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## Board of Commissioners Dade County, Georgia

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### REQUEST FOR PROPOSALS

Dade County Commission requests proposals for an agenda management & audio video presentation system... The manufacturer's printed literature shall be submitted with the RFP. A specification sheet for the agenda management & AV presentation system may be obtained from the following website, <http://www.dadecounty-ga.gov/bidops.cfm>, or the Dade County Board of Commissioners office during normal business hours located in the Administrative Building, Dade County, Georgia. Request for proposals will be accepted through November 20, 2015 ending at 10:00 a.m. inside the County Commission office, 71 Case Avenue, Trenton, Georgia. The RFP may be mailed to Dade County Commission, Attention: AGENDA-RFP, P.O. Box 613, Trenton, GA 30752-0613. Inquires regarding this proposal may be directed to Mr. Don Townsend at 706-657-4625.

# Agenda Management & AV Presentation System

The following is a list of minimum specifications/requirements for the system:

1. Integration with Microsoft Office products
2. Compatibility with various Tablets, Mobile Phones and PC's and associated operating systems
3. Ability to lock users (other than configured users) from making changes to an item once item is placed on agenda.
4. Fully customized workflow by request type
  - a. Please note any restrictions on request types; associated workflows or form templates
5. Ability to notify the Board of Commissioners via email when a change has been made in a submitted item.
6. Unlimited characters for submitter in reports or recommendation fields on request templates
7. Ability to restrict new agenda items request beyond a specific deadline date. Typically these deadline dates are established to complete agenda request management process and generate formal agenda for distribution.
8. Track changes to an item, and show who makes those changes in item historical log
  - a. Please note any historical log retention restrictions or limitations
9. Automatically generate workflow based on item type submitted. Workflow will always be by request type and the submitter should not have the ability to choose custom routing.
  - a. Workflow should at a minimum include email notification to workflow participants/approvers.
  - b. Email notification should include a link to allow users to easily access the specific task which generated the workflow notification.
  - c. Integration with Microsoft Outlook should be noted
10. Ability to approve/review workflow requests (as well as simple agenda and items review) from anywhere at any time and should not be restricted to being on the County network or "in the office". This ability to approve/review items should at a minimum include being able to engage the system for these tasks using a tablet/mobile phone. System must be mobile friendly.
11. All agenda templates should be customizable and modifiable by system administrators.
12. PDF Printer functionality to convert documents to searchable Adobe PDF documents.
13. Extremely large or unlimited file size for attachments.
14. Ability to utilize/incorporate graphs, tables, etc. (Microsoft Office Integration)
15. Ability to Tag documents that become available after the posting of the Agenda
16. Capability of Commissioner notes by item and retained indefinitely by item and user.
17. Web publishing of Agenda and included backup agenda items such as contracts, and other ancillary agenda item documents.
18. Ability to pull an item from a previous meeting and easily insert into a future meeting agenda.
19. Ability for internet viewers to rewind video stream while meeting is in progress
20. Creates a minute order once meeting and minutes are finalized.
21. Able to add a QR Code for web access to the agenda

22. Send an automated reminder to approvers that there are agenda items in their queue to be approved
23. Ability to search past agenda items and bring everything forward to the proper selected date.
24. Drag and drop items into minutes, such as external documents, during meeting if necessary
25. Keep agenda items in place during the meeting even when an item is taken out of order.
26. Ability of submitters to access previously submitted items so as to allow for like item submissions to be duplicated. This would typically occur on annual request items.
27. Generate two types of agendas, one for public and one for commissioners with all the attachments and automatically send those to the proper role based distribution list.
28. User-friendly search/track capabilities of archived and previous meeting content items.
29. Vendor should propose a method to extract all video/agenda archives from existing vendor and have the ability to host virtually unlimited archived meetings with both documentation and AV presentations/streams.
30. Additional feature ability for possible inclusion in the future (i.e. Boards and Commissions)
31. Seamless indexing of meeting minutes to audio visual presentation.
32. Near immediate publishing of meeting audio visual presentation upon meeting conclusion
33. Viewership statistical information such as number of viewers and location of viewers. Trend reports using this data would also be helpful; please indicate if the proposed solution has viewership reporting capabilities.
34. Solution must include migration of all historical records (audio/video/agendas/minutes) from existing hosting company. Any restrictions or impediments must be clearly identified.
35. A comprehensive description of all modifiable fields and templates. Complete information on hosted systems backup and contracted availability parameters.
36. A thorough project implementation plan with post implementation support documentation and technical support access information.
37. General terms and conditions for submitting request for proposal to Dade County, Georgia must be adhered to fully. (see separate attachment)

## GENERAL TERMS AND CONDITIONS FOR SUBMITTING REQUEST FOR PROPOSAL TO DADE COUNTY, GEORGIA

1. Awards shall be made on the proposal that best meets the needs of Dade County, Georgia (hereafter referred to as "**County**") for specifications, cost and compatibility.
2. The County reserves the right to accept or reject any or all bids. The right is also reserved to waive any minor irregularities in this bid, and to award the bid to the bidder whose offer is most advantageous to the County from the standpoint of suitability to purpose, quality of service, previous experience and price, and to accept the bid that is in the best interests of the County.
3. Minimum specifications are designed as a requirement of the bid. Minimum specifications are outlined to provide for a particular need or use by the County, and are not meant to eliminate any particular vendor. If a particular minimum specification is unable to be met by the vendor, then the bidder, prior to the opening of the bid, shall contact the Dade County Clerk in writing to determine if a particular specification may be altered or accepted.
4. The bidder hereby declares that all statements and representations made in the bid proposal are true and correct, and are made under the penalty of perjury under the laws of the State of Georgia.
5. Insurance coverage for proposed services shall include general liability and workers' compensation, which shall include automobile liability insurance in a combined single limit of not less than \$1 million dollars, unless specified otherwise in the specifications.
6. The selected firm shall provide, within 10 days after the notice of award is issued, a copy of their existing liability insurance certificate naming Dade County, Georgia and its officers and employees as an additionally named insured on said policies. Such insurance coverage shall be maintained in full force and effect for the duration of the Contract and must be in a form satisfactory to the County.
7. The vendor will provide references, including current clients.
8. The vendor will be asked to sign an agreement that substantially includes all of the specifications in this proposal.
9. For additional information concerning technology specifications, contact Daniel Jones, Information Technology, at [djones@dadecounty-ga.gov](mailto:djones@dadecounty-ga.gov)

10. Pursuant to O.C.G.A. § 36-60-13 - Multiyear lease, purchase, or lease purchase contracts - each county or municipality in this state shall be authorized to enter into multiyear lease, purchase, or lease purchase contracts of all kinds for the acquisition of goods, materials, real and personal property, services, and supplies, provided that any such contract shall contain provisions for the following:
- a. The contract shall terminate absolutely and without further obligation on the part of the county or municipality at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed as provided in this Code section;
  - b. The contract may provide for automatic renewal unless positive action is taken by the county or municipality to terminate such contract, and the nature of such action shall be determined by the county or municipality and specified in the contract;
  - c. The contract shall state the total obligation of the county or municipality for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and
  - d. The contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the vendor until fully paid for by the county or municipality.
11. Provider acknowledges and agrees to comply with the requirements of O.C.G.A. § 13-10-90 and 13-10-91. Provider further agrees to use the federal work authorization program commonly known as E-Verify or any subsequent replacement program, throughout the term of this agreement, and that the Provider will execute the Contractor Affidavit adopted by the State of Georgia and other such affidavits or other documents as may reasonably be required to comply with the terms of this statute.

*For general bid information, contact Don Townsend, County Clerk, Dade County Board of Commissioners at (706) 657-4625.*