Agenda and Minutes Software
Request for Proposal

City of Pewaukee
W240 N3065 Pewaukee Rd
Pewaukee, WI 53072

Contact: Robert Kewan
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PROPOSALS DUE
August 26, 2016
NO LATER THAN 4:30 P.M.

Executive Summary:

The City of Pewaukee Wisconsin is seeking proposals from qualified consultants to implement a new Agenda and Minutes Application and is requesting information for the acquisition and installation of a commercially available system.

Consultants who meet the criteria set forth herein shall submit a proposal that meets all of the requirements set forth in this RFP. The City is appreciative of your time and effort in preparing a proposal.

The City's Common Council approved up to $45,000 for this project. Bids that are over this amount will not be considered.

I. **System Requirements (All requirements listed below must be demonstrated and/or addressed in the proposal):**
    1) Ability to create agendas for different types of meetings
    2) The system should have user security options based on user group, meeting type and include specific security for agendas, agenda materials, agenda packets, minutes and audio files
        A. Including the ability to easily add/subtract or make inactive meeting participants, other individuals
    3) Ability to create individual agenda templates per the City's layout requirements for different types of meetings including the City's numbering scheme
    4) Ability to add documents/materials to agendas to create "meeting packets" which can be customized per meeting and be amended after the meeting. This includes confidential items and packets
    5) Ability to post published agendas with the option to search agendas
    6) Option for a work-flow system to create agendas (but work-flow must not be required)
    7) Ability to take minutes during meetings including:
        A. Tracking attendance
        B. Tracking motions and seconds
        C. Recording votes, including consent items and individual items
        D. Ability to easily pull items from consent or table an item during a meeting
    8) Ability to time stamp agenda topics
    9) Ability to record audio during meetings (NO video), to archive audio files and save audio to CD or other media.
    10) Ability to trim audio and edit minutes after meetings
    11) Ability to post audio with minutes, option to search minutes

12) Ability to take minutes and record audio (NO video) at remote meetings
13) Ability to host via a web site (integrated in and appears like the City's web site) agendas, minutes and audio files.
14) Option for board member to take private electronic notes during meetings is a plus
15) Option for electronic voting by board members is a plus

II. SERVICE AND ANNUAL MAINTENANCE

1) Bidders will include warranty information for components of the system including length of warranty and available extensions (including annual costs).
2) Cost of Annual Ongoing Maintenance shall be included in the bid.
3) Listing of Service Rates
   A. Standard Rates
   B. Emergency/After Hours Rates
4) Any other certain and potential costs must be provided as well.

III. REQUIRED CONTENT OF PROPOSAL

1) General Requirements

A. The City has limited funding allocated for the completion of this project. Consultants are encouraged to be creative and resourceful in proposing the most cost-effective and efficient solutions for the needs outlined in this RFP.

B. All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the consultant.

C. Proposals shall contain the following ---

2) Cover Sheet

A. List the official name, address, phone number, fax number, email address of the vendor, as well as the name of the principal contact person and the name of the person authorized to execute the contract.

3) Vendor's Qualifications

A. A description of the experience and qualifications of the proposed staff member(s) who will be performing the services. This information shall be in sufficient detail to allow analysis of the proposed individual's qualifications and must,

at a minimum, include number of years with the firm, education, major projects worked on or completed within the past five years, and related experience. Individuals identified in the RFP shall not be removed from this project team for the duration of the contract without the express written permission of the City of Pewaukee;

B. Experience with public sector entities in Wisconsin is Preferred. Include a description of the organization and experience the firm has had.

C. Total number of years in Business

D. Total number of Employees

E. Total number of Developers

F. Total number of Support Staff

G. Total number of Clients

H. Total number of Clients in Wisconsin

I. A list of three (3) recent public sector client references, including contact person, telephone and fax numbers, and email and mailing addresses.

IV. Proposed Methodology and Related Information

1. Provide a detailed description of the services and methods by which the work will be performed. This description shall include the following ---

    a. Consultant's understanding of the services to be provided;

    b. Description of how the consultant proposes to implement the application. Include descriptions and documentation of proposed methodology. Describe and outline the tasks that the vendor believes are necessary to complete the project;

    c. Estimated time the project will take from beginning to completion, including a proposed timeline, dates, and milestones. Be sure to include time in the project schedule for review and feedback by the City's review team, as well as

a presentation of the final recommendations to the Common Council;

d. Explanation of what work, if any, City staff will be required to perform;

e. Proposed employee communication plan for educating employees during the project.

V. Proposed Cost of the Project

1) Provide a detailed project budget. The associated costs must be identified for each phase.

2) Any incidental expenses, such as copying, mailing, travel type charges must be clearly stated in the proposal.

3) Prices quoted shall be firm and not subject to increases during the term of any contract that the vendor and City may enter into as a result of the proposal. The proposal must clearly specify the expiration date of the quoted price.

VI. EVALUATION CRITERIA

1) A staff review team will evaluate the proposal.

2) The following will be considered in the selection of a vendor. The relative importance of each factor is a management judgment and will include both objective and subjective factors.

3) Relevant qualifications/experience for similar-sized municipalities/clients and qualifications/experience of assigned staff.

4) Feedback from references.

5) Proposed plan for the project.

6) Vendor's ability to complete the project in a timely manner.

7) Vendor's ability to complete the project within budget.

8) Accessibility of the assigned staff.

VII. GENERAL CONDITIONS

1) All proposals must conform to the requirements of this RFP and must be submitted according to the outline set forth in Section III.

2) The City of Pewaukee reserves the right to reject any or all proposals, to waive any defects in the proposals received, and to select the consultant considered the most advantageous to the City.

3) Proposals received after the deadline and/or received unsigned shall be considered void and will NOT be considered.

4) All proposals, responses, inquiries, correspondence or other documents relating to this RFP will become the property of the City when received. The City reserves the right to use any or all ideas presented in any proposal, whether amended or not; selection or rejection of a proposal does not affect this right.

VIII. TERMS AND CONDITIONS

1) The selected vendor will be required to sign a contract with the City, the form and substance of which must be acceptable to the City. The City most likely will not agree to execute the vendor's standard contract.

2) The contract to be signed between the City and the vendor may include the following terms and conditions –

    A. The vendor selected must be an independent contractor.

    B. All work product shall become the City's property.

    C. A timeline for performance objectives.

    D. Provisions for termination in the event of non-performance, *force majeure*, or by either party upon ten (10) days written notice prior to cancellation.

    E. Prohibition against assigning or transferring the awarded contract without prior written consent of the City.

    F. Requirement that the vendor abide by the City's Ethics Code to the extent it is applicable.

G. Contractor will be required to carry, maintain and furnish proof of insurance coverage, including worker's compensation coverage.

H. Contract shall include an indemnity provision by contractor to the City covering damages, losses, expenses, attorney's fees, etc. against the City for claims involving patent, copyright infringement or related claims, negligent performance, or any tortuous conduct by contractor, its employees, agents, representatives, or anyone else associated with contractor.

I. City of Pewaukee is exempt from payment of the Wisconsin Sales Tax and Federal Excise Tax. Its taxpayer identification number is 39-6008531.

J. Final work product will be due from contractor one hundred and twenty (120) days following execution of a contract between the City and the contractor.

K. Any and all other provisions deemed necessary by the City.

IX. REQUESTED RESPONSES

Proposal Due Date:	August 26, 2016 no later than 4:30 PM
Place:	City of Pewaukee W240 N3065 Pewaukee Road Pewaukee, WI 53072
Accepted Forms:	Hard Copy delivered via mail, delivery service or in person. One original and two (2) copies are mandatory. Proposals shall be typed. Proposals must be submitted in a sealed envelope addressed to the City, and with the name and address of the firm on the outside of the envelope.

X. PRE-PROPOSAL ASSISTANCE

Questions regarding this RFP or a proposal should be directed to Director of Information Technology, Robert Kewan at 262-691-6001 or via email at kewan@pewaukee.wi.us. The questions and answers may be shared with all bidders. It is an explicit provision of this RFP that any oral communication is not binding on the City.

The City of Pewaukee is an equal opportunity employer and any mandated Federal and State laws and requirements will be followed.