

# IOWA DEPARTMENT OF CULTURAL AFFAIRS

KIM REYNOLDS, GOVERNOR  
ADAM GREGG, LT. GOVERNOR

CHRIS KRAMER, DIRECTOR

IOWA ARTS  
COUNCIL

October 14, 2019

PLANNING  
IOWA

Director Jim Kurtenbach  
Department of Administrative Services

Dear Director Kurtenbach,

STATE HISTORICAL  
SOCIETY OF IOWA

The Department of Cultural Affairs requests a waiver under DAS Administrative Rule 11-118.16 (8A) of the application of DAS Administration Rule 11-118.11(3) concerning the duration of service contracts the latter rule states that "A service contract, including all optional renewals, shall not exceed a term of six years unless the state agency obtains a waiver of this provision pursuant to rule 11-118.16 (8A)." DCA is requesting a waiver with respect to the following agreement:

STATE HISTORICAL  
MUSEUM OF IOWA

STATE HISTORICAL  
LIBRARY & ARCHIVES

Contract #: 4593-14. Website redesign and digital media project between DCA and Trilix Marketing Group, Inc. entered into pursuant to RFP #0713295138, issued October 21, 2013.

STATE HISTORIC SITES

## Background

STATE HISTORIC  
PRESERVATION  
OFFICE OF IOWA

Trilix built a website and content management system to operate marketing content which is managed and distributed on the DCA website as well as through the Iowa Culture App. This content system is vital to our communication services to the public for access to our app, calendar content and blog. The content is managed in Drupal which is a tool also provided by DAS approved vendor Webspec.

IOWA HISTORICAL  
FOUNDATION

Consideration for other Drupal vendors to bid on the content management system can be discovered over the course of the next year, however, the contract as it exists with Trilix currently must remain to ensure the public content can be delivered without interruption.

From 2013 to 2019, Trilix has kept the content management system up-to-date and secure for communication purposes of the DCA. We are requesting an extension of one year to allow time for discovery of services needed and consideration of work with approved vendor Webspec or if a full RFP will be required to manage DCA app and website content.

## Justification for waiver

The implementation of a content management system is a time consuming and expensive proposition requiring resources to complete. Given that the system has been successfully running for the past five years of this extended services contract, replacement at this time

is not a necessary expense. However, by looking into shared efficiencies under DAS procurement of services of approved vendors providing similar services, DCA can consider transition to such vendors or take time to consider an RFP for these services over the next year.

The Trilix managed Drupal content management system is foundational to the department's ability to electronically serve thousands of Iowans throughout the State. A Waiver is required to ensure maintenance and support services are maintained in good standing such that the State can continue to provide digital content, grant application services and digital access to our States research center, collection, and grant applications. Without vendor support, a system problem could result in failure to such services. Furthermore, over the next year, the DCA will be exploring opportunities for shared services of Drupal and web managed products by working with procurement services.

#### One-Year Plan

Given the complexity of transitioning the content management service from one provider to another, the DCA requires a period of one year to develop a suitable plan for content management of our website content and Iowa Culture app content into the future. Tasks include:

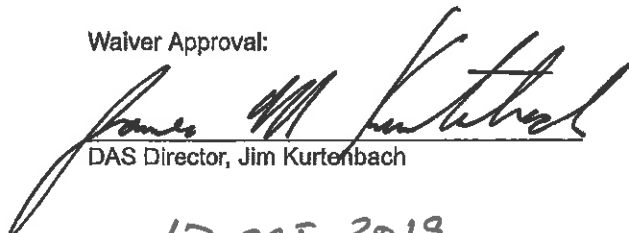
- Evaluate the current services to identify solutions for content management and increased user experience
- Assess the services provided as it relates to content management
- Identify cost and impact of transition to new content management provider
- Complete a suitable procurement or transition exercise
- As needed, negotiate contract award(s) with vendor(s)

Respectfully submitted by:



Office of the Director of Cultural Affairs, Chris Kramer

Waiver Approval:



DAS Director, Jim Kurtenbach

17 OCT 2019  
Date