City of Bethel Action Memorandum

Action memorandum No.	18-64		
Date action introduced:	September 25, 2018	Introduced by:	Council Member Williams
Date action taken:	October 9, 2018	X Approved	▦ Denied
Confirmed by:	*KM*		

SUBJECT/ACTION: Approving Administration to negotiate and enter into a contract for an Agenda Management and Packet Solutions with Proposer A.

Attachment(s): Draft Contract

Amount of fiscal impact		Account information:
$3,848	Funds are budgeted.	10-52-669

The City Clerks' Office is responsible for compiling, generating, distributing and archiving agendas, packets, and meeting minutes for the City Council. After the funding in the FY 2019 budget for computers ($21,000) and electronic packet/agenda management ($5,00) the Office began researching options necessary in making the process for the City Clerk's office more streamline while also making the accessibility of documents, current and historic, easier for Council and the public.

Following the evaluation of the need, a Request for Proposal was released with the following criteria for the proposed solution:

	MUST HAVE
1.	Compatibility with multiple devices, including but not limited to, PCs, Mac products, virtual desktops, iPads, tablets, laptops and smartphones.
2.	Ability for Admin user to manage meetings types, agenda due dates, workflows, user rights, meeting agenda design and templates.
3.	Ability to add document/materials to the agendas and to create a meeting packet that can be customized and amended after the meeting. This includes group rights to confidential packet material.
4.	Document integration in various formats, including, but not limited to, Microsoft Access, Excel, Word, PDF and JPEG.
5.	Spellcheck and grammar check.
6.	Word searchable agenda and packet.
7.	Ability for the Administrator to work on multiple meetings at one time.
8.	Ability to archive meeting packets as PDF.
9.	Ability to add annotations to the meeting packets.
10.	Ongoing maintenance and operational support.
11.	Vendor-provided start up distance training to administrator and end-users.
12.	Minimal downtime with pre-notification of upgrades; system updates must be scheduled in advance.
13.	Easy to understand user guides for both administrators and end users.

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	NICE TO HAVE	
1.	Meeting minutes component that can automate or simply the minutes' preparation process.
2.	Ability to retain notes made by users; ability to purge notes by administrators.
3.	One document packet printing with optional page numbering.
4.	Ability to email agenda/packet by link or Adobe.
5.	Integration with Google email/calendar for meeting request management.
6.	Ability to notify participants of upcoming meetings by email and/or calendar invite.
7.	Unlimited agenda and packet size, unlimited attachment size, unrestricted file types and file compression.
8.	Ease of drag, drop, copy, move items based on user rights.
9.	Attendance Tracking.
10.	Touch ID Ability for Tablets

Upon review of the six proposals received, one was determined none responsive leaving five for full review and scoring. The review team was made up of the IT Director, City Clerk, City Clerk's Assistant and Council Member Williams to ensure every element and aspect of the solution would be carefully considered. After individual evaluations then a collaborative evaluation with the group, the following scores were applied:

Proposer A	84.25
Proposer B	65.5
Proposer C	51.25
Proposer D	68.5
Proposer E	37

Proposer A, with the proposed cost of $3,848 for the first three years and $3,573 for the fourth year and beyond the contractor falls well within the Council's $5,000 budget. This pricing include the Agenda Management System, Upgrades hosting, maintenance and support, up to seven committee/commissions, Agenda Management, Meeting Minutes, Public Portal, Board Portal.

Following the approval of this AM, the City Clerk's Office will initiate the purchase of the seven surface pros presented to the Council during the budget review and present to the Council a policy for the City's issuance of electronic devices at the next meeting.