Schedule A

Title: City of Aurora Open Data Governance Strategy Consulting Services

1. Client Representative:

Mr. Michael Pegues
Chief Information Officer
City of Aurora, Information Technology Division
44 East Downer Place
Aurora, Illinois 60507

Mr. Alex Alexandrou
Chief Administrative Officer
City of Aurora, Office of the Mayor
44 East Downer Place
Aurora, Illinois 60507

2. Project Objectives:

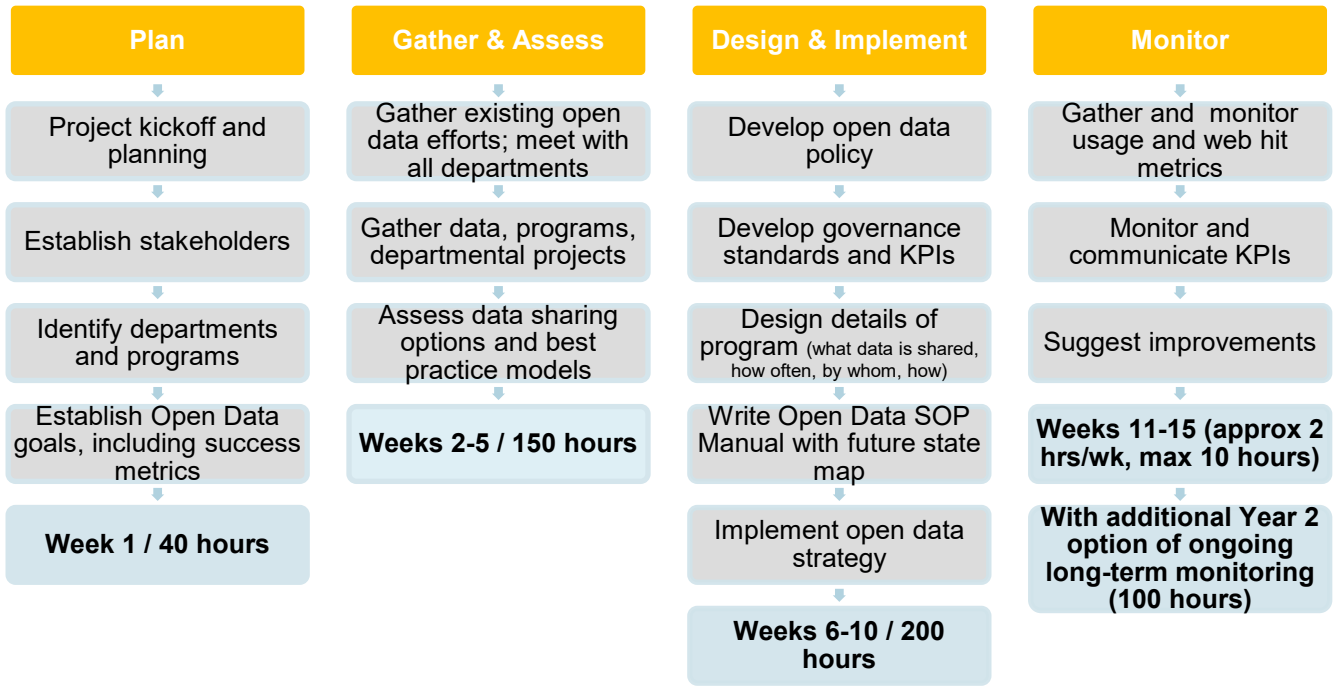
The City of Aurora is seeking Crowe's consulting services to support the City of Aurora Office of the Mayor, IT Division, and departments citywide in developing, establishing, implementing, and operating an Open Data Strategy.

Goals of this work could include:

- ✓ Build upon previous open data efforts
- ✓ Establish a City of Aurora Open Data policy, including data to be shared, frequency, and process
- ✓ Create and achieve consensus on governance standards, including addressing data privacy, confidentiality, transparency, and FOIA considerations
- ✓ Establish KPI goals, metrics and specific data fields by department and program
- ✓ Establish mechanism and platform for open data, including leveraging past/current efforts
- ✓ Strengthen communication and processes across City department stakeholders to establish shared goals in programs where multiple departments and agencies are involved
- ✓ Improve consistency in data shared across all projects
- ✓ Enhance City transparency to the public
- ✓ Provide ongoing support and monitoring of metrics, KPIs, and suggestions for improvement

3. Services & Approach:

Included below is a sample approach to consider in this engagement.



4. Assumptions/Additional Client Responsibilities:

Crowe has made the following assumption in preparing this Quote.

a. The City will provide workspace for Crowe LLP's consultant(s) within the City's office space as appropriate.
b. The City's Project Manager will be responsible for scheduling meetings with the City's personnel, or outside agencies identified for interviews. The City will arrange for ample meeting space.
c. All interviews will be performed onsite at the City's 44 East Downer Place facility, unless arranged otherwise, or in the downtown Aurora area at other governmental buildings.
d. The City is responsible for reviewing deliverables within 5 working days and providing feedback to progress to the next project step.
e. Crowe will have access to the City's PPM tool.
f. Crowe reports to City of Aurora and does not have a reporting relationship to other City vendors.
g. City of Aurora will procure, install, configure, and maintain its own open data platform and other supporting technologies. This quote does not include technical implementation services, but assumes the City can leverage its existing platform technology.
h. City of Aurora makes its own management decisions and will determine which recommendations to implement, if any.

5. Implementation Schedule:

This engagement has been estimated at up to 15 weeks, depending on City stakeholder participation and availability. We will work together with the City to determine a mutually-agreeable timeline.

6. Fees and Expenses:

We estimate fees not to exceed $95,100 for this engagement, for a 15-week project, plus an additional Year 2 of monitoring and improvement.

Travel expenses for local Chicagoland travel (mileage) will be billed to the City as it is incurred, or estimated not-to-exceed as part of each Scope of Work. We are able to perform work onsite, or virtually, based on the City's desired approach. Our team is local in the Chicago area.

Initial Project (Year 1)

Role	Hourly Rate	Hours	Fees
Executive / Partner	$350	30	10,500
Program Manager / Open Data Specialist	$205	120	$24,600
Staff Analyst	$160	250	$40,000
Initial Project Total (not to exceed)		**400**	**$75,100**

Year 2 Monitoring

Role / Task	Hourly Rate	Hours	Fees
Year 2 Ongoing Monitoring	**Blend Rate $200**	**100**	**20,000**

Total – not to exceed $95,100

Crowe

Smart decisions. Lasting value.™

City of Aurora
Open Data Strategy Initiative

Project Charter Draft
August 3, 2021

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Background + Purpose

The City of Aurora seeks a *comprehensive and strategic Open Data Policy / Strategy* consistent across all City departments, citywide.

The City has access to the technology tools and platforms needed to gather, synthesize, and share City data, but lacks a cohesive and citywide strategy that *aligns with City priorities, such as Economic Development, Public Safety, Education, and Quality of Life.*

The City seeks a *best practice strategy and governance policy* that can evolve over time, and is cross-departmental focused on function.

Open Data initiatives are good for government and known to provide the following minimum benefits. (at right)

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Project Goals

- Build upon previous open data efforts
- Establish a City of Aurora Open Data STRATEGY, including data to be shared, frequency, and process
- Create and achieve consensus on governance standards, including addressing data privacy, confidentiality, transparency, and FOIA considerations
- Establish KPI goals, metrics and specific data fields by department and program
- Establish mechanism and platform for open data, including leveraging past/current efforts
- Strengthen communication and processes across City department stakeholders to establish shared goals in programs where multiple departments and agencies are involved
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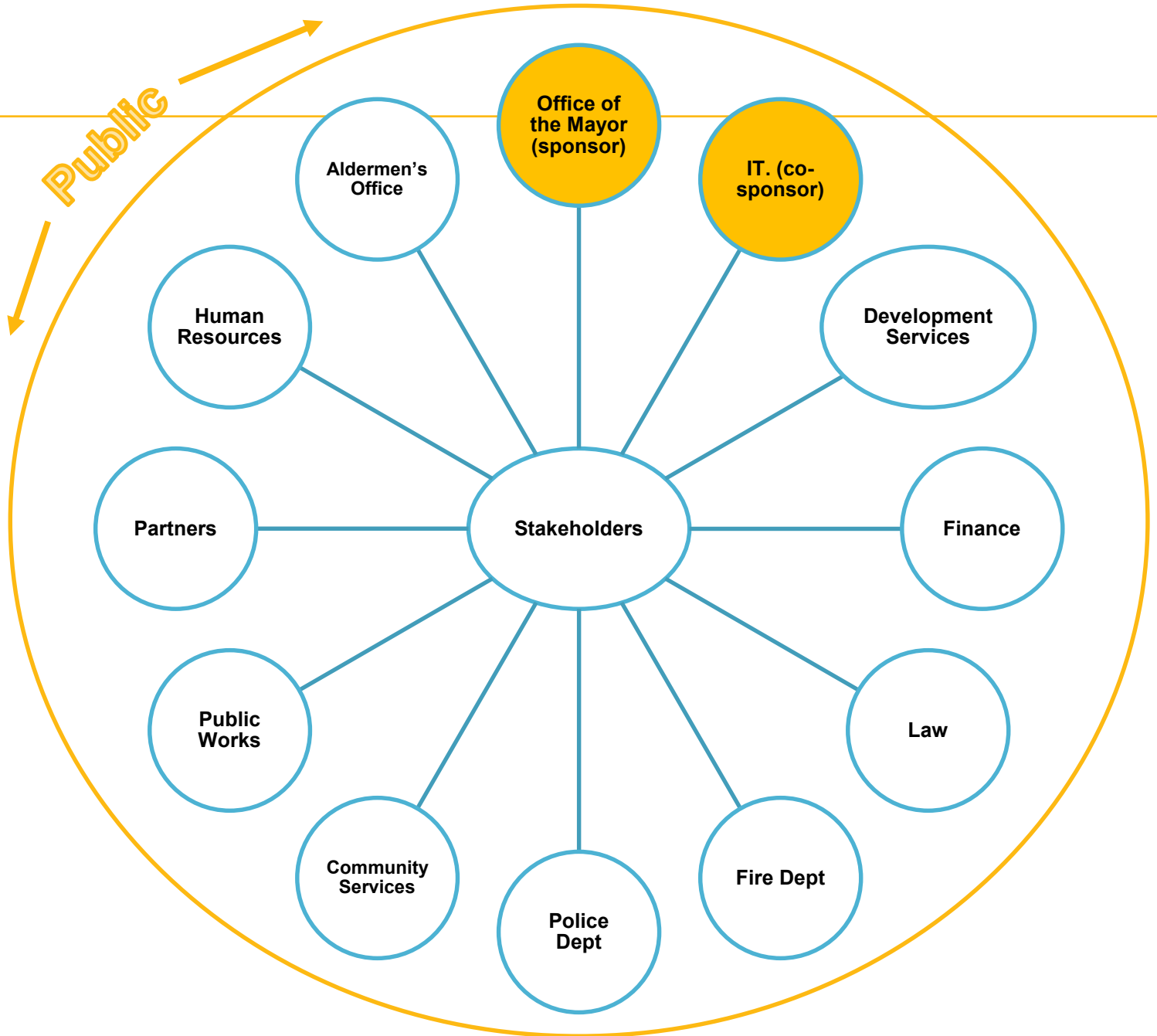
Key Stakeholders

City stakeholder input and involvement is key to this Open Data Strategy. Department heads, Division heads, key staff and the public will be involved.

City departments and city functions (cross-departmental) each possess various data, metrics, and KPIs which will contribute to the Open Data Strategy.



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Crowe Project Approach

Plan

- Project kickoff and planning
- Establish stakeholders
- Identify departments and programs
- Establish Open Data goals, deliverables, including success metrics
- Week 1 / 40 hours

Gather & Assess

- Gather existing open data efforts; meet with all departments
- Gather data, programs, departmental projects
- Assess data sharing options and best practice models
- Weeks 2-5 / 150 hours

Design & Implement

- Develop open data policy
- Develop governance standards and KPIs
- Design details of program (what data is shared, how often, by whom, how)
- Write Open Data SOP Manual with future state map
- Implement open data strategy
- Weeks 6-10 / 200 hours

Monitor

- Gather and monitor usage and web hit metrics
- Monitor and communicate KPIs
- Implement improvements (ongoing)
- Weeks 11-15 (approx 2 hrs/wk, max 10 hours)
- With additional Year 2 option of ongoing long-term monitoring (100 hours)

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Project Management Methodology

Crowe will use our proven Project Management Methodology, which is aligned to the Project Management Institute's (PMI's) Project Management Body of Knowledge (PMBOK). This will enable us to complete the project on time and on budget, facilitating communication and alignment with City of Aurora throughout the project.

Initiate: Define and agree on scope, goals, and structure of the project. Organize stakeholders and establish roles.

Plan: Establish tools, processes, and standards, getting all the details and timing right.

Execute: Keep all workstreams within the project aligned and on plan with skillful proactive management.

Control: Run project effectively through active monitoring and intentional necessary tuning.

Close: Wrap up, measure progress, and learn for the future.

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Next Steps

- Execute Project Contract with Crowe and obtain PO to begin work
- Schedule Kickoff onsite and complete initial planning
- Confirm stakeholder team and communicate project information
- Conduct leadership visioning session to confirm City priorities / goals (to which open data should align)
- Schedule / Confirm Interviews with key stakeholder teams
- Begin data collection and analysis of past or existing open data efforts and KPIs

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Thank You

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