Irvine agrees to provide timely feedback and approvals to ensure project milestones are met.
- Any changes to the project scope must be approved in writing and may incur additional costs.
- 360GT will provide ongoing support post-upgrade for a specified period to address any issues or concerns.

This Statement of Work is subject to acceptance by the City of Irvine and is valid for 30 days from the date of issuance.