ADDENDUM NO. 1

Date:	June 1, 2021	Bid Date:	June 9, 2021
			at 3:00 P.M. (Local Time)

Bid Name RFP for Agenda and Meeting Management System   Bid No.: CCLK-210044-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the mandatory pre-bid conference held on May 26, 2021.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), June 2, 2021. Questions may be submitted as follows:

   Email: sowersma@cityofgainesville.org
   And
   holderds@cityofgainesville.org

2. Please find attached:

   a. Copy of the blackout period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters).

3. Diane Holder, Procurement Division, discussed bid requirements.

   a. This is a non-mandatory pre-bid meeting.
   b. Send questions in writing to Diane Holder or Melanie Sowers via email or fax.
      i. All communication through Diane Holder or Melanie Sowers only. Do not communicate with other City staff.
   c. Discussed bid due date, time and delivery location.
      i. All submittals must be entered in DemandStar.com by 3:00 p.m. on June 9. 2021 – DemandStar is programmed to reject any bids that are entered after that time. DemandStar is a free tool for vendors to submit bids. DemandStar will automatically close the solicitation at the specified date and time, and the City will not accept any late proposals, regardless of the format presented.
   d. Discussed Living Wage, Local Preference – identified pages where there is information.

4. Marie Kessler, City Clerk's Office, provided an overview of the intent of the solicitation.

5. Scott Sheridan, IT Supervisor, discussed the technical side of the project.

   a. For a little bit of clarification on the integration, there are two efforts going on right now with City of Gainesville. One of them is with CRM (Customer Relationship Management) and that

solution is being delivered through Rock Solid which has a background with Microsoft Dynamics. The other solution that is coming around is for the main City of Gainesville.org website and that is with Open Cities. The expected go live is December, 2021. So, if there are questions about integrations those are the primary platforms we would be looking for. Both of those are also vendor hosted cloud systems. Nothing that we are doing on premise.

6.   Raul Merlo, Broadcast engineering, discussed the video applications.

Question: How much content to migrate?
Answer: Our video archives go back to 2006. I've been here 8 ½ years. In the last couple of years the number of meetings that we are having and are recording have almost doubled. I would estimate at least 50 hours of recorded meetings per month.

Some of the abilities that Marie already mentioned, and then we would like a streaming video player that is embeddable on our website. Should be an HTML file player that doesn't require plug in and flash. The ability to migrate current archives. To be honest I don't know that we need to migrate 15 year old meetings, but I'm not an expert on our record retention requirements. There is a certain amount, good bit of video content. We did go HD last year, before that it was standard def. So the files now are a lot, much larger. We would definitely like the player and recordings to be high def, it doesn't really matter if it is 1080p or 720p.

We do need the ability to show the live captions (we do live caption for all of our meetings) in the player. We currently have the ability to search the captions for jump points in the video which is very helpful when you are trying to find something. So I think that would be a nice feature to be able to have in whatever system we use.

The other thing, sometimes we do have issues with recordings and we have the ability to swap the videos with a new version of the video (we have a TV station, a government channel, so we are able to have another copy of the recording). Swap it out and keep the captions, keep the jump points, keep the time stamps that have already been there. So that is a function that is essential, because occasionally things do go wrong with recordings. And some of our meetings last 10 hours. The person on Marie's staff who has to time stamp has had to go back a few times and redo that. So I think that is something that would be necessary.

We currently have, it's not a requirement, of both local and cloud based storage. The local storage from this vendor is a local server that is designed to accelerate the stream to local users on our City network. The other is cloud based is for the general public. Typically the local version is more quickly available. That would be nice to have, but we occasionally have issues with that. That's all for the video side of things.

The following are answers/clarifications to questions received at the non-mandatory pre-bid conference:

7. Question: I noticed in your requirements there is no prioritization. So it is very difficult from the RFP to tell is a must have, is this a nice to have, is this a highly desirable. There is no real way to prioritize those. That makes it difficult for me to make a bid/no bid decision. You could have something in there that's not really particular important to you, but we can't rate it. It may be something that we don't do or whatever. That would be useful if possible.

    Answer: Any of the specifications listed under the minimum requirements, those are our highly, highly prioritized. Really, we can't imagine implementing a system that doesn't include those just because we found them to be really critical pieces. I do want to highlight, Raul mentioned about migration. We are looking for a vendor who will be able to and can demonstrate that they have experience migrating legislative files out of an existing system into their product. Simply because the City has such a deep legislative history and we can't really conceive starting fresh and moving forward without that. So that is something I didn't highlight earlier. Beyond anything that is listed as a minimum requirement that we really view as critical, everything else listed under general requirements they are all functionalities or features that we very much would like to have. I would say anecdotally some of these are in my experience just going to be standard in any agenda management system but if we haven't flagged it as being one of those minimum requirements we are essentially just going weigh the proposals that come in recognizing that likely no one vendor is not going provide or meet every single one of those specifications.

8. Question: Clarification – Just an implicit question which I didn't realize until this meeting today. The integration into the CRM system. Rock Solid recently procured a meeting management platform. Does that not give them an inside edge on this because I don't know that it integrates yet but it probably will eventually. I'm curious about just the almost implied, because you have an existing technical suite that recently bought a meeting management platform. I'm a little concerned if that makes this a No Bid for us.

    City: Do you know which meeting management solution they acquired? One of the things we can do is check with City of Gainesville Strategic Initiatives to find out if that is something within the scope of their contract capabilities then we can give an answer if that is something that is available.

    Vendor: I'm sure Michelle Cooper would willing talk to that. It is PrimeGov.

    City: PrimeGov OK. I don't have the information myself but I can definitely relay that back as a question to staff then we can put out as an official answer.

    Vendor: If there is a technological solution that you already have simply by a change order to a contract it's probably less desirable for other vendors better or not to bid.

    City: It may be possible to add the solution by change order, but the City has not evaluated the solution for its capability in meeting the City's requirements. The City decided to issue this RFP to evaluate competitive proposals for the various functionalities and integrations we're seeking.

9. Question: Are you multi-streaming to any other media, Facebook Live, cable, Granicus Access, anywhere else?

    Answer: We do Facebook live stream and we do have a cable channel but those are completely independent of the device. We do have a hardware quote coder from our card vendor that we use strictly for the Granicus stream and archiving purposes, but the equipment that we are using for

Facebook Live and tv is completely independent and we can feed any source into the hardware coder. Sometimes we share the channel with the County, sometimes they are on the air, our web player is typically just showing the channel. But if the county is having a meeting and they are on the air and we have a meeting at the same time we switch the source and we do that with our own routing capabilities and equipment. So the encoder is just streaming to one destination.

10. Question: Do you mind if I ask a follow up question to that one. I take it because you are using Granicus and I understand that fits you quite well, that your preference is not to use You Tube as your primary repository, but to have your own repository and then if you use Facebook or You Tube that could be a secondary storage repository for you. Is that a correct interpretation?

   Answer: We don't use any other archiving method.

11. Question So you want your own repository? End of story. That's it.

   Answer: Correct, we do keep our Facebook live meetings, but we don't consider those official public records. We make DVDs just as a backup. We do record for TV playback but those are not an archive. We have to clear the server every once in a while. The vendor will provide the entire archive capability.

   Vendor: That shows wisdom. That is the correct way to do it.

12. Question: Do you have the number of users. I don't recall seeing it. Just an estimate will be good.

   Answer: I don't know that we have the number of users. I don't believe we mentioned the number in the RFP. I don't know how many staff currently are users in our system. That is something we could actually get a pretty good estimate on and provide that.

   The City's current agenda management system includes 409 total users, 246 active users.

13. Question: You mentioned that board management is required. How many boards in total are you needing to manage?

   Answer: About 25. The reason I don't want to say that is a hard number, because there are a few boards that are multi-jurisdictional. A Combination of City, County, other regional agencies and so at any given time it actually depends.

14. Question: Would they have separate application processes? Very specific example: You might have an assessment board, anyone who's aware can apply. Then you can have a public health board. There you're looking for someone with public health expertise, a nurse, physician, an epidemiologist, pick your health profession and they might require a separate application process. Is it common or how do you manage that now?

   Answer: I'm not the expert. I can't speak to the details of that. But I believe we do customize our applications to some extent. We are interested as one of the features listed in the general requirements in having the ability to customize the applications.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

CITY OF_____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-424 <u>**Prohibition of lobbying in procurement matters**</u>

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.