

INVITATION TO BID

STATE OF ALABAMA

COUNTY OF BALDWIN

NOTICE IS HEREBY GIVEN that the County Commission of Baldwin County, ("Commission"), Alabama, will **receive bids in the Purchasing Office on November 10, 2009 at 1:30 P.M., for the Purchase and Installation of an Automated Agenda Workflow and Meeting Management Solution for the Baldwin County Commission. Bids will be opened on November 10, 2009 at 2:00 P.M., in the Purchasing Conference Room located at 257 Hand Ave., Bay Minette, Alabama. Bids received after the November 10, 2009 at 1:30 P.M. deadline will not be considered.** All times to be determined solely by the clock on the wall of the Purchasing Conference Room. For all purposes and uses herein, a bid and all required paperwork is "received" at the time and date indicated on the Purchasing Office file stamp which shall be impressed on the face of all such documents when and as presented at the Purchasing Office.

PRE-BID CONFERENCE

A **mandatory Pre-Bid Conference** will be held at the Baldwin County Purchasing Conference Room located in the Annex III Building at 257 Hand Avenue, Bay Minette, AL., on **October 29, 2009 at 2:00 P.M. ALL INTERESTED BIDDERS MUST ATTEND.** Vendors will not be allowed to submit a bid for this project if they or a representative of their company does not attend the Pre-Bid Conference.

SEE ATTACHED SPECIFICATIONS

This invitation package consists of **THIRTY (30)** pages. Bidders shall verify that have received all pages as indicated. If all pages have not been received, then it is the responsibility of the bidder to contact the Purchasing Officer, Wanda Gautney at (251) 580-2520 phone, (251) 580-2536 fax.

GENERAL BID INFORMATION

Bidders shall carefully read all parts of the invitation package with its accompanying schedules and attachments, if any. Bidders shall direct all requests for explanation or additional information concerning the meaning or interpretation of the conditions or attached specifications of this invitation to Wanda F. Gautney in writing or by e-mail (wgautney@co.baldwin.al.us.) in sufficient time for a reply before submission date of bids. The Commission cannot, and does not, guarantee that such inquiries sent by mail or email will be received timely or prior to the required submission date and time. It is the responsibility of the bidder to contact the Purchasing Officer, Wanda Gautney at (251) 580-2520 if a reply is not received.

The use of specific names and numbers in the specifications is not intended to restrict the bidder or any seller or manufacturer, but is solely for the purpose of indicating the type, size and quality of materials, product services, or equipment considered best suited for Baldwin County.

Contact initiated by a potential bidder with a county official will be only as specifically set out in this invitation. Any other contact with a county official initiated by a potential bidder or bidder regarding this bid, **between the date of this invitation to the date of bid award**, shall be deemed and treated as an attempt to unduly influence the bid award, and may be grounds for rejection of the bid submitted by the bidder initiating such other contact, at the discretion of the Baldwin County Commission.

BIDDER QUALIFICATIONS

All bidders, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and

ordinances. In particular, and without limitation, all bidders must be licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders should be prepared to timely submit to the County non confidential evidence or documentation demonstrating that the fact they are presently licensed and permitted under Alabama law. Such non confidential evidence or documentation is encouraged to be submitted with the Bid Package

All out-of-state bidders must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.

PREPARING THE BID

Bids must be typed or hand written in ink. A bid submitted in pencil is unacceptable. The Bid Guarantee and Bid Response Form must be the original paperwork; copies are not acceptable. All required paperwork must be received in the sealed Bid Package.

These specifications exhibit the general intent and purpose of Baldwin County regarding this bid; and they shall be so considered by the bidders. Accordingly, the bidder admits and agrees that said specifications are not complete in every detail. The bidder also agrees that the work and materials not indicated, or expressly mentioned in these specifications, but which are reasonably necessary for the full and faithful performance of the item(s) bid in accordance with the full and faithful intent, will be included in the bid and incorporated in the work the same as if fully and expressly indicated and specified.

The Bidders shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. The exceptions shall be labeled **"EXCEPTION(S) TO BID CONDITIONS AND SPECIFICATIONS,"** and shall be attached to the front of the bid inside the Bid Package. Additional features and/or capabilities not included in the specifications may be included in the bid.

To facilitate the bid evaluation and tabulation, bids should be submitted with specifications identified in the order in which they appear in this document. If applicable, the bidder will provide cost in two (2) categories:

(1) Cost using material as specified.

(2) Cost using material as specified of at least 25% recycled material, if available.

It is the intent of the Commission to award bids which include recycled material when not prohibitive in cost and when in compliance with all other terms and conditions of the Alabama Competitive Bid Law.

IF THE TOTAL PROPOSED BID AMOUNT EXCEEDS \$10,000.00, A BID GUARANTEE OF AT LEAST 5% OF THE PROPOSED BID AMOUNT, NOT TO EXCEED \$10,000.00, WILL BE INCLUDED WITH THE BID. Such bid guarantee shall be in the form of a bid bond (individual or annual, provided, that bonding is available for such services, equipment or materials), postal money order, certified check, cashier's check, or Letter of Credit. **No exceptions will be allowed.** In the event that a bidder is unable to, or does not, accept the bid award, the bid guarantee may be forfeited to the County at the County's discretion.

SUBMITTING THE BID

In the event that a bidder is financing the product(s) through another agency other than itself, the financing agency must sign the Bid Response Form along with the bidder. A copy of the financing agreement and all conditions must be included with the Bid Response Form. The bidder and the Financing Agency will be held to the requirements stated in the Invitation to Bid. Any assignment of the financing agreement must be approved by the financing agency and the County Commission. Failure to disclose the financing information and all conditions will disqualify the Bidder at the County's discretion.

Bidders that are returning a **NO BID** statement shall write on the outside of the Bid Package, the **Bid Number (i.e. WG09-43) with “NO BID”** written underneath. The Bid Package will not be opened in public, but it will be noted that the bidder did respond.

Bids may be hand delivered at any time prior to the bid opening date and time to the Baldwin County Purchasing Office, Annex III Building, 257 Hand Avenue, ATTN.: Wanda F. Gautney, **(mailing) 312 Courthouse Square-Suite 15, Bay Minette, Alabama 36507**. The Commission cannot guarantee that bids sent by mail or courier will be received will be received on or before the bid opening day and time as required. Bids received after the deadline shall not be accepted and shall be returned.

All bids received must be in a sealed envelope plainly marked, **“WG09-43 AUTOMATED AGENDA WORKFLOW & MEETING MANAGEMENT SOLUTION.”** Bids submitted by “Express/Overnight” services must be in a separate inner envelope/package sealed and identified as stated in the previous sentence. Bidders and any other interested individuals are invited to attend the bid opening.

BID AWARD

The Baldwin County Commission, at its discretion, may offer an extension of the Contract awarded to the successful bidder for an additional period not to exceed twelve (12) months or until such time that a new contract can be bid and awarded. Any extension will be at the same prices, terms and conditions. Any extension must have the written approval of both the County and Awarded Bidder within sixty (60) days prior to the expiration of the original contract.

All factors stated in this invitation package will be considered in determining the successful bidder, and any omission(s) of the stated requirements may be cause for rejection of the bid (s), all as determined solely by the Baldwin County Commission.

The County Commission reserves the right to study bids as to their correctness and may award the bid within a thirty (30) day period but the County Commission reserves the right to extend the bid award for an additional thirty (30) days until an award decision can be made.

The Baldwin County Commission reserves the right to reject any, and all bids, to waive any informality in bids, and to accept in whole or in part, such bid or bids, solely at its discretion.

TITLE 39/CODE OF AL COMPLIANCE

As a condition of any Bid Award and the respective contract(s) pursuant thereto, the County places full reliance upon the fact that it is the sole responsibility of any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works, to ensure that they and/or any of their respective agents comply with all applicable provisions of Title 39-1-1 et seq. Code of AL 1975.

More specifically, any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works shall be in compliance with, and have full knowledge of, the following provisions of Title 39:

“(f) The Contractor shall, immediately after the completion of the contract give notice of the completion by an advertisement in a newspaper of general circulation published within the city or county in which the work has been done, for a period of four successive weeks. A final settlement shall not be made upon the contract until the expiration of 30 days after the completion of the notice. Proof of publication of the notice shall be made by the contractor to the authority by whom the contract was made by affidavit of the publisher and a printed copy of the notice published . . .” §39-1-1(f) Code of AL 1975.

“(g) Subsection (f) shall not apply to contractors performing contracts of less than fifty thousand (\$50,000) in amount. In such cases, the governing body of the contracting agency, to expedite final payment, shall cause notice of final completion of

the contract to be published one time in a newspaper of general circulation, published in the county of the contracting agency and shall post notice of final completion on the agency's bulletin board for one week, and shall require the contractor to certify under oath that all bills have been paid in full. Final settlement with the contractor may be made at any time after the notice has been posted for one entire week." §39-1-1 (g) Code of AL 1975.

NOTE: Any failure to fully comply with this section or any applicable laws of the State of Alabama shall be deemed a material breach of the terms of both the Bid Award and the respective contracts resulting there from. Furthermore, Baldwin County takes no responsibility for resulting delayed payments, penalties, or damages as a result of any failure to strictly comply with Alabama Law.

Done this 7th day of October, 2009.

David E. Bishop s/s
DAVID E. BISHOP, Chairman
Baldwin County Commission

Baldwin County Commission

Invitation to Bid Bid #WG09-43

AGENDA MANAGEMENT, VOTING, & VIDEO STREAMING SYSTEM

Contact Information:

Baldwin County Commission
ATTN: Wanda Gautney, Purchasing Officer
312 Courthouse Square, Suite 15
Bay Minette, AL 36507
wgautney@co.baldwin.al.us

Introduction

Bid #WG09-43 Specifications

The Baldwin County Commission (BCC) is soliciting bids, priced on a firm fixed price basis to provide and implement an Electronic Agenda Management Software System. BCC desires to implement various technologies to complement this project, therefore, it is imperative that the system bid provides maximum flexibility to expand the capabilities of these technologies as well as add additional capabilities as the system grows and our needs change over the intended life of the system.

It will be the responsibility of the Vendor to provide, integrate, and implement software and hardware, which will provide the required functionality. The system offered shall be complete in every respect inclusive of all design, components, and recommendations for auxiliary equipment, and required maintenance or licensing, etc. The County will be responsible for acquiring standard common hardware and software as identified in section #2.2, but it is the responsibility of the Vendor to accurately identify those requirements, quantities, and configurations within this Bid. It will also be the responsibility of the Vendor and BCC to test the new system. The Vendor shall provide support services and train the appropriate BCC personnel to use and maintain the system from a user and systems maintenance standpoint.

These specifications shall be construed as a minimum. All integral parts not specifically mentioned in the scope of these specifications that are necessary to provide a complete working unit shall be furnished.

The user of specific names and numbers in the specifications is not intended to restrict the Bidder or any sellers or manufacturers, but is solely for the purpose of indicating the type, size and quality of equipment considered best adapted to Baldwin County.

Preparation of Bids

Forms furnished, or copies thereof shall be used and strict compliance with requirement of the invitation, these instructions and the general specifications for the project, are necessary. Special care should be exercised in the preparation of bids. All designations and prices shall be fully and clearly set forth. The proper blank spaces in the bid and quantity forms shall be suitably filled in.

Bids for All or Part

The County reserves the right of awarding the contract in whole or part, according to the best interest of the County.

No bid may be withdrawn for a period of thirty (30) days following the bid opening unless approved by the Baldwin County Commission, Bay Minette, Alabama.

Response Submissions

The Vendor should submit a minimum of three (3) copies of the Bid Response and all other requested information.

Inquiries

Any questions that arise must be submitted by email **on or before 2:00 P.M. on October 27, 2009.**

Baldwin County Commission
312 Courthouse Square, Suite 15
Bay Minette, AL 36507
ATTN: Wanda Gautney, Purchasing Officer
wgautney@co.baldwin.al.us
FAX: (251) 580-2536

Award

The bid will be awarded to the lowest responsive, responsible Bidder whose proposal will be most advantageous to the County, and as the County deems will best serve their requirements.

The County reserves the right to require a Bidder to give an oral presentation and/or product demonstration to the County after submittal of the Bid. Actions by the County in this regard should not be construed to imply acceptance or rejection of a proposal. The County will contact the Bidder's primary contact with further instructions should the County decide to request a presentation/demonstration.

It is the intent of the County to award to one Bidder.

Insurance

The bidder shall, at their expense provide the County Protective Liability Policies issued in the names of the County and its departments covering their liability for operation of the bidder. These policies shall provide limits of liability in the amount of \$500,000.00 per occurrence bodily injury and property damage, \$1,000,000.00 aggregate.

Contractors and Subcontractors and Insurance

The Contractor shall not commence work under this contract until all the required insurance has been obtained and has been approved by the County, nor shall the Contractor allow any Subcontractor to commence work on his subcontract until the insurance required of the Subcontractor has been so obtained and approved.

Compensation Insurance

The Contractor shall procure and shall maintain during the life of this contract Workmen's Compensation Insurance for all of his employees to be engaged in work on the project under his contract, and, in case of any such work sublet, the Contractor shall require the Subcontractor similarly to provide Workmen's compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance. In case an class of employees engaged in hazardous work on the project under this contract is not protected under the Workmen's Compensation Statute, the Contractor shall provide and shall cause each Subcontractor to provide adequate employer's general liability insurance for the protection of such of his employees as are not otherwise protected. The Baldwin County Commission, its Departments and its employees shall be named as additional insured.

Contractor's Public Liability and Property Damage Insurance

The Contractor shall procure and shall maintain during the life of this contract a Comprehensive Liability Policy providing bodily injury and property damage coverage on an occurrence basis

including damages arising from blasting explosion or collapse, mechanical equipment digging in streets or highways, and including completed operations, independent contractors and contractual general liability. Insurance shall be contractual general liability \$500,000.00 per occurrence bodily injury and property damage; \$5,000 per person medical payments or medical expense; \$500,000.00 per occurrence bodily injury and property damage; \$5,000 per person medical payments or medical expense; \$500,000.00 personal and advertising injury; \$50,000.00 fire damage (any one firm); \$1,000,000.00. The Baldwin County Commission, its' Departments and it's employees shall be named as additional insured.

The Contractor agrees to maintain such coverage as is required in this section for a period of one (1) year from the date of acceptance of the work by the County or at the date of the final amounts owed the Contractor by the County, whichever occurs first.

Hold Harmless Provision

The bidder shall at all times indemnify and hold harmless the County and it's Departments, their officers and employees, against all liability, claim of liability, loss, cost or damage, including death, and loss of services, on account of any injury to persons or property, occurring from any cause whatsoever in the work involved in the contract, and will at his expense defend on behalf of the County and it's departments, their officers and employees, either or all, any suit brought against them or any of the arising from any such cause.

Prime Bidder Responsibilities

Vendor will assume responsibility for delivery of services and application performance, regardless whether or not the Vendor subcontracts any of these items and services. The Vendor will be the sole point of contact regarding contractual matters, including performance of services and the payment of any and all charges resulting from contract obligations. Vendor will be totally responsible for all obligations outlined under this Invitation to Bid.

Payment Terms

Payments will be based upon milestones. The successful Bidder will be required to submit a progress payment schedule with the final contract.

Permits and Licenses

The successful Bidder must be responsible for obtaining all necessary city and state permits/licenses, shall be made available to the Baldwin County Commission upon request.

Guarantee/Performance Bond

A performance bond in one-hundred percent (100%) of the total amount of the project will be provided prior to any work beginning. Proof of bonding ability for this project must be submitted with the ITB.

Power of Attorney

Attorneys-in-fact who sign bonds must file with each bond a certified and effectively dated copy of their power of attorney.

Proposal Response Format

In order to facilitate the analysis of responses to this BID, Bidders are required to prepare their proposals in accordance with the instructions outlined in this section. A proposal, which deviates from these instructions, may be considered non-responsive and may be disqualified at the discretion of the Baldwin County Commission.

Proposals should be presented on 8 ½ x 11 paper, single spaced with an easily legible font size. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the BID. Expensive bindings, color display, promotional material, etc., are not necessary. EMPHASIS SHOULD BE CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT. All parts, pages, figures, and tables should be numbered and labeled clearly. The proposal should be organized into the following major parts.

1.1 Executive Summary (Response Section A)

This part of the response to the BID must include the Bidder's name, address, and all contact information. The summary must be submitted on company letterhead with a clear and legible signature of a representative authorized to bind the company.

The content of the summary must be limited to a brief narrative, describing the proposed system solution and certifying that the Bidder will comply with the laws of the State of Alabama, applicable portions of the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act and the regulations issued there under by the federal government; and that activities provided to the general public under the resulting contract are in conformance with the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government.

1.2 Company Background (Response Section B)

Each Bidder must provide in Response Section B the following information about their company so the Baldwin County Commission (BCC) can evaluate the Bidder's stability and ability to support the commitments set forth in response to the ITB. BCC may require additional documentation to support and/or clarify requested information.

- A. Describe the company's experience in agenda management, voting and video streaming systems
- B. A brief description of the company, including past history, present status, future plans, etc.
- C. Company size and organization
- D. Current Dun & Bradstreet rating or financials
- E. Disclose any history of defaults, contract terminations, and bankruptcies
- F. Listing of all customers implemented by the Bidder and currently using the proposed system.
- G. Vendor must have current experience with an Alabama agenda management system and must provide a summary detailing that experience.
- H. Geographic area covered
- I. Indicate the number of employees for your organization and the distribution of those employees as follows:
 - Research and development

- Training
- Support
- Location and description of the company office and the support centers designated to provide primary support for the proposed system

1.3 Hardware and Software Environment (Response Section C)

In this BID, the Baldwin County Commission has described its environment, functional requirements, and provided information on the deployed operating hardware and software. The proposed hardware and systems software must fully support the proposed application software.

All required standard computer hardware, communications hardware, telephony hardware, Microsoft Server Software, Microsoft Desktop Operating Systems, Microsoft Office Applications, Microsoft Server CALs, Computer Associates Antivirus and Computer Associates Backup Software will be provided by the County through other existing bids and will not be acquired through this Bid. It is desired that there will be no proprietary hardware requirements, but in the case proprietary hardware is required for implementation then that should be identified and costs included with this Bid. It is desired that there be no third party software requirements (other than those listed as existing in the current County Environment), but in the case other third party software is required for implementation then that should be identified and costs included with this Bid. County IT Staff will be responsible for installation of desktop and server hardware along with standard Microsoft Software. The County intends to utilize its existing Microsoft SQL 2005 Server and Microsoft Server 2008 Hyper-V Virtual Servers. Bidder must provide with this response section detail specifications, configuration requirements, quantity requirements, and proposed network configuration diagram for all hardware and software for both server and desktops which is required for optimal performance of the proposed solution.

The Bidder must provide the hardware and software, with the exception of that listed in the above paragraph, required for the proposed application software to meet the described requirements of BCC. The description must identify each individual component the Bidder believes BCC must have and the purpose of that component.

1.4 Documentation (Response Section D)

The Bidder must provide an overview of the documentation that will be provided with the software applications and any provided hardware. BCC will require the successful Bidder to provide documentation that describes the features, use, administration, and maintenance of all applications and hardware. The documentation must be provided for both users and the technical personnel who will administer and maintain the system. It is desirable that differing levels of documentation (user documentation and technical documentation) exist. This documentation shall be provided in written form for each application module or hardware item, with a minimum of three (3) copies of each documentation type for each application module or hardware item being provided. Please also describe what provisions are available to update documentation of applications as the applications are modified. It is highly desirable to have documentation available on CD-ROM in a standard format.

1.5 Other Software and Hardware (Response Section E)

The Bidder should provide a description of any other software or hardware products that enhance the system, which are not specifically requested in this BID. Consideration may be given to such other products that the Baldwin County Commission believes to be of significant value. The Proposal Pricing Form provides for the submission of the Bidder's price for these other products.

Additionally in response to this section, the Bidder must include, at a minimum, a description of other applications it can provide the Baldwin County Commission that integrates with the system requested in this BID. Include in the response a brief description of these products and the advantages you believe they afford the Baldwin County Commission.

1.6 Project Goals, Minimum Requirements and Functional Requirements (Response Section F)

Section 2.0 provides the goals and requirements for this project. The Bidder must submit its response to these requirements on the form following the instructions provided in Section 1.0.

1.7 Data Conversion from Existing System

Baldwin County currently maintains a custom developed system that is used to store and access agenda and minute documents. The current system contains almost 4,000 documents ranging in sizes up to 250MB each, with all documents having a total size of nearly 35GB. Documents in the current system are stored in PDF format in a Microsoft 2005 database with a column data type of Varbinary (max).

In the current system the full agenda and all supporting documentation is contained within one PDF for each meeting. This has resulted in some meeting PDFs being as large as 250MB. Since each meeting agenda and supporting materials are contained within one, this file can be too large to efficiently access off the internet. For usability and performance reasons, it is required that the proposed solution utilize a methodology that allows users to view meeting information either as individual items with supporting materials, or as one complete package with all supporting materials as defined in Software Requirement #13. It is desired that existing documents be converted to the new methodology, however it would be acceptable if the existing documents retained the single PDF methodology as long as new documents utilize the aforementioned new methodology and the proposed system can provide seamless functionality with new and legacy existing documents. Bid response must include detailed documentation on the proposed migration methodology.

- a. Vendor must migrate documents/data from existing custom developed system into proposed system.
- b. Proposed system must provide seamless functionality with new and legacy documents.
- c. Proposed system must provide, at a minimum, search capability based on meeting type, date ranges, and full text search.
- d. Must be able to filter search by meeting type (see meeting types below)
- e. Meeting Types
 - 1) Agenda
 - 2) Addenda
 - 3) Minutes
 - 4) Board of Adjustments Agenda (separated by districts 1 - 4)
 - 5) Board of Adjustments Minutes (separated by districts 1 - 4)
 - 6) Finance Division Agenda
 - 7) Finance Division Transcript
 - 8) Housing Authority Agenda
 - 9) Housing Authority Minutes
 - 10) Planning And Zoning Agenda
 - 11) Planning And Zoning Transcript

- 12) Planning And Zoning Subdivision Agenda
 - 13) Planning And Zoning Subdivision Transcript
 - 14) Planning And Zoning Work Session Transcript
 - 15) Public Building Authority Agenda
 - 16) Public Building Authority Minutes
 - 17) Road and Bridge Agenda
 - 18) Road and Bridge Transcript
 - 19) Industrial And Civic Division Agenda
 - 20) Industrial And Civic Division Transcript
 - 21) Work Session Agenda
 - 22) Word Session Transcript
- f. Must provide comparable functionality found in current public access system - view at:
<http://www.bcconline.co.baldwin.al.us/minutes/SEARCHMINUTES.ASPX>

1.8 Implementation Project Organization (Response Section G)

The Bidder must provide an overview of the implementation methodology used for the installation of the system, including data conversion tasks. At a minimum, provide documentation demonstrating the task-time relationships and incorporating the resource requirements for each task. The overview shall include the projected timetable and identify the deliverables and details of the processes for each stage of implementation, as well as a payment schedule based upon the project milestones.

1.9 Implementation Support – Installation, Testing, And Training (Response Section H)

The expectation is for the Bidder to work closely with the Baldwin County Commission during all phases of implementation, and fulfill certain specific responsibilities. The Bidder must give a detailed description of the level and extent of all services and support to be provided during the implementation of the proposed software including but not limited to the following.

- A. The Bidder shall comply with all specific implementation plan responsibilities, the plan having been developed consistent with this BID response and the executed contract.
- B. The Bidder shall describe the installation of the system, and all related software on the hardware. The cost of installation of the hardware to be provided by the Bidder, software and other project components shall be included in the proposal. The Bidder will install all project equipment and software at a time and location acceptable to the Baldwin County Commission. Equipment and software installation that may be disruptive to normal business operations shall be planned to take place after service closes or on weekends.
- C. Proposals shall include a detailed Testing Plan that describes how all components and capabilities will be tested to verify that all are operating according to project design and that the system is performing effectively and as required by the Baldwin County Commission. As a minimum, testing will include the following:
 - 1) Post delivery and installation testing shall be performed by the Bidder once the system has been installed and initially checked out but prior to it going operational. This test will constitute an initial demonstration in a controlled environment to a limited number of Baldwin County Commission representatives of all the features and functions of the system in order to verify that all aspects of the system are prepared and functioning according to design and project requirements. Any

problems or deficiencies must be corrected prior to the system going on line.

- 2) The Bidder shall additionally test the system after the system has been operational for an agreed upon (between the Baldwin County Commission and the Bidder) period of time to determine that all aspects of the system continue to perform as required; i.e. that all components continue to operate reliably, no post installation problems have occurred that may not be readily detected in daily operation prior to failure, that data and voice communication are delivering the required level of service and that system back up and restoration are functioning properly. Any deficiencies found as a result of this testing or reported to the Bidder by Baldwin County Commission prior to or during the test must be corrected and the system successfully re-tested prior to final project acceptance and payment. When the Baldwin County Commission determines the test to be successful, the system will be considered live and ready for general use.
- D. The Bidder shall provide an overview of the proposed training for each of the items listed below. Include the number of days required for each area, resumes detailing trainer experience, available courses/training, and training materials. All training will be conducted on-site at Baldwin County Commission facilities.
- 1) Software applications for the proposed application
 - 2) List the nature, level and amount of training to be provided in the following areas:
 - Technical training (e.g., programming, operations, etc.)
 - System training of key users
 - End users and other staff training (e.g., executive-level administrative staff)

Proposals shall include the cost of training all personnel who will be operating and supporting the proposed system. Proposals shall also include a detailed training schedule and curriculum outline and discuss how the proficiency of participants will be tested during the training program.

Training will take place at Baldwin County Commission facilities. It is desired that the training plan incorporate the training in phases such that the material is easily learned and consumed. The vendor must also provide go live support and training. Each individual trained will be provided detailed operating manuals specific to their operational responsibilities describing correct operation of all features of the equipment they will be using, the applicability of these features to the actual work activities of this group of system operators, problem identification and troubleshooting. Spare manuals will be provided including one copy of each manual on reproducible CDR.

The time and detail of training will be as necessary to provide each person operating equipment supplied under this project the knowledge and expertise to be able to perform all tasks necessary for the area of responsibility to which the person is assigned as related to this project. Each individual must demonstrate the ability to correctly operate the application he or she will be operating on a daily basis; perform the routine tasks associated with the individual's role in the operation; a general overall knowledge of how the individual's operation of the system impacts and enhances the effectiveness of the project and how that has value to each individual; where to locate help with specific problems or to learn how to improve their proficiency with specific tasks. Supervisors and managers must

additionally receive training to general competence in compiling and interpreting data, composing meaningful reports, operation of software and equipment specific to their workstations.

1.10 Continuing Support and Maintenance Program (Response Section I)

Specify the nature of the post implementation support provided by the Bidder. The following areas should be addressed:

- A. Problem reporting and resolution procedures
 - 1) Reporting method
 - 2) Response time requirement
 - 3) Hours of operation
- B. Support
 - 1) Toll-free access; hours of operation
 - 2) On-line support
 - 3) Error Corrections
- C. Modifications, upgrades, enhancements, etc.
 - 1) Define each type of release and requirements for implementations
 - 2) State policy for providing each type of release
 - 3) Delivery methods for each type of release
 - 4) Cost for each type of release
 - 5) Release schedules for the past two years and projected schedules as known
 - 6) Will the Baldwin County Commission be required to implement each new release and if not what is the Bidder's policy concerning the issue?
 - 7) Documentation updates
- D. Continuing education: The Bidder must provide a catalog of training courses available to County employees, post-implementation, and the cost associated with each course per person and/or per hour. The catalog should list all options for onsite instructor led courses, offsite instructor led courses, and online self paced courses which are available.
- E. Describe the terms of the software license. Is the license a one-time fee or is there an ongoing fee?
- F. Availability of user groups

Each proposal shall include hardware and software warranty information for all equipment and software to be supplied by the Bidder as a part of this project; detailed instructions and specific resources for obtaining maintenance on hardware and software support; and list the annual cost of software support and periodic updates for each component following the first year of project operation. The cost proposal shall include the cost of all necessary licenses as well as the cost of software support and upgrades for the first year of operation as a minimum. The actual period of time for system maintenance, support services and periodic updates included in the initial procurement cost, the schedules and any deadlines for renewal will be fully described in the Cost Proposal.

1.11 Warranty (Response Section J)

Bidders must provide a minimum of one year service, support, and warranty on all software and hardware provided under this Bid. Bidders must provide warranty information for all software and hardware system components and completely describe the process to receive warranty work and how shipping is handled if necessary.

1.12 References (Response Section K)

Bidders must provide a list of 5 current systems that are at a minimum using the proposed system in an environment similar in size and complexity to the Baldwin County Commission. One of the included references must be an Alabama county or municipality. Information should include at a minimum:

Name of organization

Contact

Title

Address

Contact telephone number

Products purchased, implementation status, purchase date, and operation live date(s)

1.13 Contract Terms and Conditions (Response Section L)

The Bidders must state any exceptions to the conditions deemed important by the Bidder. Sample license and maintenance agreements shall also be provided in this part of the Bidder's response. This section is intended to form the basis for the development of a contract to be awarded as a result of the BID.

1.14 Price Proposal

The Proposal Pricing Form (Attachment A) must be submitted, along with the original response to this BID.

All prices must be itemized to include all costs (e.g., business license fees, object code, modification, implementation and training, travel and per diem, documentation, maintenance, and hourly rates) for each item indicated and whether the cost is one-time, annual, or other (specify). In the event the product or service is provided at no additional charge to the Baldwin County Commission, the item should be noted as "no charge" or words to that effect.

1.0 Project Goals, Minimum Requirements and Minimum Functionality

The Bidder must submit a complete response in the format provided in this section for each goal, minimum requirement, and minimum functionality. The written responses must be in sufficient detail such that the Baldwin County Commission may evaluate the Bidder's ability to achieve the desired results. The Bidder is encouraged to provide, in its narrative response, any information it believes the Baldwin County Commission should consider in assessing the necessity of the requirement or the ability to achieve the same results by an alternate method. Bidders must indicate, where applicable, if the requirement is standard, available in an optional module, not available, or if a modification would be necessary.

2.1 Background

Baldwin County has four County Commissioners elected by a vote of the entire county (at-large elections) to represent four geographically drawn districts. The Baldwin County Commission meets on the first and third Tuesday of each month at 8:30 a.m.

COUNTY COMMISSION MEETING

Departments submit Agenda items to the Records Manager, who is located in the County Commission Office in Bay Minette, by 4:00 p.m., seven days (the Tuesday) prior to the County Commission meeting. Agenda items and associated attachments are received through means of e-mail, the courier, hand delivery, or by fax. The Records Manager, Office Administrator and County Administrator review, edit, and request clarification or additional detail for the agenda. All Agenda items are signed by the County Administrator and when necessary, are reviewed and signed by the Budget/Purchasing Director, Chief Legal Counsel and/or Personnel Director. The Agenda Index is prepared on the next day (Wednesday prior to the County Commission meeting) by the Records Manager or Office Administrator. That same day, Agenda items are copied and scanned by the Office Assistant IV. Upon completion of the Agenda Index, it is submitted that afternoon to the Chairman of the County Commission for review. Upon approval, the Agenda Index and entire Agenda Package are published to the Internet, most often no later than 12:00 Noon the following day, (Thursday prior to the County Commission meeting). Addenda to the Agenda can be submitted to the Records Manager, up until the time of the County Commission meeting, with approval of the Chairman of the County Commission. ***(Addenda are items that are requested for placement on the Agenda after the Agenda has been set, and which represent an emergency that cannot be delayed until a later date and time.)*** Addenda are copied, scanned, published to the Internet initially as a separate package from the Agenda Package, and provided to the County Commission the day of the meeting, in a paper format. **(SEE ATTACHED POLICY 2.1 - AGENDA ITEMS & POLICY 2.4 – CONSENT AGENDA.)**

COUNTY COMMISSION WORK SESSION

The Baldwin County Commission meets in Work Session on the second and fourth Tuesday of each month at 8:15 a.m. in the Conference Room or County Commission Chambers at the Baldwin County Administration Building located at 322 Courthouse square in Bay Minette. Informal discussion takes place regarding upcoming items or issues set for formal review during the next regularly scheduled County Commission meeting. Because the Baldwin County Commission is required, by the 1931 local state legislation creating the current county governing body, to provide for four "Divisions," of the Baldwin County Commission, time is set aside at the end of each Work Session, for the four "Divisions" to meet if needed. The "Divisions" can also establish separate meetings as they determine appropriate. The "divisions" are as follows:

**Chairman and Purchasing Division
Road and Bridge Division
Finance and Taxation Division
Industrial and Civic Division**

Departments submit Agenda items to the Assistant County Administrator, located in the County Commission Office in Bay Minette, by 4:00 p.m., seven days (the Tuesday) prior to the County Commission Work Session. Agenda items and associated attachments are received through means of e-mail, the courier, hand delivery, or by fax. The Assistant County Administrator and County Administrator review, edit, and request clarification or additional detail for the agenda. The Agenda Index is prepared during the next two days (Wednesday and Thursday prior to the County

Commission Work Session) by the Assistant County Administrator. The Agenda Index and all Agenda items are jointly reviewed by the Chairman of the County Commission, County Administrator and Assistant County Administrator and are signed by the County Administrator that same day. Upon review and approval, Agenda items are copied and scanned on Thursday by the Office Assistant IV. Once the copy and scanning process has been completed, the Agenda Index and entire Agenda package is published to the Internet most often no later than 4:00 p.m. that day (Thursday prior to the County Commission meeting). Addenda to the Agenda can be submitted to the Assistant County Administrator, up until the time of the County Commission Work Session, with approval of the Chairman of the County Commission. Addenda are copied, scanned, published to the Internet and provided to the County Commission the day of the meeting, in a paper format. Addenda to the Agenda can be submitted to the Assistant County Administrator, up until the time of the County Commission Work Session, with approval of the Chairman of the County Commission. Addenda are copied, scanned, published to the Internet and provided to the County Commission the day of the meeting, in a paper format.

BALDWIN COUNTY PLANNING AND ZONING COMMISSION

Baldwin County Planning and Zoning Commission meetings are held the first Thursday of every month in the Central Annex Building in Robertsdale, Alabama. Every other month, the *Planning & Zoning Department* and *Highway Department Permit Division* alternate preparation of the Agenda Packages for the Baldwin County Planning & Zoning Commission meetings. The following are the procedures following by respectively, the *Planning & Zoning Department* and the *Highway Department Permit Division* during their times of preparing the Agenda Package:

Planning & Zoning Department

Lead Staff Members submit their staff reports electronically to the Planner, located in the *Planning & Zoning Department* in Foley by 4:30 p.m. at least ten (10) days prior to the Planning & Zoning Commission meeting. Staff reports are stored and assessable through the Planning & Zoning Department's Share Point site. The Planner reviews and edits the staff report and if necessary requests further clarification. The *Highway Department Permit Division* prepares their part of the Agenda Index and e-mails to the Planner to combine with the Zoning cases.

The *Highway Department Permit Division* submits their complete copied Agenda Package for subdivision issues to the Planner, located in the *Planning & Zoning Department* in Foley by 4:30 p.m. at least ten (10) days prior to the Planning & Zoning Commission meeting.

The Agenda Package for both the Planning & Zoning Department and *Highway Department Permit Division* are combined into one complete Agenda Package the next day by the Planner. That same day, the Agenda Package is mailed to Planning & Zoning Commission members, Court Reporter, Media and Legal Counsel. A copy of the Agenda Package is sent through the courier to the County Commission Records Manager for publication to the Internet, County Legal Department, County Commissioners, and Lead Staff members. A copy of the Agenda and staff report for a specific case is also mailed to the applicant and their representative. An e-mailed copy of the Agenda Index is forwarded to the Public Information Officer and ListServ Manager for public notice purposes. A copy of the Agenda Index is posted at all County facilities for the public's review.

Highway Department Permit Division

The *Planning & Zoning Department* submits their completed copied Agenda Package for Zoning cases to the *Highway Department Permit Division* at least ten (10) days prior to the Planning & Zoning Commission meeting.

The Agenda Package for both the *Planning & Zoning Department* and the *Highway Department Permit Division* are combined into one package upon receipt by the Office Administrator.

The Agenda Package is mailed to the Planning & Zoning Commission members, Court Reporter, Media, and Legal Counsel (Lisa Bradford Hansen). A copy of the Agenda Package is sent by courier to the County Commissioners, County Commission Records Manager for publication to the Internet, Health Department contact, and Planning & Zoning Department Planner.

A copy of the Agenda Index only is e-mailed to Gulf Coast Newspaper, the ListServ Manager, and the County Courthouses and faxed to the Mobile Press Register for publication.

BOARD OF ADJUSTMENTS

There are four Board of Adjustments and they are scheduled to meet as follows:

Board of Adjustments**Meeting Date, Time & Location**

Baldwin County Commission District #1
Planning (Zoning) District Board of
Adjustment (*Greater North Baldwin County Area*)

Last Wednesday of each month
@ 9:00 A.M. in B.C. Administration
Building in Bay Minette

Baldwin County Commission District #2
Planning (Zoning) District Board of
Adjustment (*Greater Eastern Shore Baldwin County Area*)

Second Monday of each month
@ 4:00 P.M. in Central Annex Building
in Robertsdale

Baldwin County Commission District #3
Planning (Zoning) District Board of
Adjustment (*Central Baldwin County Area*)

Third Monday of each month @ 4:00 P.M.
in Central Annex Building in Robertsdale
with the exception of each January when
the meeting is the fourth Monday

Baldwin County Commission District #4
Planning (Zoning) District Board of
Adjustment (*Greater South Baldwin County Area*)

Second Thursday of each month
@ 3:30 P.M. in Central Annex Building in
Robertsdale

The deadline for an applicant to submit an application (variance, special exception or administrative appeal) to be on a meeting agenda is 15 working days prior to the meeting. Applications are received in a hard copy format at any of the Planning and Zoning Department offices, entered into the database, scanned and sent by courier to the Fairhope Office to be placed on the agenda. The Planning Technician at the Fairhope Office handles sending out certified notices to surrounding property owners and placing legal ad in local newspaper. The day following the deadline day depending on the number of cases either a lead staff meeting is scheduled to discuss the cases or an email is sent to the Planning Director to make staff assignments. Staff reports are due seven days prior to the board of adjustment meeting. The Agenda Index is prepared prior to this deadline.

Once all staff reports are complete, the Agenda Index and staff reports are combined to create the agenda package. The agenda package is mailed to the board members, staff, court reporter and sent to the County Commission Office for scanning and publication on the internet.

The boards are required to meet at least once a quarter.

MISCELLANEOUS

Other miscellaneous meeting types arise on an occasional basis. The ability is needed to handle those meetings.

2.2 Baldwin County Existing Technical Environment

These are the major components of the Baldwin County technical environment to which the new Agenda Management Software system will be required to integrate to and be compatible with:

- Existing Microsoft Environment
 - o Microsoft Windows Server 2008 Hyper-V Virtualization Solution
 - o Microsoft Windows Server 2003 and Server 2008
 - o Microsoft IIS 6.0
 - o Microsoft SQL Server 2005
 - o Microsoft SharePoint Server 2007
 - o Microsoft Windows XP Professional and Vista Business Edition
 - o Microsoft I.E. 7 and later
 - o Microsoft Office 2007(including MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.)
- Existing Network Environment
 - o Cisco 4500 & 3750 Switches
 - Backbone at minimum Ethernet 1000
 - Desktops are switched Ethernet 100/1000
 - o All major facilities interconnected by County owned dark fiber
 - o Two Internet Providers MetroE at 6mb each

Software Requirements

REQUIREMENT		ABILITY TO EXECUTE				
		Meets	Does Not Meet	3 rd Party	Modification	Proposal Section and Page #
Meets - The package meets the requirement "out-of-the-box".						
3rd Party – The package is able to meet the requirement with a third-party solution						
Modification – The package must be modified to meet the requirement.						
Does Not Meet – The product is not able to meet the requirement.						
Agenda Management System Requirements						
Hardware & Software						
1.	Do you provide an evaluation program of this system; If requested, can you provide a demonstration of this system?					
2.	What is the suggested server configuration your System will run on? (Please provide complete hardware specifications within your response.)					
3.	What type of web browser does your System support?					
4.	Does the system support the use of MS SQL Server 2005?					
5.	Is the system able to be deployed enterprise wide across multiple platforms and multiple locations?					
Security & System Administration						
6.	The proposed system must provide group and user level security.					
7.	System must have a Systems Administrator function that can manage security, maintenance tables, workflows, and provide overall system help to users when necessary					
8.	Allows security access to different sections of the system to be defined as read-only, read and write, or no access					
9.	Ability to support simultaneous multiple-user access to all components of the agendas.					
10.	The agenda automation package must allow different levels of security within each meeting type.					
11.	Maintain audit trail of changes made to each item					
Public Access – Intranet and Internet						
12.	The agenda automation package shall provide a method to post any and/or all agendas to the Web.					
13.	The agenda automation package shall provide a method to download the agenda and all associated attachments as a single PDF.					
14.	Automatically post agendas and minutes for viewing over the Internet.					
15.	Have Constituents look-up, view or contact commissioner's,					

REQUIREMENT		ABILITY TO EXECUTE				
Meets - The package meets the requirement "out-of-the-box".		Meets	Does Not Meet	3 rd Party	Modification	Proposal Section and Page #
3rd Party – The package is able to meet the requirement with a third-party solution						
Modification – The package must be modified to meet the requirement.						
Does Not Meet – The product is not able to meet the requirement.						
	other Board members and elected officials from the Internet					
16.	Provide Internet links, to the public, of digitally stored audio and video records.					
17.	Provide Public access, via the Internet, to archival/historical information, such as meeting minutes, motions, and votes					
18.	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.					
19.	The offline agenda version shall allow each user to make notes for each agenda item.					
Requirements - Searching						
20.	Provide for searching of Agenda items, full-text or metadata.					
21.	Ability to OCR documents in order to allow search of text within document.					
22.	Ability to print any search result.					
23.	Allow searches by date and/or within date ranges					
24.	Support grouping and searching documents based on metadata content.					
25.	Search on agenda titles, agenda content, supporting materials content, supporting materials annotation.					
26.	Public can search meeting agendas, minutes, and associated documents simultaneously.					
27.	Return a list of all search results with links to the agenda item and supporting documents within the respective agenda.					
Requirements - Workflow						
28.	Provide tracking of document through workflow process					
29.	Provide multi-level (multiple criteria, multiple approvers) workflow					
30.	Support criteria-based escalation or reassignment of workflow approval					
31.	Allow insertion of items to any step of the workflow					
32.	Allow the withdrawal of an item from the workflow					
33.	Support criteria-based notification of workflow (delay of approval triggers notification for example)					
34.	Provide appropriate notification of workflow events					
35.	Provide for workflow failover or re-routing, based on response time					
36.	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.					

REQUIREMENT		ABILITY TO EXECUTE				
Meets - The package meets the requirement "out-of-the-box".		Meets	Does Not Meet	3 rd Party	Modification	Proposal Section and Page #
3rd Party – The package is able to meet the requirement with a third-party solution						
Modification – The package must be modified to meet the requirement.						
Does Not Meet – The product is not able to meet the requirement.						
37.	The workflow must provide a GUI front end for administering, creating and editing workflows with point-and-click or drag-and-drop functionality.					
38.	The workflow shall provide the ability to implement dynamic roles.					
39.	The ability to change a user assigned to a role must be editable without requiring that a workflow be reconfigured.					
40.	The workflow must be tightly integrated with an e-forms product. An e-form must be capable of triggering a workflow process.					
41.	The workflow will allow scripting (ex. VB) to assist in integrating the workflow with other applications used in the agenda creation process.					
42.	The workflow will not only notify users of jobs in the workflow queue but will also have the ability to notify users through their e-mail system.					
43.	The workflow shall not limit in any way the type of electronic files that can be attached to the flow.					
Requirements - E-Forms						
44.	System should contain an integrated, web-based e-forms product for publishing forms to the intranet/internet.					
45.	The e-forms product shall be tightly integrated with the agenda automation package.					
46.	The e-forms application shall have the ability to publish information directly to the agenda application.					
47.	The e-forms application shall have the ability to embed a form directly into a workflow.					
48.	e-forms shall allow the ability to auto populate fields on a form such as date fields, auto-incremental fields, etc.					
49.	Supports creation of forms with user input fields that can be configured to represent existing paper forms					
50.	The e-forms application shall allow users to configure multiple field types on an e-form. These types may include but are not limited to lookups, composite, text, date, time, mask, integer, float, boolean, incremental.					
51.	There shall be no limit to the number of forms that can be created and published in the e-forms application.					
52.	The e-forms application shall use XML technology.					
53.	The e-forms application shall utilize a publishing functionality that allows the administrator to determine when a form is published and made available to the users.					
Requirements - Agenda Management						

REQUIREMENT		ABILITY TO EXECUTE				
Meets - The package meets the requirement "out-of-the-box".		Meets	Does Not Meet	3 rd Party	Modification	Proposal Section and Page #
3rd Party – The package is able to meet the requirement with a third-party solution						
Modification – The package must be modified to meet the requirement.						
Does Not Meet – The product is not able to meet the requirement.						
54.	Support the creation of an agenda by grouping Agenda Item Request documents based on a metadata field containing the requested meeting date and agenda type.					
55.	Once an agenda is created provide the ability for a user to publish the agenda to the web with associated links to supporting documents.					
56.	Allows drafts to be created.					
57.	Create links to, or associate, supporting material for meetings with Agenda Item document.					
58.	Allow flexible reformatting of the document, such as font, indentation, numbering, order of items, etc.					
59.	Allow pending items to be placed on the agenda.					
60.	Ability to print entire Agenda and all attachments with configurable numbering.					
61.	Ability to print entire Agenda and all attachments with configurable numbering.					
62.	System provides a post meeting capability for tracking, numbering and signing documents. Provides ability to use workflow in post meeting activities to manage post meeting activities.					
63.	Users can make notes on Agendas and any supporting materials.					
64.	Support the concatenation of associated documents for display, website and print.					
65.	Provide configurable automatic notification when a document is revised					
66.	Record responses to an Agenda Item or document					
67.	Provide Shells/Templates for meeting types					
68.	Support electronic note-taking by meeting participants					
69.	The agenda automation package should provide capability to allow versioning of agenda's and agenda items; allow process steps such as draft, revision, and final agenda.					
70.	The agenda automation package shall allow agenda items to be moved with all associated attachments from one agenda to another.					
71.	The agenda automation package shall have the option to show where an agenda item is within the workflow process and it's status (approved, rejected), being drafted, final draft, etc.					
72.	The agenda automation package shall have the ability to accept different types of attachments to support and link to 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)					

REQUIREMENT		ABILITY TO EXECUTE				
Meets - The package meets the requirement "out-of-the-box".		Meets	Does Not Meet	3 rd Party	Modification	Proposal Section and Page #
3rd Party – The package is able to meet the requirement with a third-party solution						
Modification – The package must be modified to meet the requirement.						
Does Not Meet – The product is not able to meet the requirement.						
73.	The agenda automation package shall have the ability to automatically convert attachments used to support agenda items to PDF for printing and public distribution.					
74.	The agenda automation package shall have the ability to support annotations to attachments.					
75.	The agenda automation package shall allow revision control of attachments.					
76.	The agenda automation package shall allow an unlimited number of meetings to be added and managed by the system.					
77.	Support electronic signatures.					
78.	Ability to select individual pages or sections of a document to be viewed, routed, included in packet, or printed					
79.	Provide reviewer with a log of items that were reviewed for each meeting					
80.	Ability to support flexible query capability for ad-hoc reporting based on user-defined criteria					
81.	Ability to provide a well-documented, user-friendly query and report writing tool (Include list reporting tools supported)					
82.	Ability to create retention schedules for all documents associated with an agenda based on document type					
83.	Archive documents within the system, expire documents from view without removing them from the system					
84.	Provide an email notification for documents that are approaching retention limits					
85.	Agenda templates shall include preloaded drop-down designations for all Board/Committee/Subcommittee and an option to edit these designations.					
86.	Agenda templates will include a checklist of standard items, including roll call, public presentation and orders of the day. As needed, the checklist of standard items can be edited and amended by authorized users.					
87.	The system proposed shall be of a non-proprietary nature. Describe any functions, features or components that are, or may be proprietary and why they do not restrict utilization of the system.					
88.	The agenda automation package shall have the ability to perform, but not be limited to the following document import methodologies: fax and direct scanning; direct loading and copying.					
89.	The agenda automation package shall have the ability to publish a finalized HTML agenda to the Web with all associated attachments as links to the appropriate agenda item.					
90.	The agenda automation package shall have the ability to create an agenda packet for printing.					
91.	The agenda automation package shall have redaction					

REQUIREMENT		ABILITY TO EXECUTE				
Meets - The package meets the requirement "out-of-the-box".		Meets	Does Not Meet	3 rd Party	Modification	Proposal Section and Page #
3rd Party – The package is able to meet the requirement with a third-party solution						
Modification – The package must be modified to meet the requirement.						
Does Not Meet – The product is not able to meet the requirement.						
	capability.					
92.	The system shall be able to work with D and E size documents.					
93.	An agenda can be rolled up as draft agenda while items are not approved.					
94.	The agenda automation package shall maintain and make available the history of all agenda items that have been copied to other agendas.					
95.	The agenda automation package shall 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.					
96.	The agenda automation package shall have the ability to scan attachments into an agenda.					
97.	The agenda automation package shall have the ability to select an agenda item and scan the attachments to the item.					

Requirements - Meeting Management, Minutes, & Voting						
98.	Ability to create meeting minutes template with default text for minutes, motions, and voting					
99.	Ability to create an attendee list for each meeting type.					
100.	The agenda automation package shall allow sections to be added to an individual agenda without modifying the meeting type for all meetings.					
101.	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					
102.	Ability to Import Agenda into minutes application to use for minutes template					
103.	Ability to configure and modify meeting minute templates.					
104.	Ability to take roll call					
105.	Ability to activate items and make minute entries or notes					
106.	Ability to make notes public or private					
107.	Ability to record motions and to log mover and seconder					
108.	Ability to take and record votes on individual items					
109.	Ability to activate items in any order desired					
110.	Ability to activate individual items or entire agenda sections.					
111.	Ability to track, add and time speakers.					
112.	Ability to perform spell check.					
113.	Ability to do meetings within a meeting.					
114.	Must offer a spell checker within the minutes taking solution.					
115.	Allows the voting order to be changed for each meeting as					

	may be needed					
116.	Allows members to be added and deleted from committee rosters "on the fly" for specific meetings so that attendance and votes can be recorded properly.					
117.	Summary 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.					
118.	Roll calls must be able to be performed at any time during a meeting in case people leave for any reason.					
119.	Modification of minutes must be simple to perform and not require extensive cleanup.					
120.	Must allow users to enter multiple motions for a single item, including substitute motions.					
121.	View Vote Result as members vote					
122.	Manual override of votes, roll call, motions, and amendments to agenda and minutes.					
123.	Is your voting solution compatible with a touch-screen interface?					
124.	View all Speakers in queue in order as requested					
125.	Add and Delete Speakers in Request to Speak Queue					
126.	Recording Resulting Motions, Votes, Roll call, and Notes from software interface will automatically appear as text in Minutes. Manual transcription of motions, votes, and roll calls will not be accepted.					
127.	The minutes can be taken with the streaming video or in a standalone mode and imported back into the agenda solution					
128.	Minutes Annotation Software will produce Linked Minutes document in .html format. The end user may click on any item within the Minutes Doc to link to the audio/video.					
129.	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.					
Requirements - Video Streaming						
130.	Video should be linked to Agenda Items, Minutes, and Supporting Material					
131.	Must have a Customizable Web Interface					
132.	Stream meetings as they happen or record them and publish to the web together with the meeting minutes, supporting materials and the meeting agenda if desired.					
133.	Video, minutes, meeting agenda and supporting material are all in a searchable format.					
134.	Must Support Multicast Broadcasting					
135.	Users must be able to control the stream of both video and audio at the time of recording. A fixed resolution at the time of recording is not acceptable					
136.	If during a live meeting a connection problem ensues users must be able to continue to record the meeting, allowing us to					

	post the audio/video once the network is restored.					
137.	Must be able to create a DVD that includes both the video and the supporting materials if desired.					
138.	Does your solution allow for a County hosted audio/video option or do you provide the hosting? (please provide supporting documentation and network diagrams)					
139.	Does your solution allow us to manage the backup of files or is this controlled by the vendor?					
140.	What video editing tools will be provided?					
141.	What type of mobile encoder is used? What type of encoder is used?					
142.	What is your typical stream rate for your video broadcasts?					
143.	What type of cards do you typically use in your installations?					
144.	Is it hardware platform dependant or will it run on any server platform?					
145.	Are you using redundant Internet connectivity? If yes, explain.					
146.	There must have an interface that manages the video streaming and must be integrated with the Minutes Application and Voting System					
147.	The streaming audio/video must be time stamped so the user can go directly to the point of the video for any given item in the agenda.					
148.	Archives of all Audio/Video Content available on- demand					
149.	There will be a single view that includes video, audio, closed-captioning, drop-down menu of agenda items to link to, and document viewing area that has any supporting agendas, minutes, staff reports.					
150.	What media players is your solution compatible with					
151.	Vendor must be capable of providing podcasting as a service.					

2.0 Attachment A – Pricing Form

Agenda Management, Voting, Video Streaming Systems and Related Services

Company Name:

Date:

Base Bid (Agenda and Minutes Management)

Capital Outlay and Implementation (Attach detail cost breakdown for each category)	Cost
Professional Services	\$
Training Services	\$
Other Costs	\$
Capital Outlay and Implementation Cost	\$
Software & Licenses (must include one year maintenance and support)	
Minimum of 5 *Agenda Manager users	\$
Minimum of 100 **Agenda Item Submitters	\$
Unlimited *** Web User licenses	\$
Software & Licenses Cost	\$
Recurring Annual Cost	Annual Cost
Software maintenance & support (for second year going forward)	\$
Other (Explain)	\$
Total Bid Reoccurring Cost	\$

Option #1 (Audio/Video Streaming System – County Hosted Solution)

Capital Outlay and Implementation (Attach detail cost breakdown for each category)	Cost
Professional Services	\$
Training Services	\$
Other Costs	\$
Capital Outlay and Implementation Cost	\$
Software & Licenses (must include one year maintenance and support)	
Minimum of 5 *Agenda Manager users	\$
Unlimited *** Web User licenses	\$
Software & Licenses Cost	\$
Recurring Annual Cost	Annual Cost
Software maintenance & support (for second year going forward)	\$
Other (Explain)	\$
Total Bid Reoccurring Cost	\$

Option #2 (Audio/Video Streaming System – Offsite Vendor Hosted Solution)

Capital Outlay and Implementation (Attach detail cost breakdown for each category)	Cost
Professional Services	\$
Training Services	\$
Other Costs	\$

Capital Outlay and Implementation Cost	\$
Software & Licenses (must include one year maintenance and support)	
Minimum of 5 *Agenda Manager users	\$
Unlimited *** Web User licenses	\$
Software & Licenses Cost	\$
Recurring Annual Cost	Annual Cost
Software maintenance & support (for second year going forward)	\$
Annual recurring hosting and storage cost	\$
Other (Explain)	\$
Total Bid Reoccurring Cost	\$

* Agenda Manager User – able to edit and build agenda with agenda items submitted

** Agenda Item Submitters – able to build and submit individual agenda items to be placed on agenda.

*** Web User – able to view agendas, minutes and video/audio from meetings via the web

Bidder must provide a catalog for each of the following areas detailing the various component charges required for a successful implementation. These charges should be itemized appropriately for the category (i.e. cost per hour, cost per user, cost per day, cost per processor, etc.) The general areas to be cataloged are:

1. Professional Services
2. Training Services (Include classroom, onsite, and web based options)
3. Software and Licenses (Also include optional modules that may not be specifically requested in this Invitation to Bid)
4. Maintenance and Support
5. Other (Any items that may not fit the categories above)

BID #WG09-43 RESPONSE FORM

Automated Agenda Workflow and Meeting Management Solution

Date: _____

Out of State _____ or _____ If yes, _____
Yes No Registration Number

Company Name: _____

Address: _____

Company Rep _____

(Rep. Name Typed or Printed)

Position: _____

Phone: _____

Fax: _____

Financing through another agency beside yourself _____ or _____
Yes No

If yes, must attach a copy of the financing agreement and all conditions to this response from.

Financing Agency Authorized Signature