REQUEST FOR PROPOSAL:

Agenda Management Software

City of Owosso, Michigan

Please complete Attachment 1, RFP Acknowledgement Form, and return it to the

City immediately upon receipt of this RFP.

Issue Date: July 13, 2021

Due Date: August 10, 2021

Table of Contents

Section I: General Information

A. Introduction

The City of Owosso, Michigan (the "City") is seeking proposals from software companies to provide an agenda management solution.

B. Description of City

The City of Owosso was incorporated in 1859. The City has a current population of 14,536 and is located approximately half-way between the cities of Flint and Lansing. The City currently employs 95 full-time staff members operating out of five different locations. The City operates under a Council/Manager form of government. Our fiscal year is July 1 through June 30.

The City Council meets regularly the first and third Mondays of each month. Additionally, the City has approximately eight boards/commissions that meet on a regular monthly basis or as needed. The Council and boards/commissions all host meetings with agendas, attachments and exhibits, record votes and post meeting minutes. An agenda management solution is sought for use by the City Council and all boards/commissions.

C. Owosso City Council's Agenda Management Process

Department heads submit items to City Clerk's Office for inclusion on the agenda approximately one week prior to the meeting. Documentation for said items usually consists of a memorandum, a resolution of approval and any supporting documentation. Typical document formats are: .docx, .xlsx, .pdf, .jpg and .pptx. The deadline for submission is the Tuesday prior to the meeting at noon. Clerk's Office personnel place the items on the agenda (Word doc) under the appropriate heading, then proof the memo and resolution, and ensure the proper documentation is included. Each agenda item is then assembled into a separate PDF. The separate PDFs are then combined into one PDF document, complete with bookmarks for each heading on the agenda along with bookmarks for each individual agenda item. This pdf is then posted to the City's website and a link is emailed to Councilmembers, pertinent staff and the media. We also print 10 paper copies of the full packet for use by select Councilmembers, members of the public, members of the staff and members of the media.

After the meeting, the Clerk generates a meeting synopsis for publication in the newspaper and minutes to serve as the permanent record. She uses the agenda to create the frameworks for both documents by cutting and pasting items into a separate Word document template. The synopsis framework is filled in with statements indicating the results of each vote. The minutes framework is filled in with the resolutions for each agenda item as well as the details of any votes that took place. A summary of some of the comments are also added to give a flavor of the discussions that were held. Examples of typical agendas, minutes, synopsis, and packets can be found on the City's website at www.ci.owosso.mi.us/Minutes-Agendas.

The agenda/packet/minutes process is quite cumbersome and can often become frustrating, time consuming and error prone. Some of the problems that City staff frequently encounter include:

- Submissions that have not been sufficiently proofed
- Submissions without proper documentation or formatting
- Late submissions
- Changes being made to documents after the packet has been posted
- Unnecessarily long time spent creating the minutes and synopsis by copying and pasting items from the agenda document to the minutes and synopsis
- Lack of consistency in titles, agenda wording, determining what type of action is required

D. Public Records

The documents submitted in response to this request for proposal become public record upon submission to the City subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of the Freedom of Information Act. The City assumes no contractual obligation to enforce any exemption on behalf of a respondent to this RFP.

E. RFP Coordinator

Upon release of this RFP all communications concerning this proposal request should be directed to the City RFP Coordinator, Amy K. Kirkland; contact info listed below. Unauthorized contact of City staff regarding this RFP may result in disqualification. Any oral communications will be considered unofficial and non-binding to the City. The respondent should rely only on written statements issued by the RFP Coordinator.

Amy K. Kirkland, City Clerk
City of Owosso
Telephone: (989) 725-0500
Fax: (989) 723-8854
Email: amy.kirkland@ci.owosso.mi.us

F. RFP Schedule

The City anticipates the following schedule, which is subject to change.

July 13, 2021		Issuance of Request for Proposal (RFP
July 23, 2021	4 p.m.	Deadline for Submission of Written Questions to the City
July 23, 2021	4 p.m.	RFP Acknowledgement Form Due to City
July 30, 2021		City Releases Responses to Questions
August 10, 2021	3 p.m.	RFP Submissions Due to City

August 31, 2021		City Selects Finalists
September 7-17, 2021		Software Presentations and Interviews
September 7-17, 2021		Vendor Reference Checks
September 24, 2021		City Selects Vendor
October 4, 2021		Recommendation to Council for Approval of Vendor
October 11, 2021		Kick off Meeting with Vendor

G. Questions Regarding the RFP

Requests for clarification or additional information must be made in writing to the RFP Coordinator, as defined in Section 1-E prior to the date specified in the RFP Schedule Section 1-F. Written responses to all requests will be furnished to all potential proposers as determined by the City's receipt of a completed RFP Acknowledgement Form (Attachment A). The RFP Coordinator will be unable to respond to requests for additional information or clarification received after the date listed in Section 1-F.

H. RFP Amendments

In the event of a material modification, all known and/or potential proposers will be notified of an amendment to the RFP as determined by the City's receipt of a completed RFP Acknowledgement Form. If deemed necessary by the City, proposers will be given an opportunity to modify their proposal in the specific areas that are affected by the modification.

I. Proposal Submission

Each proposer must submit five (5) copies of their proposal to the City RFP Coordinator. Additionally, one electronic copy of the proposal and any supporting documentation (Microsoft Word or PDF) must be submitted on a flash drive to the City or via email. The complete proposal package must be submitted in a sealed envelope, clearly identified as "Response to RFP for Agenda Management Software."

The City's proposal will be mailed or delivered to:
> City of Owosso
> Attn: Amy K. Kirkland, City Clerk
> 301 West Main Street
> Owosso, MI 48867

Proposals shall be submitted no later than the date and time listed in Section 1-F. Any proposal submitted after this time will not be accepted and will not be considered. Proposers accept all risk of late delivery of mailed proposals regardless of fault. Facsimile and other electronically transmitted proposals will not be considered. All proposals and accompanying documentation become the property of the City and will not be returned.

K. Terms and Conditions

1. The City reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. The City also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. The City reserves the right to request clarification of information from any proposer or to request supplemental material deemed necessary to assist in the evaluation of the proposal. The City reserves the right to effect any agreement deemed by the City to be in its best interest. This RFP does not obligate the City to accept or contract for any expressed or implied services.

2. In the event that the proposer to whom any services are awarded does not execute a contract within thirty (30) calendar days after City Council approval, the City may give notice to such proposer of intent to award the contract to the next most qualified proposer or to call for new proposals and may proceed to act accordingly.

3. The City will not reimburse any proposer for any of the costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.

4. Proposers shall thoroughly examine and be familiar with these specifications. The failure or omission of any proposer to receive or examine this document shall in no way relieve any proposer of obligations with respect to this proposal or the subsequent contract.

5. The executed contract may be terminated by the City in the event the successful bidder:
   - Fails to meet delivery schedules;
   - Defaults in the payment of any fees;
   - Otherwise fails to perform in accordance with this contract;
   - Becomes insolvent and/or files for protection under the bankruptcy laws.

6. The vendor shall be entitled to just and equitable compensation for any satisfactory work completed through the termination date. Under no circumstances will any damages be paid as a result of the termination of this contract. If the City exercises the right terminate the contract early, the vendor may be prohibited from submitting future proposals to the City for a specific period.

Section II: Proposal Evaluation

Proposals will be evaluated by a committee of City staff. Evaluations will be based upon the criteria outlined herein which may be weighted by the City in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria used will be:

A. Responsiveness to RFP

The City will consider all the material submitted to determine whether the proposer's offering is in compliance with the RFP. It is important that the responses be clear and complete so that the evaluation committee can adequately understand all aspects of the proposal.

B. Ability to Perform Required Services

The City will consider all the material submitted by each proposer and other relevant material it may otherwise obtain to determine whether the proposer is capable of, and has a history of, successfully completing contracts of this type. The proposer shall furnish acceptable evidence of their ability to perform regarding such categories as expertise and experience. Experience with other Michigan municipal clients is favorable.

C. References

The City may contact references directly to inquire about the quality and type of services that have been or are currently being provided to other customers.

D. Fees

The City's evaluation process is not designed to simply award the contract to the lowest cost proposer. Rather, it is intended to help the City select the Vendor with the best combination of attributes including price.

E. Presentation and Interviews

Software presentations and interviews will be conducted to help the City make a final selection. Selection shall be based upon the evaluation criteria, committee's recommendations and will be subject to City Council approval. It is the City's intention to select one vendor.

Section III: RFP Response

Proposal Format

Proposals should be prepared simply and economically, providing a straight-forward, concise description of product capabilities to satisfy the requirements of this request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be placed on completeness and clarity of content. All proposal responses must be in the following format:

1. Cover Letter / Executive Summary
2. Table of Contents
3. Company Profile and Qualifications
4. References
5. RFP Functional Requirements Response
6. Technical Requirements Response
7. Cost Proposal
8. Attachments

The desired information in each of these sections is described below.

1. Cover Letter / Executive Summary

The cover letter should contain the name of the proposing Company, the business address of the proposing officer(s), and the contact individual to whom questions shall be submitted. Contact information should include telephone number, fax number, mailing address, and email address. The cover letter must be signed by a person or persons authorized to bind the proposer.

The proposer shall include a brief summary that includes the factual aspects of the response, experience and qualifications of the proposer, staff, consultants and sub-consultants and/or suppliers.

2. Table of Contents

The contents of the proposal shall be included in an index at the beginning of the proposal and should include all contents and attachments.

3. Company Profile and Qualifications

Please respond to the following company profile questions; be as concise as possible.

1. Provide the full name and principal address of the company, as well as the distance of your nearest office to Owosso City Hall and the location that will support the City. Include the state in which the Company is incorporated and the date of incorporation. Give a brief overview of the general background and services provided by your firm,

including size of organization, description of organization structure, number of years in business and experience in implementing Agenda Management Software for governmental entities.

2. Provide the address of the location that will support the City for the program implementation. List the staff at that location committed to the product and the phone support and on-site support available. Provide staff resumes with job descriptions and other detailed qualification information for staff likely to be involved in the implementation of the product at the City.

3. Indicate if any affiliates, including subcontractors or sub-consultants, will be used to fulfill the contract requirements.

4. List municipal government clients of the vendor in Michigan who are using your product.

5. Discuss the Vendor first-tier customer support and how second-tier support is provided. Include the hours first tier support will be available, after hours support available and documented response time for critical issues and non-operational impacting issues. Include a description of Tier 2 support and the documented response times back to the Vendor for a client issue that has been promoted to the Second Tier support entity resolving the issue.

6. If your company is selected as one of the final vendors, please be prepared to show your financial strength by providing a copy of your company's financial statements for the past two years.

4. References

Provide a minimum of three (3) client references of similar sized and/or municipal accounts which the proposer has served over the past two years and/or is currently serving. Provide a contact person, telephone number, and email address for each reference customer. References in Michigan would be most relevant.

Also include a list of all Vendor's municipal projects in the last five (5) years and the timeliness in which they were completed and any other relevant information.

5. Functional Requirements

The Vendor shall be responsible to furnish, install, integrate, data transfer, train and maintain a software system that will meet the requirements defined in this RFP and in the Functional and Technical Requirements.

Please submit a detailed description of the software and integrations. This description should address workflow, calendar capabilities, item creation, user defined access levels- including internal and public viewing options, agenda development, minutes creation, security, reporting, search options, auditing, appointment management, capability to snyc with video streaming and integrate with Laserfiche.

Please address the following criteria:

Requirement Number	Priority: (M)andatory (D)esired (O)ptional — Requirement Description	BASE	ADD-ON	CUSTOM	UN-Available	Comments
WORKFLOW						
1.	M	Supports preconfigured and user defined workflows					
2.	M	Supports organization workflows and departmental workflows					
3.	M	Supports parallel and serial workflows					
4.	M	Supports orders by date, and stores multiple versions of legislative draft documents					
5.	M	Provides the ability to easily provide user ID/date/time stamp of changes made on any given action of document					
6.	M	Provides the ability to compare and track changes between versions of legislation					
7.	M	Assigns unique ID number to each item that can remain the same through multiple reviews					
8.	D	Provides the ability to add legal notice publication dates to legislative history					
9.	D	Allows notes to be added to legislative history without a specific action item					

Requirement Number	Priority: (M)andatory (D)esired (O)ptional	Requirement Description	BASE	ADD-ON	CUSTOM	UNavailable	Comments
10.	M	Legislative matters can act as a trigger for follow-up plan action					
11.	M	Allows for a list of item status pending, approved, etc.					
12.	M	Automatically places items on the pending list if not acted upon by committee for a specified number of months					
13.	M	Provides a list of filed items, flags items after action to prompt filing, provides filing of 'no action' items, and displays status of all items					
14.	M	Provides the ability to auto-generate and send an email reminder to user(s) when action is required. This should relate to work for any "task" that is part of a workflow including review and approval requests.					
15.	M	Provides the ability to provide secure electronic signature capabilities					
16.	M	Provides email notification to originator and prior reviewers when a document is revised during the review and approval process					
17.	D	Provides the ability to customize notifications and generate notifications of selected workflow events					
18.	M	Once a document has been electronically 'signed,' the system provides the ability to negate the authorization, notify the originator, and re-route the document for new approval signatures					
19.	M	Provides the ability to enforce deadline dates for adding agenda items and reports to an agenda. These dates are specified at the time the meeting dates are set.					
20.	M	Provides the ability to change the owner of an agenda item by an administrator					

Requirement Number	Priority: (M)andatory (D)esired (O)ptional / Requirement Description	BASE	ADD-ON	CUSTOM	UNavailable	Comments
21.	M	Allows a reviewer to delegate document review to other users in addition to the pre-defined workflow and provide email notification to originator of additional reviewers					
22.	M	Provides the ability to prohibit an agenda request from moving forward in the workflow without the required attachments					
23.	M	No limit on the type of electronic files that can be attached to the workflow					
CALENDAR							
24.	M	System uses an automatic customer wide calendar feature to schedule regular, recurring and special meetings					
25.	M	Supports the scheduling of recurring meetings					
26.	M	Allows for the creation of a customer-wide master calendar for all commission, committee and council meetings and links to corresponding agendas and attachments					
27.	M	Recurring meeting times, locations, etc. can be altered manually					
28.	M	Capability of manual override on recurring meeting dates for holidays, election dates, etc.					
29.	M	Special and organizational meetings may occur on same or different dates as regularly scheduled meeting and may include legislation from all categories					
30.	M	Provides for calendaring forward of items as directed					
31.	M	Calendar and Meeting Management fully integrate with other parts of the system					

Requirement Number	Priority: (M)andatory (D)esired (O)ptional — Requirement Description	BASE	ADD-ON	CUSTOM	UNavailable	Comments
ITEM CREATION						
32.	M	Agenda item may be customized to users formatting					
33.	D	Provides the ability to prevent customization of formatting for specified users					
34.	M	Offers multiple item detail screen layouts that vary by item category					
35.	M	Offers preset workflows that are customized to meet City process					
36.	M	Offers the option to override workflows for exceptions as a user permission					
37.	M	Allows single action scheduling of recurring items					
38.	M	Provides the ability to add unlimited attachments					
39.	M	Allows attachments to be edited multiple times within the system					
40.	M	Capability to accept multiple document formats including Adobe Acrobat (PDF), Microsoft Office Word (.doc(x)), Microsoft Office Excel (.xls(x)), Microsoft Office PowerPoint (.ppt(x)), Tagged Image File Format (.TIFF), Joint Photographic Experts Group (.JPEG, .JPG), Corel Word Perfect (.wpd, .wp7, .wp), ASCII, Portable Network Group (.png)					
41.	M	Provides the ability to attach documents by directly scanning them into the system					
42.	D	Can automatically or by selection convert any document to Adobe Acrobat (.PDF)					
43.	M	Provides the ability to add items to meetings as a request					
44.	M	Allows drafts to be created and modified multiple times at a later date					

Requirement Number	Priority: (M)andatory (D)esired (O)ptional	Requirement Description	BASE	ADD-ON	CUSTOM	UNavailable	Comments
45.	D	Allows for one action to submit an item to more than one commission simultaneously					
46.	D	Capability to enter legislation one time only and those with authority can propagate legislation data to related documents including, but not limited to, agendas, minutes, commission activities, etc.					
47.	M	Users can submit items for a specific meeting date					
48.	M	Provides the ability to flag items to return to a commission or council for follow up action on a specific date					
49.	M	Users can monitor workflow for their items, including items flagged for follow up actions					
APPROVERS							
50.	M	Approvers get email notices					
51.	M	Offers administration function for managing email notifications for all users (i.e. disable and enable notifications)					
52.	M	Provides the ability for users to forward notifications to specified users for a specified time date range					
53.	M	Allows items to be entered into a staging area in the system to be reviewed by approver and then prompted into the agenda production area					
54.	M	Allows sequential and simultaneous reviews					
AGENDA DEVELOPER							
55.	M	Allows for customized formats of agenda to meet City specifications					
56.	M	Supports unlimited agenda layouts for different meetings					
57.	M	Allows legislative matters to contain links to pertinent material i.e. photos, maps, reports, contracts, etc.					

Requirement Number	Priority: (M)andatory (D)esired (O)ptional Requirement Description	BASE	ADD-ON	CUSTOM	UNavailable	Comments
58.	D	Requires no additional software (i.e. application or plug-ins) to be installed for viewing linked or attached documents					
59.	M	Allows all attachments to be printed from within the system					
60.	M	Displays or offers links to related ordinances, codes and history					
61.	M	Allows permission for specified users to modify any automatically generated agenda features					
62.	M	Allows permission for specified users to reorder agenda items and edit any item					
63.	M	Provides the ability to page number all output					
64.	D	Provides the ability to specify a limitation on the number of items per category or type on an agenda					
65.	D	Provides the ability to merge and move several documents into one					
66.	M	Provides the ability to publish the agenda to the City website by permissible users at will					
67.	M	Offers a preview of the agenda before publishing to the City of Owosso Website					
68.	M	Assigns automatic numbering of all legislative items sequentially for the whole agenda during the report formatting process					
69.	M	Supports various numbering nomenclature: alpha and numeric with decimals					
70.	M	Provides the ability to automatically renumber sequentially the legislative items for the whole agenda when the legislative items have been amended, removed and/or re-arranged during the report formatting process					

Requirement Number	Priority: (M)andatory (D)esired (O)ptional	Requirement Description	BASE	ADD-ON	CUSTOM	UNavailable	Comments
71.	M	Allows permission for specified users to reassign items to other or multiple meeting dates and types (committee, council, etc.)					
72.	M	Supports creation of an unlimited number of Councils, commissions, committees, etc.					
73.	M	Provides the ability for new commissions to be added quickly and easily with the ability for commissions to cross reference items back and forth					
74.	M	Supports long range agendas to be created					
75.	M	Allows forms and templates to be created and made accessible to users					
76.	M	Allows the system administrator to define agenda templates					
77.	D	Supports automatic archiving of agenda packets					
MINUTES							
78.	M	Supports individual motions					
79.	M	Provides the ability to record votes on each motion					
80.	D	Has integrated tools to aid data entry such as type ahead and auto-fill					
81.	M	Offers auto generation of action text					
82.	M	Allows absent members to be deleted from the roll for that meeting and eliminates the need to record a vote for absent members					
83.	M	Ability to display in the minutes when members leave a meeting early					
84.	M	Allows an acting chair and vice chair to be quickly and easily named, recorded, and carried through meeting minutes					

Requirement Number	Priority: (M)andatory (D)esired (O)ptional	Requirement Description	BASE	ADD-ON	CUSTOM	UNavailable	Comments
85.	M	Allows electronic recording in the minutes during or immediately following these events that occur in the meeting: voting, motions, amendments, members absent or excused, requests, time started and ended, time recessed and reconvened					
86.	D	Allows real time entry of council actions during meeting including the taking of notes, attendance, motions, etc.					
87.	M	Provides the ability to require that votes be taken on all items on the Council agenda					
88.	M	Provides the ability to not require votes be taken on all items on the Council agenda					
89.	M	Allows multiple amendments to any resolution or ordinance, with each amendment assigned a number unique only to the specific legislation					
90.	M	Provides the ability during the meeting to add editable floor amendments to be voted on prior to voting on the item itself					
91.	M	Provides the ability to easily move and reorder items on the agenda between agenda categories during a meeting					
92.	M	Supports synchronization of meeting minutes to the agenda so that changes to the agenda result in the same changes to the corresponding minutes					
93.	M	Provides a continuation date that inserts to a specified future meeting					
94.	M	Allows items on the consent agenda to be acted upon as a group or individually if pulled off for discussion					
95.	M	Records individual votes for each action item contained on the agenda					
96.	D	Provides capability for wireless voting system technology for the recording of each vote (note: for future consideration)					

Requirement Number	Priority: (M)andatory (D)esired (O)ptional — Requirement Description	BASE	ADD-ON	CUSTOM	UNavailable	Comments
97.	M	Allows quick and easy variation of voting order					
98.	D	Offers the availability of synopsis web posting within 24 hours of meeting					
99.	M	Supports final minutes web page with alternative to provide links to each item of legislation					
100.	M	Displays updates made via the Internet in real-time					
101.	M	Allows the ability to customize the format					
102.	D	Provides the ability to interface with Microsoft Active Directory for user login and contact information					
103.	O	Allows other means for importing user information if direct interfacing to Microsoft Active Directory is not available					
104.	M	Provides the ability for administrator accounts to control permissions on a global basis					
105.	M	Provides the ability for administrator(s) to set up groups of users that share rights					
106.	M	Allows only the systems administrators to create and delete legislative bodies					
107.	M	Allows only the system administrators to create and modify boilerplate notices for agendas, minutes and reports					
108.	M	Provides role-based security for authentication and authorization with the ability to assign rights at the group level or for individual users: including view only, editing, access to only certain sections of the program and other functions					
109.	M	Provides permission levels for adding, viewing, editing, deleting and moving agenda items					

Requirement Number	Priority: (M)andatory (D)esired (O)ptional Requirement Description	BASE	ADD-ON	CUSTOM	UNavailable	Comments
PUBLIC VIEWS (WEB)						
110.	M	Offers the public the ability to search for past and future meeting agendas				
111.	M	Offers the public the ability to search for meeting actions taken				
112.	M	Offers the public the ability to search for meeting minutes				
113.	M	Allows a keyword search and full text search of data fields and attachments				
114.	M	Allows for complex searches using multiple values within a field				
115.	D	Offers the public the ability to view agendas/minutes in the web page as opposed to being restricted to viewing it only as an Adobe Acrobat PDF file				
116.	D	Provides the ability to produce single Adobe Acrobat PDF files for one click printing				
117.	D	Allows the public to subscribe to email notifications for each legislative item or by topic				
118.	D	Supports administration of public email notifications; managing the subscription list, notification verbiage, and scheduling of notifications				
119.	M	Supports public access to viewing agenda on mobile devices				
120.	M	Supports public access to viewing minutes on mobile devices				
121.	M	Supports public access to viewing associated documents on mobile devices				

Requirement Number	Priority: (M)andatory (D)esired (O)ptional — Requirement Description	BASE	ADD-ON	CUSTOM	UNavailable	Comments
REPORTING						
122.	O	Provides a report that displays and prints the item number, item name, title and the requester of each item					
123.	M	Allows the system administrators to set up or select fields to be included in a specialized or ad hoc report					
124.	M	Provides a query or report for chronology of legislative actions					
125.	M	Provides a query list for the pending items of each commission					
126.	M	Allows users to create and save unique queries or reports					
127.	M	Allows the results of any query to be printed					
128.	D	Generates reports in Microsoft Word .doc(x), .html and .pdf formats, especially agendas, minutes, legislative text and publication notices					
SECURITY / AUDIT REPORTING						
129.	M	Provides information for coordinator Performance Measurements					
130.	M	Transaction log reporting with user and activity information					
131.	M	Provides an audit trail of all actions taken					
SEARCHING						
132.	M	Provides the ability for legislative history to be retrievable by item number, type, date range, final action, keyword search, and full text search					
133.	D	Provides the ability to search using any combination of fields and/or text					
134.	M	Provides easy text string searches in all text fields					
135.	M	Provides metadata search					

Requirement Number	Priority: (M)andatory (D)esired (O)ptional	Requirement Description	BASE	ADD-ON	CUSTOM	UNavailable	Comments
136.	M	Provides full text search of all documents and attachments					
137.	M	Allows legislative file cross referencing					
138.	D	Supports subject matter indexing					
139.	D	Provides the ability to browse recent files and action items					
140.	D	Provides search results for most recently visited files, agendas, minutes					
APPOINTMENT MANAGEMENT							
141.	M	Provides for retention of council or commission, member name, address, telephone, email address, term of office, appointment date, expiration date of term and other pertinent information					
142.	M	Allows commission configuration to include commission name, the maximum and minimum number of members, indicate chairperson, description of commission, membership requirements and terms, creating authority and other pertinent information					
143.	M	Assigns candidates to specific councils and keeps track of the number of vacancies and terms about to expire					
144.	M	Flags preparer 6 months, or other specified timeframe set by the City, prior to expiration date of term					
145.	M	Allows for commissions to be added or deleted easily					
146.	M	Provides the ability for easy changes in council or commission set up					
147.	M	Supports dynamic updating of information on the web about council and commission membership					

Requirement Number	Priority: (M)andatory (D)esired (O)ptional — Requirement Description	BASE	ADD-ON	CUSTOM	UNavailable	Comments
148.	M	Provides the ability to automatically post to the web council and commission vacancies					
MOBILE DEVICES						
149.	M	Supports mobile devices with IOS and Android					
150.	M	Provides the ability to download the agenda to mobile devices					
151.	M	Provides secured access to agendas and documents					
152.	O	Provides the ability to highlight and comment on agenda items from mobile devices					
153.	D	Provides the ability to make annotations on mobile devices					
154.	D	Provides the ability to view agenda and associated documentation from one compiled document source (i.e. a single PDF file) on mobile devices, thus preventing new windows from opening when viewing documents					
VIDEO						
155.	O	Provides the ability to integrate with a video streaming system for online agenda items to be time-indexed to video productions of meetings (for future consideration)					
TECHNICAL						
156.	M	Supports one or more of the following platforms:					
157.	D	Browser-based with no client software					
158.	D	Microsoft Server 2016 (or higher) and Microsoft SQL 2016 (or higher)					
159.	D	~~Open data scheme provided to the customer~~					
160.	D	~~Source Code for customer level customizations provided to the client~~					

Requirement Number	Priority: (M)andatory (D)esired (O)ptional Requirement Description		BASE	ADD-ON	CUSTOM	UNavailable	Comments
161.	D	Supports unlimited meetings					
162.	M	Supports concurrent multiple users from various locations					
163.	M	Provides the ability to log in from any workstation and operate within system with their unique system authorities					
164.	M	Allows formatting of all outputs including font, indentation, numbering, page setup, etc.					
165.	M	Provides fast, accurate spellcheck for all documents and attachments					
166.	D	Online HELP integrated in application					
167.	M	Enterprise licensing					
168.	D	Supports interfacing with Microsoft Office Exchange					

Please provide other solutions the City of Owosso may be interested in adding in addition to this product and descriptions of these solutions with cost estimates.

Please provide the details of a project plan, including a schedule/timeline from contract execution through implementation and training to actual launch.

6. Technical Requirements

Please indicate compliance with the City's technical infrastructure components:
- Server operating systems: Windows Server 2016 and 2019
- Desktop operating systems: Windows 10
- Preferred Database: Microsoft SQL Server
- Microsoft Office 2013 & 2016
- Exchange 2010 (migrating to Exchange Online/365)
- Laserfiche Avante version 10.3

Please state any potential issues with the above software components.

Please provide a complete description of the environment necessary to support and run the proposed Agenda Management solution. Include minimum and recommended server(s) and client configurations. Include the minimum and recommended database configuration, as well as an estimate on storage needs for the initial five years. Indicate whether the solution is compatible and will run in a virtual environment using VMware.

7. **Cost Proposal**

Please provide an all-inclusive, not to exceed cost proposal for the engagement based on the configuration information contained below. Keep pricing detailed when completing a pricing quote worksheet. List quantity as appropriate.
   - Software will need to support 25 full function users and an additional 25 view/read only users
   - Specify primary software cost (Break out modules if applicable)
   - Specify if Agenda Management solution is Cloud-based
   - Specify if software is a site or per seat licensing model. If per seat, show licensing cost/seat
   - Cost for any recommended integrations
   - Cost for server(s) software
   - Cost for database software
   - Cost for client access licenses (CAL's) to access the database if a CPU license is not quoted
   - Include first year maintenance cost
   - Project maintenance cost for years two through five
   - Professional Services-Specify your standard rates for professional service inclusive of travel expenses in the event additional services are needed

Professional Services	Hourly Rate Off-Site	Hourly Rate On-Site
Project Management		
Senior Implementation Support		
Junior Implementation Support		
After-Hours Phone Support		
Technical Troubleshooting Specialist (dBA, network, etc.)		

8. **Attachments**

Additional information that the proposer believes is critical to the City's assessment of the Vendor's proposal should be included in this section. As noted previously, marketing and promotional materials are not desired for review of the response to the RFP.

Attachment 1

RFP Acknowledgement Form

AGENDA MANAGEMENT SOFTWARE

Recipients of the City's Request for Proposals for Agenda Management Software should complete this form and return as directed below to ensure receipt of any communications issued by the City in regard to the RFP. Responses to vendor questions issued by the City on July 30, 2021 will be sent to all vendors for whom a completed RFP Acknowledgement Form has been received.

Contact Name _____

Company Name_____

Mailing Address 1 _____

Mailing Address 2 _____

Phone Number _____

Email _____

Return completed RFP Acknowledgement Form to:

City of Owosso
Attn: Amy K. Kirkland
301 West Main Street
Owosso, Michigan 48867

Email (preferred): amy.kirkland@ci.owosso.mi.us