

# City of Los Alamitos

## Agenda Report Consent Calendar

August 19, 2013  
Item No: 8C

**To:** Mayor Warren Kusumoto and Members of the City Council

**Via:** Gregory D. Korduner, Interim City Manager

**From:** Windmera Quintanar, CMC, City Clerk

**Subject:** Approval of Request for Proposals (RFP) for Video Archive and Meeting Agenda Management

**Summary:** This report recommends actions to begin facilitating the implementation of online video archiving and possible agenda management. This Item was continued from the July 15, 2013 Council meeting.

### Recommendations:

1. Approve the RFP for Video Archive and Meeting Agenda Management; and,
2. Authorize Staff to advertise and solicit the Request for Proposal.

### Background

On April 15, 2013, the Council discussed the format for City Council minutes. Council voted to return to Summary minutes and directed Staff to research the possibility of utilizing Granicus for additional meeting transparency. On May 20, 2013, Granicus made a presentation to Council outlining available suites. Council directed Staff to research additional vendors and services; as well as look into potential funding sources.

### Discussion

#### Request for Proposal (RFP) Overview

Staff has prepared the attached Request for Proposal for Council's consideration. The RFP presents the project as two components, video archive component and an optional meeting agenda management component. The two components should be divided so one can be purchased and implemented without the other. The first component of the project will consist of an on-demand video archive of council. The component will allow Staff to use a simple process to index and publish video, audio, agenda and supporting documents to the web. Residents and Staff will access the video and documents through an organized online portal.

The second optional component is for agenda management that would automate, streamline and simplify the agenda submittal, compilation, tracking and distribution process for all departments and divisions within the City. Council and Staff would be able to view and annotate the finished agenda documents on mobile devices and computers during the meeting.

Staff has also included an optional add on feature that would assist with meeting management. The component would allow actions, motions, and votes to be collected during the meeting and to assist in creating the minutes for the meeting. Council Members would have the capability to cast votes through tablets or computers that are used in the meeting.

While the initial request only includes services for the City Council, expansion to all Commissions will be an option.

### Timeline

The following is an approximate timeline for RFP process:

- RFP Published and distributed: 8/20/13
- Proposals due: 9/20/13 at 5:00pm
- Proposals reviewed and evaluated: 9/23/13 through 9/27/13
- Demonstrations (short listed vendors): 9/30/13 through 10/4/13
- City Council Consideration and Approval: 10/21/13 (*pending funding*)
- Contract Begins: 10/22/13

As outlined above, the preferred vendor and contract would come back to Council on October 21, 2013 for final approval. The proposed timeline would implement the new system as soon as possible depending on funding. Should Council desire, the timeline can be revised to allow for a later implementation date.

### **Fiscal Impact**

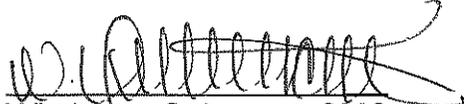
This project is unfunded. The actual cost would depend on the selected vendor and services. Initial estimates for the video archiving and a voting system, were approximately \$40,000 for one time up-front cost and \$1,200 for ongoing monthly cost (\$14,400/year).

Per Council's direction, Staff has reviewed the Budget for potential funding options. During the 2013/2014 Fiscal Budget process, expenses were reduced to a level that would allow for only the essential functions of the departments leaving no latitude for additional expenses.

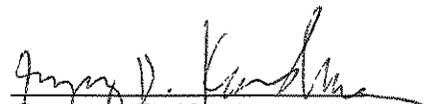
Staff recommends releasing the RFP at this time, but not implementing the project until mid-year when the project's exact cost can be worked into the budget. Should Council wish to move forward at this time, there are sufficient General Fund Reserves to cover

expenses for the first year of the project (approximately \$54,400 depending on selected vendor/services).

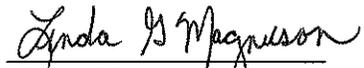
Prepared By:

  
Windméra Quintanar, CMC  
City Clerk

Approved By:

  
Gregory D. Korduner  
Interim City Manager

Fiscal Impact Reviewed By:

  
Linda Magnuson  
Interim Finance Director

*Attachment: 1. RFP for Video Archive and Meeting Agenda Management*

**CITY OF LOS ALAMITOS**  
**REQUEST FOR PROPOSALS**

*Video Archive and  
Meeting Agenda Management*

**August 2013**

## Introduction

The City of Los Alamitos ("City") is requesting proposals from interested and qualified vendors for a Video Archive and Meeting Agenda Management System. The goal of this Request for Proposals (RFP) is to provide the City with technology to streamline aspects of public meeting preparation and management. This includes automating agenda preparation through approval and decision workflow, compilation of minutes, and voting. The initial emphasis of this project is for City Council meetings, although the selected solution should have the capability to be used for other types of meetings.

## City Overview

March 1, 1960, the township of Los Alamitos became a chartered city. Since then it has advanced both as a residential and business community. It operates under the City Council-City Manager form of government.

### Current Process

Council Meetings are held the third Mondays of the month at the City of Los Alamitos City Council Chamber located at City Hall. Currently, the agenda packet is prepared in both paper and electronic format for all City Council Meetings. City departments add an item by submitting a request to the City Clerk's Office via. Reports are prepared by departments in electronic format and submitted, but also printed for signature and submittal to the City Clerk's Office. Appendix B provides a detailed example of the workflow currently used for the agenda process.

The City Clerk's Office prepares and publishes the City Council Agenda consisting of the agenda, staff reports, and associated attachments. Once the agenda packet is compiled, the City Clerk's Office electronically scans the documents and converts them into PDF format. The agenda is also scanned into the Laserfiche document management system in TIFF format.

The complete agenda packet with all attachments is available online as a PDF on the City's website. In addition to scanning the agenda documents in Laserfiche, City staff continues to scan older documents for historical archive, while providing direct access and retrieval to staff and the public. All documents from the Clerk's Office are Optical Character Recognition (OCR) and indexed.

Council Meetings are recorded and aired live on LATV3. After the Council meeting, a video is prepared and loaded on YouTube. A link to the video is then added to the City's website.

## Delivery Requirements

Responses to this RFP shall be submitted in a sealed package addressed as below and clearly identifying the vendor making the submission. Package must be marked as "CONFIDENTIAL – Video Archive and Meeting Agenda Management." One original and three copies must be submitted by each vendor. The vendor is liable for any of the costs incurred in preparing and submitting a proposal.

All proposals must be received no later than 5:00 p.m., Wednesday, July 17, 2013. Responses received after this date/time will not be considered. Postmark date will not constitute timely delivery. Agencies are solely responsible for ensuring timely receipt of their responses. Mail or deliver proposals to:

City of Los Alamitos – City Clerk's Office  
Attention: Windmera Quintanar, CMC  
Video Archive and Meeting Agenda Management  
3191 Katella Ave. Los Alamitos, CA 90720

The City reserves the right to cancel this RFP at any time and for any reason without any liability to any proponent or to waive irregularities at its own discretion. The City reserves the right to accept or reject any or all bids.

### **Schedule (Subject to Change as Required)**

- |   |                         |
|---|-------------------------|
| 1. RFP Published and distributed:         | 8/20/13                 |
| 2. Proposals due:                         | 9/20/13 at 5:00pm       |
| 3. Proposals reviewed and evaluated:      | 9/23/13 through 9/27/13 |
| 4. Demonstrations (short listed vendors): | 9/30/13 through 10/4/13 |
| 5. City Council Consideration:            | 10/21/13                |
| 6. Contract Begins:                       | 10/22/13                |

### **Contact Information**

For questions regarding this Request for Proposals contact:

Windmera Quintanar, CMC  
City of Los Alamitos  
Phone: (562) 431-3538, ext. 220  
Email: [wquintanar@cityoflosalamitos.org](mailto:wquintanar@cityoflosalamitos.org)

Any questions received by the City that affect the RFP process will be issued as addenda by the City.

### **Scope of Services**

The City desires to implement technology to provide video streaming and automated public meeting preparation and management. This includes an option of automating the agenda preparation through approval and decision workflow, and compilation of minutes. The initial emphasis of this project is for City Council meetings, although the selected solution should have the capability to be used for other types of meetings.

This project has two components, video archive component and an optional meeting agenda management component. The two components should be divided so one can be purchased and implemented without the other. The first component of the project will consist of an on-demand video archive of council meetings compatible with a variety of operating systems and mobile devices. Staff will use a simple process to index and publish video, audio, agenda and supporting documents to the web. Users will access the video and documents through an organized portal.

The agenda management component will automate, streamline and simplify the agenda submittal, compilation, tracking and distribution process for all departments and divisions within the City. Council and staff will be able to view and annotate the finished agenda documents on mobile devices and computers during the meeting. Actions, motions and votes will be recorded for public record.

In addition to the system, the City also requires the vendor to train all key users and to extend technical support so long as the City contracts with the vendor.

At the end of this RFP, the City will enter into a professional services agreement with the vendor that provides the best value and that meets all the specifications of this RFP, including installation, implementation, training and support.

## Vendor Requirements

### Insurance

1. Comprehensive General Liability Insurance with minimum limits of One Million Dollars (\$1,000,000) for each occurrence and in the aggregate for any personal injury, death, loss or damage.
2. Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.
3. Worker's Compensation insurance if and as required by the laws of the State of California. Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).
4. The general liability and automobile policies of insurance required by this Agreement shall contain endorsements naming City and its officers, employees, agents and volunteers as additional insureds.
5. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

### Business Certificate

Throughout the duration of the contract, Vendor must hold a valid and current City of Los Alamitos Business Certificate.

### Required Functionality

Appendix A: System Functionality Questionnaire lists features that are of interest to the City. Additionally, Appendix B provides a detailed example of the workflow currently used for the agenda process.

This section provides a brief description of the City's current technical configuration, project expectations, and documentation considerations the City anticipates during project implementation. This section is not intended to be exhaustive. The City is relying on vendors to include in their responses any items they deem relevant and important to the project or to the City.

### Current Technical Configuration

Los Alamitos operates a traditional client/server environment and consists of the following:

- 2 Virtual Servers
- Severn (7) computer servers with the Windows Server 2003 Operating System or newer
- Approximately 60 PC's using Windows 7 and XP
- Microsoft Exchange 2008 R2
- Symantec Backup Exec
- ESET NOD32 Antivirus 4
- Palo Alto Firewall and Content Filtering

**Expectations**

The proposed solution shall be of an expandable, modular design to readily incorporate additional enhancements in the future. It should be developed, tested, and maintained using a high-quality software development methodology for long-term reliability and technical efficiency. Any one or all modules/portions of a solution may be implemented.

The goals for this project are outlined below. Here the City will attempt to describe briefly its expectations while working with vendors during not only the proposal process, but also during implementation.

**1. Video Archive and Website Features Overview**

The City expects that the video archive system will be able to publish the meeting dates (calendar), agenda, supporting documents, minutes, video and audio in an automated way onto a dynamic webpage. Minimal effort should be required to post meeting documents and media files. Streaming video will be available on-demand and live. The live feature will not be used initially, but can be used at any time and is included in the monthly costs.

The video and agenda should be presented together in the web browser window. The video will be indexed according to the important items in the agenda, and links from the agenda will advance the video to the corresponding index point. Links to supporting documents will be accessible within the agenda. Links to meeting documents should be created automatically.

The video, website, and documents should be compatible for viewing with desktop and mobile devices including smart phones and tablets. Video streaming should automatically compensate the stream quality according to the bandwidth of the receiving device to ensure a stable viewing experience. Internal views from City users should be served from the locally installed server to avoid unnecessary dependence on internet bandwidth. The video archive website will provide:

- Full text search
- Print search results
- Searchable meeting calendar

The vendor is responsible for verification of all website features and functionality if they will be specifying a system that is dependent on a specific feature of the City's current website environment.

**2. Agenda Preparation Overview**

This feature will be listed as an optional component. The City envisions a comprehensive solution where:

- Agenda creation process has a workflow that can be customized and tracked. The current workflow for the City's agenda process can be found in Appendix B.
- Agendas and approvals are done using web forms and stored in a database. The data can be output as formatted webpages for desktop and mobile view, and pdfs and Word documents for print.
- Different types of files can be attached or embedded onto agenda items. These file types include text, graphics, word processing applications, spreadsheets, acrobat, HTML, XML, Java, and photos and other images. Digital media such as visual files shall also be

supported. (TIFF, JPEG, Mpeg, GIF, PDF, BMP, Raw, Scitex, Targa, PCX, Pixar, PNG, Pict, AVI, GIS, CAD, PPT, URLs)

- Agendas, meeting documents and data are published automatically for the public, styled with the look and feel of our website.

### **3. Meeting Management**

This feature will be listed as an optional component. Actions, motions, and votes can be collected during the meeting and to assist in creating the minutes for the meeting.

- Votes can be cast through tablets or computers that are used in the meeting by Council Members.

### **4. Document Management Integration Overview**

The City envisions that the system will be able to integrate easily with the Laserfiche document management system, however, this feature will be listed as an optional component. The vendor is responsible for verification of all Laserfiche licensing and functionality if they will be specifying a system that is dependent on a specific feature of the City's current document management environment. The City is also interested in seeing a list of document management platforms the proposed solution has already been successfully integrated with.

### **5. Documentation**

The City expects that the chosen vendor will provide for each software component a complete set of software documentation for users and administrators. The documentation can be printed, on CD-ROM, or accessible from the vendor's website. The City will be given permission to reproduce the documentation or parts of the documentation as needed. It is expected that the vendor shall maintain its copyrights to all materials.

Both system level and user documentation must be provided. List and describe the available documentation that is included in the proposal pricing in this RFP and the media on which it is published.

## **Proposal Submission Format Requirements**

The submitted proposal must address all categories and performance expectations within this RFP. Before submitting a proposal, vendors shall examine the specifications in order to understand all existing conditions and limitations. The vendor shall indicate in the proposal the total sum to cover the cost of all items included in the RFP.

### **1. Executive Summary**

Provide a concise overview describing the proposed approach to completing the work.

### **2. Description of Company and Qualifications**

Provide a description of the major business functions, history and structure of the company. Include a profile of the office location, staff and services that will be assigned to the City's account.

Specify the number of years the vendor has been in the public sector software business. Provide a brief statement of the company's background demonstrating longevity and financial stability.

Describe internal performance metrics used to quantify key customer support responsiveness, such as issues resolved on first call or average time to reach issue resolution. Provide the following background information on the proposed video archive and meeting agenda management system: original development, date of first release and date of most recent release.

**3. Experience on Similar Projects**

Provide summaries or brief descriptions of a minimum of three projects completed which are most related to the requirements of this project. Limit descriptions to those most relevant to this project and most representative of the vendor's capabilities. References must be for goods and services provided within the last five years. Include the name of the client and a contact person, date of installation, software installed, any installation issues, and custom features or extensive report capabilities.

**4. Detailed Description of Proposed Solution**

Describe how the vendor will meet all of the functionality requirements listed in the section System Functional Requirements. Indicate for each of the requirements whether the software is fully compliant, requires a modification or is not available. Provide a timeline with proposed dates beginning with contract execution and ending with full implementation.

**5. Software and Hardware Platform**

Describe the software and hardware platform required and provide a brief explanation of any exceptions to the City's standards.

**6. Implementation and Training**

This proposal shall include a detailed schedule, identification of project manager, team members, and key personnel with resumes attached for all individuals involved.

Provide an installation plan as part of this proposal. This plan shall be detailed enough so that the City shall know every step of the installation process. Each task shall be listed separately and described in detail.

Describe the approach and resources needed to implement the proposed software.

Provide a user training approach that will properly prepare staff on day-to-day use of the new video archive and meeting agenda management software. Provide a training approach that will properly prepare City Information Technology staff in the administration, management and any planned and unplanned maintenance. Training is considered an essential element of this project. Strong consideration will be given to:

- Speed and ease with which the proposed system can be implemented by personnel.
- Is it intuitive for users familiar with Microsoft-based systems?
- Does the vendor offer user groups and conferences as a means of exposure to current and new technologies?

Within the proposal, please describe:

- The type of training and the quantity of people to be trained included as part of the initial installation. - How you will schedule and provide for training of end users, technical staff, and system administrators including initial training, consultation, and follow-up training.
- What types of additional training may be available, either through your company or through another agency.

**7. System Testing and Acceptance**

The City cannot accept the software until it has validated that the vendor has met all requirements stated in this RFP. The vendor shall provide all labor and supervision for the installation, testing, and final implementation.

The City, working with the vendor, shall develop acceptance procedures to ensure the software is installed properly and accepted. All software provided shall be tested to confirm that it is compliant with the current specification. All software is to be free from defects in design, material, workmanship, and is capable of sustained performance in the operating environment.

All of the software shall pass the tests described below and have the City declare that the objectives of the tests have been met. It is required that the software be:

- Free from operational defects;
- Compliant with all specifications and requirements; and
- Delivered and accounted for, including all media, documentation, training and support items.

**8. Warranty and Post Implementation Support**

The vendor must warranty timely response and remediation of technical problems. If there is a system failure or other problems, the City needs to be assured that the vendor shall respond immediately to correct problems so that the service is not disrupted in any way.

Describe all support resources available. The vendor should provide support that is capable of solving any software-related problems during all hours. Vendor must also supply a copy of the maintenance agreement that is proposed, as well as a description of the software maintenance services, terms, and dates. Within the proposal, vendor should address questions such as:

- Is training included in a support time bank or separate?
- What is the total number of support hours per annual maintenance agreement?
- Does the total number of support hours include product updates/patches?

**9. Annual Maintenance Upgrades**

Vendor must provide the annual maintenance fees associated with the Video Archive and Meeting Agenda Management system. It is expected that upgrades shall be available to allow the City to take advantage of improvements in both software and hardware capabilities. The vendor shall provide regular upgrades to the software from date of implementation. Describe the upgrade process.

- How often do you provide product updates? How are updates completed? Onsite or remote internet access?
- Include your firm's willingness and plan for keeping its products up-to-date. "Up-to-date" is defined as continuously adding or replacing products to take advantage of new technology and complying with emerging industry standards.
- Describe the process by which user input is incorporated into new product releases.
- What is included in the annual maintenance contract? Are updates an additional cost?

#### **10. Pricing**

Provide detailed pricing of all costs to fully implement the successful operation of the proposed Video Archive and Meeting Agenda Management system. Include cost of software license fees, modification, implementation, training, hardware, add-on 3rd party software, annual maintenance, travel, data conversion, and any other anticipated costs. List and describe pricing for optional items associated with the system.

The City expects that the solution will not have any limitations on the number of users in the system. If there are, the licensing structure will include price breaks at reasonable intervals for number of licenses acquired by the City. Note: Please describe your software licensing structure in detail. Do so for each product or module if they differ from one another.

### **Proposal Evaluation and Selection**

The City will review submitted proposals and determine those that are most qualified. The City will select a vendor who in its sole judgment, best suits the current and future needs of the City. While it is the most desirable to have one vendor with an integrated solution, vendors can choose to present a proposal which includes integration of services and technology from their preferred partners. The City reserves the right to choose a fully integrated solution from one vendor or an integrated solution from a combination of vendors with a guarantee of its successful integration, operation, and maintenance. The evaluation criteria which are neither weighted nor prioritized include, but are not limited, to the following:

1. Understanding of the work required by the City.
2. Quality, clarity, and responsiveness of the proposal.
3. Demonstrated competence and professional qualifications necessary for successfully performing the work required by the City.
4. Recent experience in successfully performing similar services in cities & municipalities in California.
5. Proposed approach to completing the work, and ability to implement in a timely manner.
6. Background and related experience of the specific individuals to be assigned to this project.
7. Fee structure and cost effectiveness of the proposal.
8. References.

The City will short-list two or more vendors to continue with further evaluation using the criteria identified above. Additional discovery may be performed to assist in selecting the short list vendors. The short-list vendors will be contacted regarding their status as short-listed vendors. The City reserves the right to award contract, or to forego awarding contract without notice.

If a short list of vendors is developed, the City will further evaluate short-listed vendor's solutions. Each short-listed vendor will be provided scenarios that they are to use to prepare for an on-site solution demonstration. The short-listed vendors will be evaluated based on the results of reference checks, additional discovery and, at the option of the City, organized site visits or demos of vendor's customer sites in operation. Vendors will provide the City with a list of three (3) customer sites. Customer sites should be using the same major version of the software being proposed to the City, similar in scope and complexity, and geographically close to the City if possible.

Please note that on-site demonstrations for short-listed vendors are estimated to be held July 29-August 3, 2013. Specific days and times for each short-listed vendor will be determined at a later date, but vendors should be prepared to conduct the on-site demonstrations during this timeframe. It is expected that the proposed Project Manager take part in the on-site demonstration sessions.

As reflected above, contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating the proposals and discussing them further with the finalists or the tentatively selected vendor, the City reserves the right to further negotiate the proposed work and/or method and amount of compensation.

### Appendix A: System Functionality Questionnaire

REQUIREMENT		ABILITY TO EXECUTE				
		Meets	Modification	3rd Party	Does Not Meet	Proposal Section and Page #
Meets - The package meets the requirement "out-of-the-box".						
Modification – The package must be modified to meet the requirement.						
3rd Party – The package is able to meet the requirement with a third-party solution						
Does Not Meet – The product is not able to meet the requirement.						
<b>Overall Hardware &amp; Software</b>						
1.	Do you have the ability to provide a test environment for testing new product features and versions?					
2.	Is the software Open Architecture or do you charge for your API License?					
3.	Client will own the data generated by the solution, and entered into the system.					
4.	Are the webpages your system creates truly ADA compliant?					
5.	Ability to configure the look of the software to suit local preferences.					
6.	Video, minutes, meeting agenda and supporting material are all in a searchable format.					
7.	Data is automatically metadata tagged and indexed.					
8.	What is the suggested server configuration your system will run on? (Please provide complete hardware specifications within your response).					
9.	Compatibility with Internet Explorer web browser at minimum. Including Google Chrome, Firefox, Safari, etc. for public website.					
10.	Do you support the use of either MS SQL Server 2008 (or later release) or Oracle 9.2 (or later release)?					
11.	Can the system be deployed enterprise-wide across multiple platforms and multiple locations?					
<b>Security &amp; System Administration</b>						
12.	The proposed system must provide group and user security.					
13.	System must have a Systems Administrator function that can manage security, maintenance tables, routing assignments, and overall system help to users when necessary.					
14.	Allows security access to different sections of the system to be defined as read-only, read and write, or no access.					
15.	Ability to support multiple-users accessing and editing all components of the agendas.					
16.	The agenda automation package must allow different levels of security within each meeting type.					
17.	Maintain audit trail of changes made to each item.					
18.	City Clerk is centralized administrator with edit rights for City Manager and in-route editing of documents by departments.					
19.	Ability to be included in our weekly system backup.					
20.	Do you operate redundant data centers (for online systems)? How many?					
21.	Do you operate secure data centers - with SSAE-16 Accreditation?					

REQUIREMENT		ABILITY TO EXECUTE				
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3rd Party – The package is able to meet the requirement with a third-party solution						
Does Not Meet – The product is not able to meet the requirement.						
<b>Video Archive and Streaming</b>						
22.	Video streaming support and service are included in the monthly charges.					
23.	Video indexing is included in the monthly service charges.					
24.	The video and agenda are presented in the same browser window.					
25.	Able to link Agenda, Minutes, and supporting material to online video index points.					
26.	Agenda has links to supporting documents, and also advances video to corresponding video index.					
27.	Documents and videos can be accessed through computer desktops and mobile devices.					
28.	Video stream will be optimized depending on device bandwidth.					
29.	Video streaming accessed internally will be done through internal server not through the internet.					
30.	Videos can be made private by requiring proper permissions through logon credentials. (Example: Use for employee training videos.)					
31.	Videos can be embedded onto a web page using a link.					
32.	Videos are streamed using H.264 format so that playback is compatible with popular desktop and mobile operating systems.					
<b>Agenda Workflow</b>						
33.	Have both pre-defined and customized workflows.					
34.	Administer, create and edit workflows with point-and-click or drag-and-drop functionality.					
35.	Ability of system to lock files as they are edited to avoid revision contention issues.					
36.	Provide tracking of documents through workflow process including attachments.					
37.	Provide multi-level (multiple criteria, multiple approvers) workflow.					
38.	Support criteria-based escalation or reassignment of workflow approval.					
39.	Allow insertion of items at any step of the workflow.					
40.	Allow the withdrawal of an item at any step from the workflow.					
41.	The workflow processes shall be of modular design and provide the ability to start additional workflows at any step based on specified criteria.					
42.	Support criteria-based notification of workflow (delay of approval triggers notification for example).					
43.	Provide authorized users with the ability to create standard and ad hoc workflows for the approval process. The system must give users the ability to track the status of each agenda item.					
44.	The workflow shall be able to reroute dynamically based on conditions gathered or selected during the flow process.					

<u>REQUIREMENT</u>		ABILITY TO EXECUTE				
		Meets	Modification	3rd Party	Does Not Meet	Proposal Section and Page #
<b>Meets - The package meets the requirement "out-of-the-box".</b>						
<b>Modification – The package must be modified to meet the requirement.</b>						
<b>3rd Party – The package is able to meet the requirement with a third-party solution</b>						
<b>Does Not Meet – The product is not able to meet the requirement.</b>						
45.	Ability to (with proper security level) redirect an existing workflow.					
46.	Ability to create a summary list of preliminary agenda items pending approval for a specific meeting (Planning Calendar) by meeting date, one year in advance.					
47.	System provides a long-range agenda planning calendar.					
48.	Allow an unlimited number of meetings to be added and managed by the system.					
49.	System allows the ability to use previous items as a template for new items.					
50.	Ability to sort upcoming meeting items by various views (meeting date, date submitted, department, author, etc.).					
51.	The workflow shall not limit in any way the type of electronic files that can be attached to the flow.					
52.	Ability for users to select which meeting date the document is intended for.					
53.	Ability for system administrator to accept documents once deadline has passed – override deadline.					
54.	Ability to create and use hyperlinks from within documents to outside sources of information.					
55.	Ability to add warnings and tips as the workflow is being interacted with (e.g., "Are all departments needing to review this on the workflow?" or "Confirm that you are ready to submit this item to go on an Agenda" and require Spell Check).					
56.	Ability to see the status of any item and graphically view where it is in the workflow process at any given point.					
57.	The workflow shall have the ability to assign proxy coverage if a user will be out of the office for a specified period of time.					
58.	The workflow shall allow roles to be assigned for the routing of items.					
59.	The workflow shall allow parallel processing of items as well as sequential processing of items.					
60.	Ability of reviewers to return the document to a previous point in the process or to the original author.					
61.	Ability for system to auto-reroute a document in a workflow if not reviewed within specified timeframe. Timeframe is adjustable by administrator.					
62.	Ability to mark item for possible conflict of interest, or legal noticing requirements.					
63.	Ability to return an item with questions or for modification and without restarting the item at the beginning of the process.					
64.	Ability for the system administrator to create and modify forms.					

<u>REQUIREMENT</u>		ABILITY TO EXECUTE				
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<b>Agenda Management</b>						
65.	The application shall support the creation and viewing of an agenda with an easy user interface. The interface needs to display the item status and allow for easy editing such as adding documents to an item, adding item details, or adding item notes.					
66.	Once an agenda is created, provide the ability for a user to publish the agenda to the web with associated links to supporting documents through Laserfiche.					
67.	Create links to, or associate, supporting material for meetings with Agenda Item document.					
68.	Allow flexible reformatting of the document, such as font, indentation, order of items, etc.					
69.	System allows for user defined numbering of agenda items.					
70.	Automatically re-numbers agenda items when editing.					
71.	Page numbering system for each report within itself including its attachments.					
72.	Automatically inserts header/footer/page number in agenda packet and consecutive numbering system on minutes.					
73.	System provides post meeting capability for tracking, numbering and electronically signing documents. .					
74.	Provides ability to use workflow in post meeting activities to manage post meeting activities					
75.	Retain Word formatting on documents such as highlighting, graphs and color text?					
76.	Users have ability to print entire agenda and all attachments with configurable numbering.					
77.	Each agenda item can be downloaded individually on the public website, without having to download the entire packet.					
78.	Ability to automatically convert all documents to PDF for printing and public distribution.					
79.	Ability to select individual pages or sections of a document to be viewed, routed, included in packet, or printed.					
80.	Application should have the ability to sign documents, support electronic/digital signatures securely.					
81.	Ability to handle interdepartmental staff assignment or multiple department staff assigned to an item.					
82.	Ability to customize templates for meeting types, and staff reports.					
83.	The agenda automation package shall allow agenda items to be moved with all associated attachments from one meeting to another.					

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84.	Provide the option to show where an agenda item is within the workflow process and its status (approved, rejected, being drafted, final draft, etc.).					
85.	Allow revision control of attachments.					
86.	Provide reviewer with a log of items that were reviewed for each meeting.					
87.	Agenda templates shall include preloaded drop-down designations for all Board/Committee/Subcommittee and an option to edit these designations.					
88.	Agenda templates will include a checklist of standard items, including roll call, public presentation and pledge of allegiance as needed; the checklist of standard items can be edited and amended by authorized users.					
89.	Ability to perform, but not be limited to, the following document import methodologies: email and direct scanning; direct loading and copying.					
90.	Publish a finalized agenda to Laserfiche Weblink and Document Management System with all associated attachments as links to the appropriate agenda item.					
91.	Ability to quickly add, remove or rearrange items in order to accommodate last minute changes.					
92.	Redaction capability to protect confidential information.					
93.	An agenda can be provided as draft agenda to Clerk’s Office staff only to review and modify while items have not had final approval.					
94.	Allow actions to be added for each agenda item. The actions can be added manually for each item or selected from a pre-configured list tied to each agenda type.					
95.	Adding a section to an individual agenda will not modify the meeting agenda template for all meetings.					
96.	A change made in one place reflects in other places – e.g. title on the report changes the title on the agenda.					
97.	Shall be able to link an agenda item to Google Maps, BING, or GIS so the public can see maps or parcels by selecting the link.					
98.	Ability to make revisions to agenda packets including the ability to add attachments that are received at a meeting without regenerating the agenda.					
99.	A “Legislative History” summary page showing results of a search for a topic, meeting with listings of: meeting dates, agendas, minutes, resolution numbers, ordinance numbers, legislation text, supporting documents, video records, and legislation demographics such as Resolution number, ordinance number, titles, effective dates and voting history – Council roll call (absences).					
100.	Ability to track items even after the meeting.					

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<b>Agenda Annotation Features</b>						
101.	Staff members can make notes, comments, and highlight annotations.					
102.	Annotations can be saved and shared or sent via email.					
103.	Annotations can be made through desktop computers.					
104.	Annotations can be made using mobile devices such as touchscreen tablets.					
105.	Annotations can be freeform.					
106.	The agenda automation package shall have the ability to make annotations on attachments.					
107.	Ability to add personal comments to a workflow which are outside of the document itself viewable only by writer.					
108.	Ability to add public comments to a workflow which are outside of the document itself – import (e.g. emails, PDFs and Laserfiche documents).					
109.	Ability for author to add additional information in a workflow with the document (title, comments, etc.).					
<b>Notifications</b>						
110.	The workflow shall be able to utilize notifications within the product as well as email notification.					
111.	Ability to notify Clerk if an item is not being reviewed at some point in the process.					
112.	Automatically notifies reviewers, via a customizable email message, that items have been assigned to them.					
113.	Does the email message notifying the reviewer of an item containing a link so that reviewers can quickly view the item?					
114.	Staff notification of an upcoming deadline.					
115.	Ability to generate an e-mail notifying author and their department director that a particular item failed to meet the deadline for a particular agenda.					
116.	E-mail notifications to staff: beginning to end of process inter-department approvers deadline alarm returned for edit/correction final approval					
117.	Notifies staff users if there are missing PDF files while compiling a packet.					
118.	Can produce electronic mailing lists when entering an item into packet to be used later for follow-up?					

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119.	Ability to distribute individual staff reports, additional materials to e-notification list once available.					
120.	Ability for Council Members and the public to be notified of agenda and legislative packet availability. (e-mail)					
121.	Ability to automatically notify the public when changes are made to an individual agenda item.					
<b>Agenda System Access – Intranet and Internet</b>						
122.	The agenda automation package shall provide a method to download the agenda and all associated attachments as a single PDF.					
123.	Automatically post agendas and minutes for viewing over the Internet through Laserfiche.					
124.	Provide public access, via the Internet, to archival/historical information, such as: meeting minutes, motions, and votes in downloadable PDF format.					
125.	System allows off-line editing/reviewing of documents to be later resynchronized and resume workflow.					
126.	The agenda automation package shall have the ability to download a copy of a meeting with all the supporting material to a folder providing easy off-line access.					
<b>Meeting Management, Public Display, Minutes, &amp; Voting</b>						
127.	Ability to create meeting minutes template with default text for minutes, motions, and voting.					
128.	Ability to create a meeting script template with default text for agenda, motions, and presenters.					
129.	Ability to create a staff attendee list for each meeting type. The list needs to track name and title.					
130.	Ability to assign attendees from the attendee list who will be attending a meeting, voting in the meeting, or part of the roll call for the meeting.					
131.	Ability to import agenda into minutes application to use for minutes template					
132.	Ability to configure and modify meeting minute templates.					
133.	Ability for staff to take and modify attendance and roll call at a meeting (including someone coming late or leaving early).					
134.	Ability to activate items and make minute entries or notes.					
135.	Ability to make notes public or private.					
136.	Ability to record motions and to log mover and seconder.					
137.	Ability to take and record votes on individual items.					
138.	Ability to activate items in any order desired.					

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139.	Ability to activate individual items or entire agenda sections.					
140.	Ability to perform spell check.					
141.	Allows the voting order to be changed for each meeting as may be needed.					
142.	Minutes must be linked to the appropriate agenda and the headings, numberings and item descriptions from the agenda will populate the summary minutes. This function shall be editable.					
143.	Modification of minutes must be simple to perform and not require extensive cleanup.					
144.	Ability to use minutes component without the voting system.					
145.	Ability to customize voting options (i.e. NOES instead NAY).					
146.	Manual override of votes, roll call, motions, and amendments to agenda and minutes.					
147.	Must allow users to enter multiple motions for a single item, including substitute motions.					
148.	Clerk will be able to jump directly to any motion, vote, or note in meeting and listen to corresponding audio for easy editing. All of these items will be linked individually to audio/video.					
149.	Ability to customize post-meeting disposition of documents, (e.g. numbering, storage, signing, etc.).					
150.	Ability to list Council roll call (absences) on each item.					
151.	Ability to display live meeting votes and results including the current agenda items over large public display screen in the meeting chambers.					
152.	Allows configurability of the agenda display while a meeting is taking place, must be adaptable to changes. (Example: Moving and item from its original place to the end of the meeting.)					