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Request for Proposals
for Agenda and Meeting Management Software

General

The City of Fargo is interested in receiving proposals from qualified vendors to provide a turnkey solution to automate the City's agenda and meeting management process, and video streaming, thereby reducing the amount of paper involved, and increasing the efficiency, effectiveness and economy of the process.

The City Commission Office creates an agenda packet every two weeks to support a five member Commission. This involves the collection of a large number of documents in different formats from a variety of internal and external sources, and compiling them into packets. The current application utilizes MS Word to produce the agenda.

The initial emphasis is for agenda preparation for City Commission meetings. It is desired in subsequent phases to offer the application to other public meetings.

Scope of Work

The proposed turnkey solution shall include all required software, complete on-site installation, support and training services to meet all expectations.

It shall interface with the City's current computing environment.

The proposed turnkey solution shall be capable of integrating with a video and audio streaming solution.

At a minimum, solution attributes and functionality shall include:

1. Automating the process of collating all agenda submissions and supporting documents, and converting them to electronic format from city departments and/or a previous meeting. Document formats include but are not limited to: Word, spreadsheets, PDF's, GIS maps, etc.
2. A customizable agenda layout
3. Configuring internal departments' access to the agenda process
4. Maintaining a pending list of proposed agenda items and their submission history
5. Providing item search and retrieval facility in the database of proposed items
6. Creating and prioritizing items for inclusion on a common agenda and allowing the forward planning of meetings

7. Ability to easily add attachments to agenda items
8. Printing of full agenda packets in a single click
9. Publishing agendas in various formats (PDF's, HTML, Word)
10. Video-streaming capability and ability to index and cross link with the agenda management software.
11. Ability to create points within the video tied to the relevant agenda item.
12. Integration with Laserfiche.
13. Compatible with Microsoft Office Products and Google Products.
14. Document signing capabilities.
15. Boards and Commissions Management Solution (this isn't a requirement, but would be a helpful feature).

Submittals

Responses must provide complete information as described in this request. Three copies shall be submitted by **4:00 p.m. on Monday, November 29, 2021**. The proposals shall be marked: "City of Fargo Agenda and Meeting Management Software Proposal" and mailed or delivered to:

**City of Fargo
Auditor's Office
225 4th Street North
Fargo, ND 58102**

Questions and Inquiries

Questions regarding this RFP should only be directed to:

Kember Anderson
Executive Assistant to the City Commission
Phone: 701-241-8572
Email: kanderson@fargond.gov

Addendum and Supplemental Requests

If it becomes necessary to revise any part of this request, or if additional information is necessary to enable an exact interpretation of the provisions of this request, an addendum will be issued. It is the responsibility of the vendor to acknowledge receiving all addenda prior to submitting a proposal.

Schedule

Advertise RFP:	Wednesday, November 10 & 17, 2021
RFP Submittals:	Monday, November 29, 2021 at 4:00 p.m. CST
Interviews (to be scheduled):	the week of December 6, 2021
Approval of Contract:	December 13, 2021

**Proposals received after 4:00 p.m. on November 29, 2021 will be considered non-responsive and rejected.*

The following information shall be included in the proposal package to be considered responsive to the Request for Proposals:

1. The person signing the RFP shall have the authority to negotiate the full scope of services on behalf of the organization and shall be authorized to bind the contract to the terms and conditions of this RFP.
2. A summary of your company profile, to include any service partners/joint ventures. Describe your experience in providing similar solutions.
3. Provide at least three (3) client references currently using the proposed solution.
4. A detailed description of the proposed solution addressing each of the numbered attribute and functionality requirements (in the same order) as listed in the *Scope of Work* on page 1. Explain any RFP exceptions.
5. A complete explanation of how your solution provides the required functionality, has been successfully deployed by other city governments, improves the economy, efficiency, and effectiveness of the process, can be integrated and scaled with other support systems.
6. A project plan/installation timeline – include milestones and deliverables, as applicable earliest start date, and total completion time. The timeline shall also include specifics pertaining to delivery for all software and hardware requirements, configuration, installation and training.
7. Project costs for the purchase and installation of an all-inclusive hardware, software, licenses, etc., required to implement the proposed solution. Ongoing costs. What are your payment terms?
8. Complete software licensing information
9. Complete warranty information
10. Redundancy provisions built into the solution
11. Complete training information (location, number of initial trainees, training manuals, etc.), including trainer costs
12. Technical support and maintenance; all requirements pertaining to hardware, software, licenses and other (as applicable) shall be fully disclosed. Please include a complete description of exactly what service (upgrades, addition configuration or reconfiguration, interface applications, etc.) is included and how support will be handled (personal technician team members, toll-free number, remote support, FAQ's, etc.) Address any available and/or recommended extended support service and maintenance options.

Evaluation of Proposals

The City and/or its representatives will be the sole judge of the appropriateness and completeness of any and all proposals and reserves the right to reject any and all proposals that do not provide the information requested. Evaluation criteria are not limited to the lowest price. The City shall not be obligated in any fashion by any response(s) to this RFP, and reserves the right to negotiate those issues not included in the proposal document. The City will not reimburse vendors for costs incurred in preparing proposals or traveling to any City of Fargo location to demonstrate products.