



CITY OF HYATTSVILLE

Solicitation Issued: July 23, 2018

Request for Proposal Number: ADM080118

Agenda Preparation, Meetings Management, and Video Streaming

for the City Council of Hyattsville, MD

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PART 1 - INSTRUCTIONS TO THE VENDORS

INVITATION TO BID

The City of Hyattsville (hereinafter called the “City”) invites your firm to submit a proposal in accordance with this direct and confidential Request for Proposal (RFP). Your response to this request will be evaluated to determine the qualifications of your firm. Proposals must adhere to the format and content of this RFP. Proposals will not be evaluated unless all parts requested are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration. The successful vendor shall be required to enter into a contracted services agreement based on the specifications outlined in this RFP.

THE DATE OF SOLICITATION:

July 23, 2018

THE PROJECT:

Project Name: Agenda Preparation & Meetings Management
Project Address: 4310 Gallatin Street
Hyattsville, Maryland 20781

Name: The City of Hyattsville
Address: 4310 Gallatin Street
Hyattsville, MD 20781

Contact: Laura Reams
Contact Phone: 301-985-5009
Contact E-Mail: cityclerk@hyattsville.org

PROPOSAL CONTACTS

Any questions concerning this RFP and all correspondence must be submitted in writing via e-mail to the following contact:

Name: The City of Hyattsville
Address: 4310 Gallatin Street
Hyattsville, MD 20781

Contact: Laura Reams
Contact Phone: 301-985-5009
Contact E-Mail: cityclerk@hyattsville.org

Questions may **not** be submitted by telephone. All questions must include: Contractor's name, e-mail and address; Reference to the specific section of the RFP in question; Contact name, telephone number and email address.

Questions from RFP participants and the corresponding response will be shared with all known vendors via email and posted as an addendum on the City's website in the "Bids & RFP's" section.

SUBMISSION OF PROPOSALS:

In order to qualify for the work on this project, vendors must submit all information requested in the following RFP. **All proposals must be received by 4:00 p.m. Friday, September 7, 2018.** Proposals will be received at: 4310 Gallatin Street Hyattsville, Maryland, prior to the time and date indicated above. The proposals shall be sealed. The opening of the proposals shall be open to the public on **Wednesday, September 12, 2018 at 4:00 p.m.**

All proposals must remain in effect for at least 90-days for the deadline stated above for submission of proposals. The City of Hyattsville has the sole discretion to: (a) reject any and all proposals, and (b) negotiate the modification of any and all proposals with any vendor in whatever manner it deems in its best interests. There is no guarantee, either expressed or implied, that award of a contract will be made to any firm.

TIMELINE FOR PROPOSAL

The timeline for this proposal is as follows:

Event	Date(s)
RFP Issue to Vendors	Monday, July 23, 2018
Last Date for RFP Questions from Vendors	Friday, August 10, 2018
Pre-Proposal Meeting/Dial In	Wednesday, August 15, 2018
Last Date for RFP Addendums to be Issued	Friday, August 17, 2018
RFP Due	Friday, September 7, 2018
Proposal Opening	Wednesday, September 12, 2018 at 4:00 PM
Short-listed vendors asked to present proposal to group	Early October 2018
Award	November 2018
Implementation and Training	December 2018 – January 2019
Go Live	January – February 2019

Mailed proposals shall be submitted in sealed packages marked "Agenda Management Proposal." Costs should be included in a separate envelope labeled "Costs for Agenda Management Proposal. **Proposals may not be sent via email.**

All proposal information should be contained in the written material submitted. Oral presentations will not be permitted. However, equipment demonstrations will be required after the initial evaluation process in order to clarify operating characteristics or acquaint the City with system features prior to final selection.

PRE-PROPOSAL MEETING

An optional Vendor – Pre-proposal Meeting will be held on Wednesday, August 15 from 10:00 a.m. – 11:00 a.m. in the City Council Office, 3rd floor, City Municipal Building 4310 Gallatin Street, Hyattsville, MD 20781. Access via conference phone will also be available for those wishing to not attend in person. Please contact the City Clerk’s Office at 301-985-5009 or cityclerk@hyattsville.org to receive dial-in instructions if you wish to attend by conference call. The purpose of this meeting is to clarify any points and respond to questions regarding the RFP.

ADDENDA

Addenda are any graphic or written instruments issued by the City of Hyattsville prior to the date for receipt of proposals which modify or interpret this document by additions, deletions, clarifications, or corrections. Addenda will be e-mailed to all who are known to have received documents and posted on the City’s website. No addenda will be issued later than August 17, 2018 except an addendum postponing or withdrawing the request for proposal.

PROPOSAL CLARIFICATION QUESTIONS

After reviewing all proposals received in response to this RFP, the City of Hyattsville may develop a list of clarification questions to be addressed by the Vendor. The City of Hyattsville will send these questions to the Vendor for clarification. The Vendor shall provide a response to the City within five (5) working days following receipt of the inquiry.

EVALUATION CRITERIA

This RFP is not meant to favor any vendor or manufacturer. Instead, it is designed to meet the needs of the City of Hyattsville. The City of Hyattsville will weigh the proposals based on the proposer’s references, qualifications and support, as well as technical merit and cost. Award will not be made on price alone.

A “short-list” of vendors meeting the desired criteria may be compiled. Vendors making the “short-list” will be asked to come on-site to provide a presentation of their solution.

In awarding the Contract, the City may take into consideration the proposer's skill, facilities, capacity, experience, responsibility, previous work record, financial standing, the necessity of prompt and efficient completion of work described in the proposal

documents, or other factors the City of Hyattsville considers relevant. Inability of proposer to meet these conditions may be cause for rejection of the proposal.

The City is seeking a total solution that addresses the needs outlined in this RFP. Vendors may **not** respond “ a’ la cart’ ” to items identified in this proposal.

PROPOSAL AWARD

The evaluation committee will make a recommendation of award to the Hyattsville City Council. The contractor must be selected by motion of the City Council. It is anticipated that the selection process will be completed within three months.

REFERENCES

To be a qualified proposer, the vendor must include three (3) references with similar systems installed in your proposal response. Preference will be given to vendors with references for implementations at organizations most similar to the City of Hyattsville. References will be contacted - please verify information before submitting. A reference form is located in Appendix Document #4.

REQUIRED FORMS

Required technical proposal forms are located in Appendix 4 of this document.



PART 2 - GENERAL CONDITIONS

DURATION OF AGREEMENT

The desired initial term of the agreement shall be for an initial period of 12-months with an option for extensions up to a period of five (5) years.

QUALITY CONTROL

Work covered shall be performed by a single firm experienced in the nature of the scope of work detailed in this RFP. Subject to approval of the City, the vendor may subcontract any work to be performed under this Contract.

By submitting the proposal, the vendor certifies it has met the following minimum requirements:

- Has performed within the past three (3) years a minimum of three (3) projects of similar nature and scope to the work being bid and the type of work completed is similar to that being bid.
- Maintains a permanent place of business, with a minimum of five (5) years in business.
- Has access to all necessary equipment and has organizational capacity and technical competence necessary to do the work properly and expeditiously.
- Will provide a sworn financial statement upon request, which evidences the vendor, has adequate financial resources to complete the project, as well as all other work the vendor is presently under contract to complete.
- Has a documented history of satisfactory past performance.
- Will sign the attached contract.

INSURANCE

Throughout the term of any Agreement, the vendor shall maintain at their sole expense, effective insurance covering the activities at the project premises. Coverage and amounts must be approved by the City in its sole discretion. Said insurance shall be secured from a company(s) licensed to do business in the State of Maryland. The vendor shall furnish the City with documentation of this insurance coverage.

:

The insurance company shall certify that the insurance has been endorsed as follows: "The insurance company agrees that the coverage shall not be canceled, changed, allowed to lapse, or allowed to expire until 30 days after notice to: Laura Reams, 4310 Gallatin Street, Hyattsville, Maryland 20781 (City's Representative)." Insurance shall include liability and property damage at a minimum.

Vendor shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance and shall submit an insurance certificate as proof of coverage prior to beginning work under this Agreement.

PAYMENTS

The vendor shall submit an Application Payment/Invoice, to the City, for services on a monthly basis. The City shall render the vendor regularly scheduled payments in remuneration for the vendor's Maintenance Services in amounts as specified. Said payments shall be made in advance of each scheduled period, net 30 days from the vendor's invoice date.

CODES AND STANDARDS

Comply with all Federal and State of Maryland, County and City regulations and industry best practices.

TAXES

The City of Hyattsville is a tax exempt organization.

PROJECT CONDITIONS

In order for the vendor to properly perform and complete their work, the City must cooperate by providing them with access to the necessary information and network areas that are required to perform the services identified in the scope of work.

The vendor shall be familiar with the existing conditions of the information technology network and how it may affect the Contractor's ability to perform services. Neglect of above requirements will not be accepted as reason for delay in the work or additional compensation. The City shall provide full information regarding all requirements for the Project, not specifically contained herein, and shall establish and maintain an effective communications system with the vendor throughout all phases of the work.

SEQUENCING AND SCHEDULING

Upon acceptance of the proposal, the vendor shall coordinate with the City sign the attached contract within 10 days of acceptance, and to arrange a schedule of services and shall continue coordination at intervals set forth by the City.



PART 3 - SCOPE OF SERVICES

GENERAL SCOPE OF SERVICES

The City is seeking a technology services company to provide a turn-key, comprehensive, and flexible agenda preparation and meetings management solution for the City of Hyattsville. Neither this section nor any part of this RFP is intended to be all inclusive. Therefore, respondents should include in their responses any items they deem relevant and important to the project or to the City of Hyattsville.

The selected vendor (hereinafter called the “vendor”) shall recognize and perform in accordance with all stated intents, specifications and stipulations contained or referenced herein.

Each vendor shall be responsible for reviewing the materials provided and matters that affect the cost or performance of the services.

GOALS OF THE SYSTEM

The City of Hyattsville is seeking a vendor to provide an agenda preparation system that will integrate with existing website (CivicPlus) technologies to streamline the preparation of the agenda for City Council and Committee meetings, manage the ongoing process of moving items to appropriate later meeting dates and make available on the web an electronic agenda package with all meetings-related items including Ordinances, Resolutions, motions, staff reports, etc. Additionally, the system should manage the documents from creation, routing, meeting submission for signature/approval.

After review by the appropriate persons, the system should allow for easy assembly of the documents into a single, cohesive agenda packet for publication. The complete agenda packet should be available on the City’s website and the public should be able to comment on agenda items. In addition, the system should have a capability to live stream the meetings in high definition (1080p or higher) on the City’s website. The system must also have a mobile application that allows City users to access the agenda and agenda materials on an iPad or similar device. The mobile application must also allow the Mayor and Councilmembers to vote on agenda items during a Council meeting and have the vote appear on a screen that is available to the public and broadcast via the City’s cable tv station and streamed online. The system will primarily be utilized for City Council meetings but must have flexibility to be expanded to serve all City departments, boards and commissions.

In addition, the system should provide the public with full information about upcoming meetings, provide video streaming services and provide a searchable archive of meeting minutes, agendas, videos, and related documents. The system must also provide a minute's management option. Optional features that are of interest include a civic engagement portal.

The proposed solution should be of an expandable design to readily incorporate additional enhancements in the future. It should be configurable with no need for costly customization. It should be developed, tested and maintained for long-term reliability and technical efficiency. The solution needs to offer data integrity in a secure, redundant, always available system with business continuity, disaster recovery, data backup, restore and archive retention.

The project will also include the migration of existing records, documents, and data into the new solution, including but not limited to any data conversion.

TRAINING AND SUPPORT

Training is considered an essential element of this project. On-site training will be required by the approved vendor for all users in the City of Hyattsville that will utilize the technologies. Additionally, off hours support should be available.

CURRENT CONDITIONS

Current Agenda Preparation and Creation Overview

Currently, agenda packets are prepared in electronic form using Granicus product solutions for all City Council meetings. The City Clerk's Office prepares and publishes the Council Agenda Packet consisting of the agenda, staff reports, and associated attachments. The agenda packet includes a cover page for each item, followed by the relevant attachments. Public notices of all meetings and hearings are published in accordance with the Open Meetings Act. A workflow chart of the current agenda preparation process can be found in Attachment Document 1.

Video Streaming

The City's existing provider offers live HD streaming and archived HD streaming of video from Hyattsville's government access channel, 12 (Verizon) and 71 (Comcast). This technology allows anyone with a high-speed internet connection to view Hyattsville City Council meetings and all HCTV programming on their computer. In addition to live streaming of the channel through a video player window, this service also archives meeting videos.

For additional convenience, the video player window includes the meeting agenda for City Council meetings with direct links to access discussion on specific agenda items within the archived meeting. Site visitors can also use an agenda keyword to search for the issue they are interested in watching. Archived meetings are generally available for viewing the morning after the meeting takes place.

Website Integration Overview

The City's website is found at www.hyattsville.org. It is hosted and supported by CivicPlus. The website was designed to be engaging and convenient. City departments and divisions are continuing to add information and options on the site which will continue to grow and evolve. The City's website serves as a tool for search, retrieval and sharing of information that is of interest to citizens and visitors.

The system must integrate with the City's existing website, with search and browsing capabilities to view and download documents.

The vendor is responsible for verification of all website features and functionality if they will be specifying a system that is dependent on a specific feature of the City's current website environment. The City does not employ a full-time web master. As the City has made a significant investment in the current website technology, any automated agenda management application must integrate with the existing website features and functionality.

DETAILED PROJECT SCOPE AND REQUIREMENTS

Vendor must reply to all features outlined in Appendix Document 4 with an appropriate response indicating whether your applications support (Y) or does not support (N) the desired feature or other responses as indicated.



PART 4 - MISCELLANEOUS REQUIRED CONTRACT PROVISIONS

CITY'S RESPONSIBILITY

The City shall provide information regarding its requirements, including related budgetary information. However, the vendor shall notify the City in writing of any information or requirements provided by the City, which the vendor believes to be inappropriate.

COOPERATION

The vendor agrees to perform its services under this Contract in such manner and at such times so that City and/or any vendor who has work to perform, or contracts to execute, can do so without unreasonable delay. Vendor further agrees to coordinate its work under this Agreement with any and all other contractors deemed necessary by the City.

TERMINATION

This Agreement may be terminated by the City at the City's convenience upon not less than thirty (30) days written notice to the vendor.

In the event of termination, which is not the fault of vendor, the City shall pay to vendor the compensation properly due for services properly performed or goods properly delivered prior to the effective date of the termination and for reasonable reimbursable expenses properly incurred prior to the termination. No damages or expenses for lost profit, overhead or discontinuation of contract will be payable by the City.

In the event the vendor, through any cause fails to perform any of the terms, covenants, or provisions of this Agreement on his part to be performed, or if vendor for any cause, fails to make progress in work hereunder in a reasonable manner, or if the conduct of vendor impairs or prejudices the interest of the City, or if vendor violates any of the terms, covenants, or provisions of this Agreement, the City shall have the right to terminate this Agreement for cause by giving notice in writing of the termination and date of such termination to vendor. The City shall have the sole

discretion to permit the vendor to remedy the cause of the contemplated termination without waiving the City's right to terminate the Agreement.

In the event of termination, the vendor shall fully cooperate with the City for a transition that will not adversely impact the City, its website or the services provided by the City, including the services provided under this agreement. Vendor shall provide the City will all stored data deemed by the City as necessary to continue to provide services, all at no cost to the City. This provision will survive the termination of any agreement between vendor and City. The City shall not be liable for any damages, overhead costs or equitable adjustments in the event of any termination.

APPLICABLE LAW

The laws of the State of Maryland, excluding conflicts of law rules, shall govern this Agreement as if this Agreement were made and performed entirely within the State of Maryland. Any suit to enforce the terms hereof or for damages or other relief as a consequence of the breach or alleged breach hereof shall be brought exclusively in the courts of the State of Maryland in Prince George's County, and the parties expressly consent to the jurisdiction thereof and waive any right which they have or may have to bring such elsewhere.

SUCCESSORS AND ASSIGNS

The parties each binds itself, its partners, successors, assigns and legal representatives to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer his interest, including but not limited to the proceeds thereof, in this Agreement, without the written consent of the other party.

CERTIFICATIONS OF VENDOR

The vendor and the individual executing this Agreement on the vendor's behalf warrants it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for it, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement.

SET-OFF

In the event that the vendor shall owe an obligation of any type whatsoever to the City at any time during the term hereof, or after the termination of the relationship created hereunder, the City shall have the right to offset any amount so owed the vendor against any compensation due to the vendor for the provision of Construction, Goods or Services covered by the terms of this Agreement.

MISCELLANEOUS

This Agreement is subject to audit by the City, and the vendor agrees to make all of its records relating to the goods or services provided to the City available to the City upon request and to maintain those records for six (6) years following the date of substantial completion of this Agreement; or a longer period, if reasonably requested by the City.

If any term or provision of this Agreement shall be held invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall be enforced to the fullest extent permitted by law.

The person executing this Agreement on behalf of the vendor hereby covenants, represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of the vendor.

All representations, warranties, covenants, conditions and agreements contained herein which either are expressed as surviving the expiration and termination of this Agreement or, by their nature, are to be performed or observed, in whole or in part, after the termination or expiration of this Agreement shall survive the termination or expiration of this Agreement. This Agreement is entered into as of the day and year first written above. This Agreement represents the entire agreement between the parties.



PART 5 - ATTACHMENT DOCUMENTS

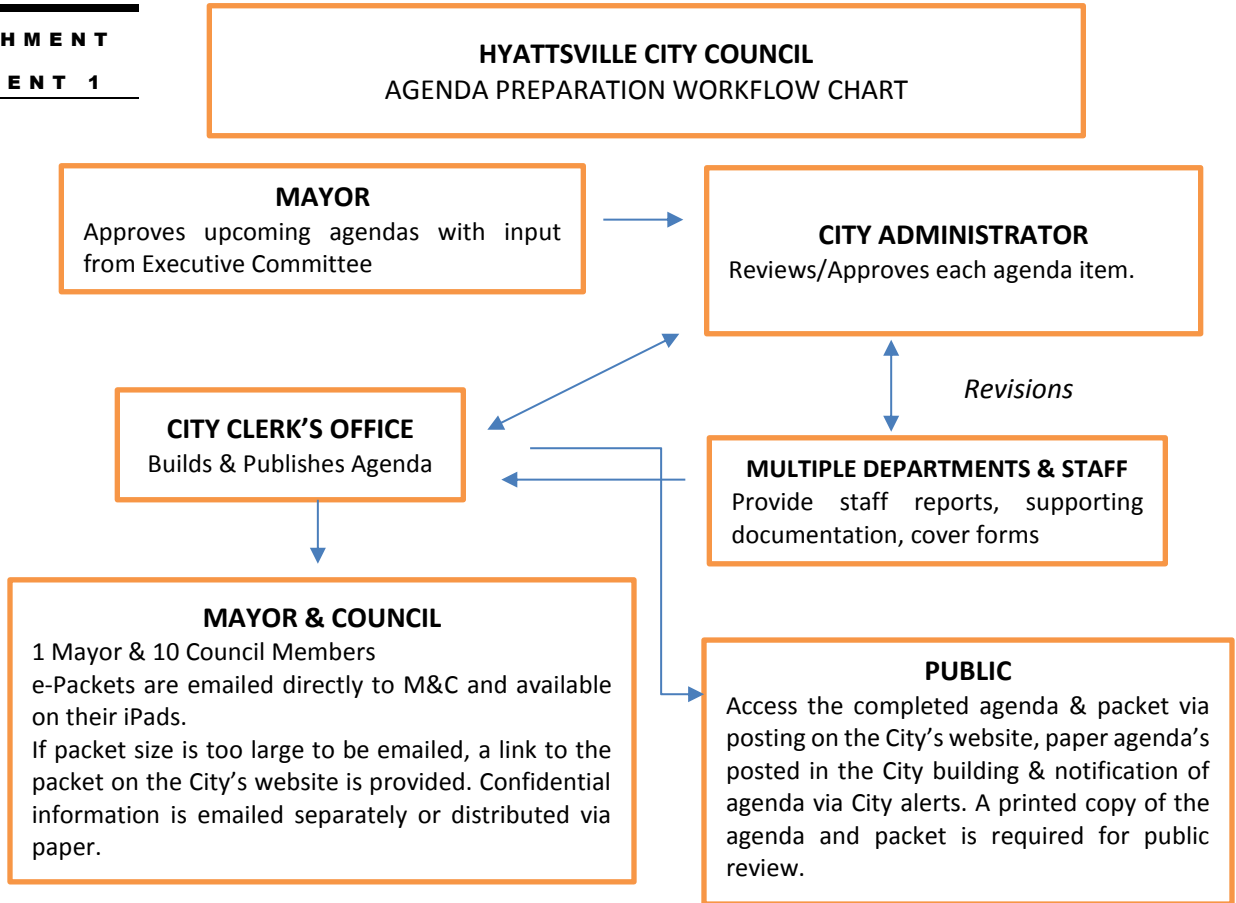
The following documents are attachments to this RFP including forms that should be utilized for the submission of your proposal:

ATTACHMENT 1: CITY OF HYATTSVILLE CURRENT AGENDA WORKFLOW CHART

ATTACHMENT 2: PROJECT REQUIREMENTS

ATTACHMENT 3: PROPOSAL CHECKLIST

ATTACHMENT 4: TECHNICAL RFP FORMS



Building Agenda

- Memos & Supporting Doc’s for agenda items are submitted by Departments in agenda system into customized approval workflows. Items are assigned a legislative tracking number and agenda cover sheet automatically.
- Items are able to be moved to/from agendas and assigned to different sections of the agenda.
- Clerk’s Office orders agenda items into various sections on the agenda.
- City Administrator reviews draft/final versions of agendas & packets.

Publishing Agenda

- Clerk’s Office emails copy of e-packet to Council & Dept Heads.
- Packet is published automatically onto Mayor/Council iPads.
- Link to agenda is sent to City email/text subscribers and is posted on the City’s website.
- Residents may sign up online for public comment or comment electronically on agenda items.
- Printed copies of agendas are posted in City building. One printed copy of packet is available to the public in Council chambers, 2 printed reference copies are available for staff.

Meeting Management

- Clerk’s Office manages video streaming during meeting, including time stamping and electronic voting process.
- Mayor and Council can view agenda materials and vote electronically using iPads.

Post Meeting Process

- Video is automatically uploaded and published to the City’s website. Video may be trimmed.
- Summary and Minutes are created from Clerk’s notes & video, approved minutes posted on the City’s website.

FUNCTIONALITY MATRIX

PLEASE INDICATE YOUR SOLUTIONS ABILITY TO MEET THE FUNCTIONAL AND TECHNICAL REQUIREMENTS LISTED BELOW. VALID RESPONSES ARE:	
Yes	Meets the requirement
No	Does not meet the requirement
Custom	May be modified to meet the requirement

AGENDA PREPARATION	Yes	No	Custom
Uses City branded templates			
Support for multiple meetings			
Support for multiple meeting types			
Customizable agenda templates <i>List max # if applicable</i>			
Allows attachments and supporting documents for agenda items			
Create an agenda item coversheet to include information such as background, next steps, fiscal impact, goal alignment, etc.			
Automatically adds page numbers to the entire packet document			
Supports in-system versioning for attachments			
Maintain audit trail of changes to items			
Customizable email notifications for approvers			
Ability to create separate agenda and packet documents			
Ability to email agenda items/item packets			
Calendar & Scheduling Function for entering dates, times of meetings based on user rights, ability to schedule meetings at least one year in advance			
System has a document “check out/in”, “lock” functionality			
Allow for use of a legislative agenda item numbering system for tracking			
Automatically renumbers agenda items when editing			

Provide an easily visible status of where a particular agenda item is at any time			
Move & Copy agenda items from one meeting to another			
Agenda has live links to attachments			
WORKFLOW APPROVALS			
Agenda preparation follows a client defined workflow			
Agenda preparation allows for future redesigns of workflow			
Provides automated workflow processes with document approvals, customizable by document and meeting type			
Provides sequential and concurrent workflow tasks			
Provides forward and backward workflow to facilitate approvals, rejections, requests for clarifications and revisions			
Allows web-based work flow to be completed from tablet or desktop			
Provide ability to change documents during workflow process with notifications to previous approvers or creators about changes			
Provide audit trail for logging/tracking content changes and workflow history			
Allow for reminder notifications to workflow approvers			
Provide options to expedite approvals for pending items when agenda needs to be finalized			
Ability to add comments to agenda items for submitter/approvers			
Ability to add a cutoff date and time for submission of agenda items			
Agenda can be edited at any point in the workflow			
PACKET CREATION AND POSTING			
Automatic integration with the City's website			
Ability to print copies of agenda and packet (including all attachments)			
Agenda / Packet can be edited after publication			

Ability to publish a separate agenda with confidential documents and send it to a specific group			
iPad/Android/Windows tablet integration			
Automatically push finalized agendas/packets to staff, Council and public			
Opportunity for delayed public posting of agenda			
Agenda annotation to allow Council and Staff to make private notes and annotations on agenda items			
Agenda collaboration: share notes on agenda items with staff/council			
Public may comment electronically on items			
Staff are notified when electronic comments are received			
COUNCIL MEETNG SUPPORT			
Client defined template			
Template can change as necessary			
Ability to take roll call			
Ability to note any late arrivals or early departures			
Ability to record motions and log mover and seconder			
Ability to add items while meeting is in progress			
Minutes taker has a spell check feature			
Integration with City website			
Ability to create a post meeting agenda summary document with meeting actions, votes recorded, and attendance			
Post meeting capability for tracking follow up items, to-do lists			
Minutes and/or Summaries published as a PDF file			
Ability to add an electronic signature to minutes document			
Ability to add an approval date to meeting minutes			

Supports electronic voting			
Electronic voting is compatible with touch screen			
Request to speak function controlled by meeting chair			
Customizable countdown timer function for speakers			
Supports online and/or on-site public speaker sign up			
Provides automated speaker registration and name display			
Capable of electronic voting on tablets, smart phones, or laptops			
Allows the start of vote on an agenda item (moved/seconded) for Councilmembers			
Tracks, tabulates, and displays live voting results			
Allows consent agenda items to be voted together, or one or more items can be removed and voted on separately			
Displays agenda items on touchscreen devices when they are called			
Registers votes via touchscreen to a central control monitored by Clerks			
Displays tabulated votes on audience monitors and broadcast			
Automatically generates a report indicating post-meeting action items for a particular individual/department and automatically deliver notice to relevant contact(s)			
VIDEO STREAMING			
Allows for HD Streaming of Live Broadcast			
Video on Demand streaming of archived meetings			
Provide tools for stamping and bookmarking/indexing video during sessions			
Provide the ability to post indexed video immediately after session completion			
Post meeting video review and trim, allow for updates to timestamping			
REPORTS AND QUERIES			

Provide for searching of Agenda items via key words			
Ability to OCR documents in order to allow search of text within document			
Creates staff reports in addition to agendas/packets			
Provides historical tracking and reporting			
Supports differing packets (staff, Council, public)			
Sort/filter views by user, department, or meeting body			
BOARDS AND COMMISSIONS SUPPORT			
Maintains records of appointments to boards/commissions, integrates with website to allow for online applications to boards. Publishes list of members and information on boards on website			
Provides board/commission reporting: list of appointees, application tracking			
TECHNICAL REQUIREMENTS			
Secure log-in available with customizable user rights			
A centralized administrator function will full user rights			
Hosted solution			
Number of end users or site licenses (please provide #):			
List the browsers that your solution supports:			
List file formats supported (Word, PDF, Excel, GIS, PowerPoint)			
Describe the record retention schedule for documents in your system			
Provides mobile access via iPads, iPhones, Android phones, Windows tablets for agenda review and approval, and use during meetings			
Describe any integration your system offers with an ERP or document management solution			
SUPPORT			
Provides conversion and migration of legacy data			

Vendor provides end-user and system administrator training			
Provides live technical support, software maintenance, available during normal City working hours, as well as after-hours support			
Provides end-user documentation			
Provides system administrator documentation			

PROPOSAL CHECKLIST

This proposal checklist is a summary of the forms and materials required as part of your proposal. You are urged to thoroughly read the entire RFP. You must complete the checklist to ensure compliance with the submission requirements. This completed form must be included in the sealed proposal envelope or as an email attachment to your emailed proposal.

Place a check mark next to each qualification when completed.

	Technical Proposals must be in a sealed envelope or box clearly marked "Agenda Preparation & Meetings Management" on the outside of the envelope or box in order to be considered responsive. <i>There should be five (5) copies of the printed technical proposal.</i>
	Cost proposals must be in a sealed separate envelope, marked "Cost Proposal, Agenda Preparation & Meetings Management".
	Respondents must provide a minimum of three references.
	Respondents must acknowledge the insurance requirements detailed in Section 2.
	All proposers must include authorization to sign on behalf of the company, partnership or limited liability company.
	Completed Attachment Document #2
	Completed Attachment Document #4

Completion of this checklist does not guarantee responsiveness. It is provided only as a courtesy to prospective vendors.

Company

Date

Signature & Title

Printed Name

TECHNICAL PROPOSAL RFP FORMS

Proposals must adhere to the format of these bid forms and content of this RFP. Proposals will not be evaluated unless all parts of the RFP form are submitted in a

complete package. The information set forth is the minimum required in order to qualify for consideration.

Firm Name

Address

City, State, Zip

Telephone

Date

BID FORM PRICE AUTHORIZATION

By signing this RFP form, such action certifies that the vendor has personal knowledge of the following:

That said the vendor has examined the RFP and specifications, carefully prepared the RFP form, and has checked the same in detail before submitting said proposal; and that said vendor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.

That all of said work will be performed at the vendor's own proper cost and expense. The vendor will furnish all necessary materials, labor, in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable vendor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Technical Proposal for the services of:

Project Name

Name of Vendor

Authorized Signature

Name & Title of Signatory

Type of Organization: Corporation,
Partnership, Proprietorship
SEAL:
(if corporation)

VENDOR QUALIFICATIONS:

In order to qualify for the work detailed in this RFP, vendors must submit all information requested in the following pages.

INSURANCE REQUIREMENTS

Submit a certificate of Insurance from your insurance agent or insurance company that evidences your company's ability to obtain minimum insurance requirements as stated in Article XIV of the City Contract.

SUMMARY OF EXPERIENCE (PRINT)

Company Name: _____

Main Office Location: _____

Name of Owner: _____

Name of Project
Manager/Point of
Contact: _____

Phone #: _____

FAX#

Email _____

Year Company founded: _____

Total Number of Current Municipal/Government Clients: _____

Yes No Has the owner operated a business under another name? If so list previous name:

Yes No Have you ever defaulted on a project? if so please explain:

Yes No Is the firm in 'good standing' with the State of Maryland, including the Department of Assessment & Taxation?

List industry associations that this firm is a member:

List other services you provide:

List industry awards:

Please provide responses to the following questions:

1. What are the primary benefits of your solution?
2. How have you made sure your product is advancing? Describe improvements over time.
3. What are the primary restrictions of your technology?
4. How will the implementation of your solution impact the City Council of Hyattsville and staff? Please include impact on workloads and any efficiencies gained through the use of your solution.

SEALED DOLLAR BID FORM

Proposals must adhere to the format of these RFP forms and content of this RFP. Proposals will not be evaluated unless all parts of the RFP form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

The completed proposal is required to be included in the Sealed Dollar Cost Section of your proposal. Failure to complete and include this sheet will result in automatic disqualification of your proposal.

Firm: _____

Federal Tax ID#: _____

Services	Proposed Cost
One-Time Implementation Fees	\$ _____
One-Time Customization Fees:	\$ _____
Training Fees:	\$ _____
Annual Fees/Monthly Fee (specify which):	\$ _____
Total Maximum Lump-Sum Cost Proposal:	\$ _____

Our firm certifies that the Total Maximum Lump-Sum includes all work articulated in the scope of work within Request for Proposal ADM080118 and as reaffirmed in our Technical Proposal.

Initial: _____

The City of Hyattsville may request additional services outside the scope of this proposal. The selected firm must be available to perform these additional services at the same rates detailed in the schedule of fees and expenses included in the sealed dollar cost proposal.

Rates for Additional Services

REFERENCES

Complete and submit the following for three (3) projects of similar complexity as the project specified. (duplicate the form as required)

Name of Project: _____

Address of Project: _____

Management Company: _____

Contact Person: _____

Telephone Number: _____

Email:

Total Contract Amount: _____

Description of Work:

Other Remarks: