

**Addendum #2**  
**Legislative Information Management System – RFP**  
**Pre-Proposal Conference**  
**October 7, 2013**

**Question No. 1:**

What kind of equipment do you use now and are there multiple locations?

We use the following equipment in council chamber to record meetings:

- Broadcast Pix (Mica) switcher
- Sony HD PTZ cameras
- Samsung SDP-960 document camera
- Shure microphones
- Crestron HD capture recorder
- Pioneer DVD recorder

All this equipment is located in the council chambers control room.

**Question No. 2:**

How much data is there and what systems are we migrating from?

Several years' worth of data that is converted to PDF. It is posted electronically on the website. We use Stellent/ECMS. We have over a decade of documents which amounts to hundreds of thousands of documents. We will decide on how much data we work with based on vendor proposals.

**Question No. 3:**

What is the current version?

10GR3 but upgrading to 11G by first quarter of 2014

**Question No. 4:**

Will you be requesting an electronic voting system?

We are currently using voice or roll call. If vendor offers an electronic solution in proposal, we will consider that as an option.

**Question No. 5:**

What kind of devices is the City using now?

Council Members do have laptops; some have iPads. Some boards have technology resources whereas other boards do not.

**Question No. 6:**

When will implementation start after the estimated contract approval?

We would like to start as soon as possible. Because of our November elections, we are looking at seven or eight changes in our council. We want to achieve gap analysis and needs before the new members come on board.

We are currently working on a Business Process Improvement (BPI) initiative. We will look to the vendor to assist with this aggressively through the end of the year along with gap analysis.

**Question No. 7:**

Has the project already been funded and can you share the budget with this audience?

We do have dedicated funds for this project.

**Question No. 8:**

What service levels should be included as part of the proposal? What type of disaster recovery (DR) methods do you have in place?

Vendor should provide their Service Level Agreement (SLA) in regards to up time, disaster recovery and notifications for support.

**Question No. 9:**

Will there be a multiyear opportunity for the vendor?

Yes

**Question No. 10:**

Are there procurement rules for licensing?

There are no separate rules for procurement of licenses in addition to RFP procurement rules. Normally the City purchases all licenses anticipated together with the other items and services purchased through the RFP.

If a vendor were selected, a provision would be included in the contract to be able to purchase more licenses, if needed.

**Question No. 11:**

Is the city interested in On-premise or Software as a Service (SaaS)?

Please provide estimates for both options.

**Question No. 12:**

Is ECMS currently on premise?

Yes

**Question No. 13:**

How many internal users?

75 to 100 primary users

**Question No. 14a:**

Do you work with the State (use State hosting)?

No

**Question No. 14b:**

Do you work with the State (utilize cooperative purchasing ventures with the State)?

Yes

**Question No. 15:**

What is your five year forecast? What is your outlook? What is your product roadmap? Beyond that, what is your wish list?

We prefer what is deliverable today instead of using roadmaps. We would like to see what vendors can show us that we aren't currently using today. Some council members are going exclusively online. We would like to support that. We would like the ability of the system to auto-index, similar to a "Google-like" search. We currently have a home grown system for digitally managing debate times and queues. We are potentially looking to replace this application with functionality from the System.

**Question No. 16:**

How do you feel the citizens are as far as technology?

We feel our citizens have above average technical ability and want the city to move in that direction.

**Question No. 17:**

Does the council also support the initiative to go more digital?

Yes, especially with the new council members coming on board. This is part of their campaign. We have a committee of policy makers also supporting this initiative.

**Question No. 18:**

Can you please provide more detail on what your intended goal is for Appendix I, requirement 4.14, “Tightly integrated with an e-forms product?”

This will be the product provided by the vendor. We have an existing paper Request for Council Action (RCA) form and would like to replace it with an e-form.

**Question No. 19:**

Can you please provide an example of what functionality you are asking for here or how you envision this in Appendix I, requirement 4.23, Allow routing to be determined dynamically based on information gathered during the flow process?

We’re looking for a system that would allow deviation from the established workflow, as needed.

**Question No. 20:**

Can you please provide more detail or an example of what this means in Appendix I, requirement 6.73; Have time settings that can be turned off?

We’re looking for a system that would allow deviation from the established time settings, as needed.

**Question No. 21:**

Can you please provide more detail in what this means with regard to streaming video in Appendix I, requirement 9.02, Ability to work in disconnected mode?

We are removing this requirement.