

BRAZORIA COUNTY RFP SUMMARY SHEET
RFP# 09-01 ONLINE AGENDA FOR COUNTY CLERKS OFFICE

Open Date	RESPONDENT'S NAME	IMAGETEK, INC.	MCCI, INC.	SIRE TECHNOLOGIES	MANATRON	PROVOX SYSTEMS
MONDAY, DECEMBER 15, 2008	ADDRESS	1400 WASHINGTON AVE.	P.O. BOX 2235	3676 W. CALIFORNIA AVE., UNIT B100	510 E. MILHAM AVE.	P.O. BOX 795064
10:00 a.m. C.S.T.		WACO, TX 76701	TALLAHASSEE, FL 32316	SALT LAKE CITY, UT 84104	PORTAGE, MI 49002-1439	DALLAS, TX 75379
Contract Term:	QUOTED BY:	SHAUNA BROWN	DANNY BARSTOW	CRAIG PETERSON	EARLY STEPHENS	MARKUS VOGT
	CONTACT:	SHAUNA BROWN	DANNY BARSTOW	CRAIG PETERSON	JOHN RICKERBY	MARKUS VOGT
	TELEPHONE NUMBER:	800-588-5574	800-342-2633	901-977-8608	866-471-2900	469-288-2591
	FAX NUMBER:	254-537-0437	850-701-0715	801-977-8775	269-567-2930	417-851-1306

1.0 RECORDS MANAGEMENT						
1.7 DESCRIBE IN DETAIL HOW YOUR COMPANY'S SOFTWARE PROGRAM HANDLES RECORDS MANAGEMENT	IMAGETEK'S RECORDS MANAGEMENT SOFTWARE INCLUDES CAPTURE, STORE, INDEX, SEARCH (BY WORD OR PHRASE IN OCR), RETRIEVAL, DISTRIBUTION, SECURITY, AUTOMATED WORKFLOWS, DOCUMENT MANAGEMENT, MANUAL REDACTION, ABILITY TO STORE IMAGES, COPY, PASTE, EMAIL, AND SCAN. THE CERTIFICATION ACCOMMODATES SEC, FINRA, SARBANES-OXLEY, HIPAA, TEXAS STATE LIBRARY RULES AND TX STATE STATUTES.	LASERFICHE INCORPORATES RECORDS & DOCUMENT MGMT AS WELL AS IMAGING INTO ONE SEAMLESS ENVIRONMENT. ABLE TO MANAGE FUTURE ELECTRONIC RECORDS AS WELL AS CURRENT DOCUMENT; SUPPORTS ANY FILE FORMAT AS LONG AS THE PC HAS THE ABILITY TO PLAY OR LAUNCH THE FILE. AUDIO FILES CAN ALSO BE INCORPORATED INTO RECORDS RETENTION; ABILITY TO TRACK ELECTRONIC RECORDS WITHIN THE SYSTEM AS WELL AS MANAGE THE RETENTION FOR PAPER RECORDS THAT ARE NOT SCANNED; SCREENING RECORDS FOR ELIGIBILITY FOR TRANSFER, ACCESSION OR DESTRUCTIONS, CONFIRMING DESTRUCTION OF ELIGIBLE RECORDS, AND CONFIGURING RETENTION SCHEDULES ARE A STANDARD FEATURE.	THE SIRE SYSTEM INCLUDES A COMPLETE ELECTRONIC DOCUMENT MANAGEMENT SYSTEM, AN ENTERPRISE CONTENT MANAGEMENT SYSTEM AS WELL AS A FULL FUNCTIONING MEETING AGENDA MANAGEMENT SYSTEM. SIRE DOES NOT INTEGRATE WITH OTHER SYSTEMS TO PROVIDE THESE SYSTEMS. SIRE CREATES ALL OF THE SYSTEMS & MODULES SO THAT THEY CAN CUSTOMIZE, PROVIDE SYSTEM UPGRADES AND SUPPORT THE SYSTEMS WITHOUT HAVING TO WAIT FOR A 3RD PARTY DEVELOPER TO COMPLETE THEIR PRODUCTS. THE SYSTEM INCLUDES CAPTURE, STORE, INDEX, SEARCH AND RETRIEVAL, DISTRIBUTION, SECURITY, WORKFLOW, DOCUMENT MANAGEMENT, REDACTION, AND ABILITY TO STORE IMAGES. SIRE SYSTEM IS DEVELOPED W/ MICROSOFT .NET TECHNOLOGY AND IS A CERTIFIED GOLD PARTNER W/ MICROSOFT.	MANATRON'S SOLUTION INCLUDES EACH LISTED FUNCTION. FOR THE CATEGORY OF DOCUMENTS BRAZORIA COUNTY WISHES TO TRACK THE INDEX FIELDS, INDEX LAYOUT, WORKFLOW AND CONFIGURATION OPTIONS ARE CUSTOMER-DEFINED. ONCE THE INITIAL SETUP IS COMPLETE, THE COUNTY IS ABLE TO FILE, SCAN, RETRIEVE, REDACT AND SET THE SECURITY FOR DOCUMENT TYPES OF INDIVIDUAL DOCUMENTS.	PROVOX AGENDA.NET WILL STORE ALL INFO. IN THE MICROSOFT SQL SERVER, INCLUDING THE WORD DOCUMENTS AND ALL THE ATTACHMENTS. DOCUMENTS AND ATTACHMENTS WILL BE STORED IN THE BLOB DATA TYPE. PROVOX PROVIDES DIFFERENT INTEGRATIONS TO EXISTING ARCHIVE AND DOCUMENT MGMT SYSTEMS (LIKE DOCUBASE, PAPERWISE, ETC)	
1.7 (CONTINUATION OF ABOVE) PLEASE INCLUDE IF THE PROGRAM IS ABLE TO						
1.7.1 INTEGRATE RECORDS & DOCUMENT MGMT AND IMAGING IN ONE ENVIRONMENT	SOFTWARE INTEGRATES RECORDS, DOCUMENT MANAGEMENT AND IMAGING IN ONE ENVIRONMENT.	YES	YES	NO RESPONSE	YES	
1.7.2 CREATE RECORDS FROM DOCUMENTS ALREADY UNDER MANAGEMENT	YES	LASERFICHE WILL BE ABLE TO MANAGE FUTURE ELECTRONIC RECORDS AS WELL AS CURRENT DOCUMENTS	YES	NOT AT THIS TIME.	RECORDS WILL BE PREPARED IN THE AGENDA.NET APPLICATION IN FORMS AND INTO WORD	
1.7.3 MANAGE AUDIO AND OTHER ELECTRONIC FILES	YES	LASERFICHE SUPPORTS ANY FILE FORMAT AS LONG AS THE PC HAS THE ABILITY TO PLAY OR LAUNCH THAT FILE. AUDIO FILES CAN ALSO BE INCORPORATED INTO THE RECORDS RETENTION PROCESS.	YES	NOT AT THIS TIME.	DIFFERENT FILE FORMATS CAN BE ATTACHED TO MEETINGS AND AGENDAS	
1.7.4 TRACK CURRENT LOCATIONS OF TRANSFERRED RECORDS	YES	HAS THE ABILITY TO TRACK ELECTRONIC RECORDS WITHIN THE SYSTEM AS WELL AS MANAGE THE RETENTION FOR PAPER RECORDS THAT ARE NOT SCANNED.	YES	YES, IF THIS LOCATION IS AN INDEXING FIELD	THIS FUNCTION WILL BE SUPPORTED BY THE EXISTING OR NEW DOCUMENT MGMT SYSTEM.	
1.7.5 SCREEN RECORDS FOR ELEGIBILITY FOR TRANSFER, ACCESSION OR DESTRUCTION	YES	YES	YES	YES, DEPENDING ON THE INDEX FIELDS INCLUDED AT SETUP.	THIS FUNCTION WILL BE SUPPORTED BY THE EXISTING OR NEW DOCUMENT MGMT SYSTEM.	
1.7.6 CONFIRM DESTRUCTION OF ELIGIBLE RECORDS	YES	YES	YES	NOT AT THIS TIME.	THIS FUNCTION WILL BE SUPPORTED BY THE EXISTING OR NEW DOCUMENT MGMT SYSTEM.	
1.7.7 CONFIGURE RETENTION SCHEDULES	MAY BE CONFIGURED FOR BRAZORIA COUNTY'S RETENTION SCHEDULE	YES	YES	NOT AT THIS TIME.	THIS FUNCTION WILL BE SUPPORTED BY THE EXISTING OR NEW DOCUMENT MGMT SYSTEM.	
1.7.8 LIST HOW MANY NAMES USERS	SOFTWARE LISTS NAMED USERS	PROPOSED 5 NAMED USERS FOR THE COUNTY CLERKS OFFICE TO UTILIZE LASERFICHE RECORDS MGMT.	SIRE IS PROPOSING AN 'UNLIMITED' USER CONCURRENT BANK FOR THE OPERATION OF THE COUNTY COURT SYSTEM. IF OTHER DEPTS COME ON BOARD, SIRE WILL PROPOSE THE NUMBER OF USERS NEEDED TO ACCOMPLISH THE STATED REQUIREMENTS OF THOSE DEPTS.	GRM RECORDER IS SOLD WITH A SITE LICENSE, SUPPORTING UNLIMITED USERS. HOWEVER, THE SYSTEM UTILIZES SOME THIRD PARTY PRODUCTS LICENSED ON A PER-WORKSTATION BASIS. REFER TO ATTACHMENT A FOR PRICING ASSUMPTIONS.	UNLIMITED	

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1.8 LIST SYSTEM REQUIREMENTS THAT WILL BE NEEDED TO IMPLEMENT SOFTWARE		"IMAGETEK'S RECORDS MGMT IS BUILT USING MICROSOFT TECHNOLOGIES USING WINDOWS INTEGRATED ERROR LOGGING AND TRACING. THE SOFTWARE STORES DOCUMENT METADATA IN MICROSOFT SQL SERVER DATABASES WHICH IS USER FURNISHED AND PROVIDED BY BRAZORIA COUNTY. SERVER NEEDS TO BE WINDOWS 2005 AND WORKSTATIONS PREFER 1 GIG RAM OR BETTER. IMAGETEK'S COMMISSIONERS COURT MGMT SOFTWARE DOES NOT REQUIRE PROPRIETARY HARDWARE, WHICH ALLOWS ORGANIZATIONS TO PROCURE HARDWARE THROUGH THEIR PREFERRED VENDORS."	<u>SERVER REQUIREMENTS:</u> WINDOWS SERVER 2003 (SERVICE PACK 1 OR LATER), WINDOWS XP (SERVICE PACK 2 OR LATER), WINDOWS VISTA OR WINDOWS SERVER 2008, 2 GHZ PROFESSOR OR BETTER CPU, 2 GB RAM MEMORY, TCP/IP COMMUNICATIONS. <u>DATABASE MGMT SYSTEM:</u> UNITED SERVER - SUPPORTS MICROSOFT SQL SERVER 2000, MICROSOFT SQL SERVER 2005, ORACLE 9I RELEASE 2, ORACLE 10G AND ORACLE 11G. <u>LASERFICHE TEAM:</u> SUPPORTS MSDE & MICROSOFT SQL SERVER 2005 EXPRESS EDITION. <u>CLIENT REQUIREMENTS:</u> OS - WINDOWS XP PROFESSIONAL, WINDOWS VISTA, WINDOWS 2003 OR WINDOWS SERVER 2008. CPU - 1 GHZ PROCESSOR OR BETTER, MEMORY - 256 MB RAM OR MORE, COMMUNICATIONS - TCP/IP, WEB BROWSER - INTERNET EXPLORER 6.0 OR HIGHER. <u>SCANNING STATION PC:</u> OS - WINDOWS XP PRO., WINDOWS VISTA, WINDOWS 2003, OR WINDOWS SERVER 2008. CPU - 2.4 GHZ OR FASTER, MEMORY - 1 GB RAM OR MORE, COMMUNICATIONS - TCP/IP, WEB BROWSER - INTERNET EXPLORER 6.0 OR HIGHER	<u>SERVER SPECS:</u> PROCESSOR, DUAL INTEL 2.0 GB QUADCORE OR DUAL INTEL 3.0 DUALCORE, 4 GB MEMORY FOR APPLICATION SERVER, 4 GB FOR DATABASE SERVER, STORAGE SPACE FOR DATABASE SERVER MIN OF 300 GB, APPLICATION SERVER - 3 SEPARATE HARD DRIVES (150 GB EACH MIN) CONFIGURED WITH RAID 5 FOR OPERATING SYSTEM, DATA, AND LOG FILES, OR USE LARGER DRIVE CONFIGURED W/ RAID LEVEL 5 REDUNDANCY IF PLANNING TO STORE IMAGES. SIRE ALSO SUPPORTS SAN & NAS STORAGE MEDIA. <u>OPERATING SYSTEM:</u> WINDOWS SERVER 2003 STANDARD EDITION & ONE WINDOWS CLIENTS FOR EACH SIRE CLIENT TO BE INSTALLED. <u>DATABASE APPLICATION:</u> MICROSOFT SQL SERVER 2005 STD EDITION OR ORACLE 10. <u>OTHER REQD SOFTWARE -</u> MICROSOFT OFFICE 2003 & VISIO 2003. <u>EXTERNAL WEB SERVER SPECS:</u> DUAL INTEL 2 GB PROCESSORS; 2-4 GB MEMORY, MIN OF 80 GB STORAGE, WINDOWS SERVER 2003 STD EDITION OPERATING SYSTEM; SOFTWARE - SIRE WEB COMPONENTS AND INTERNET INFO SERVICES W/ ASP.NET & FRONT PAGE EXTENSIONS. <u>CLIENT WORKSTATION REQUIREMENTS:</u> WINDOWS 2000 OR ABOVE OPERATING SYSTEM; PENTIUM II OR HIGHER PROCESSOR PG 30 FOR DIAGRAM	<u>SERVER SPECS:</u> MICROSOFT SQL 2005 DATABASE <u>WORKSTATION SPECS:</u> MICROSOFT WINDOWS, INTERNET EXPLORER 6.0, 1 GHZ INTEL PENTIUM III, 1 GB OF RAM, 17 INCH MONITOR (1024 X 768 RESOLUTION), 80 GB HARD DRIVE, 100 MB ETHERNET CARD, 16X DVD-ROM DRIVE <u>SCANNER SPECS:</u> THE SERVER HARDWARE CONFIGURATION WILL NEED TO BE SIZED BASED ON HOW BROADLY THE COUNTY INTENDS TO USE THE SYSTEM.	AGENDA.NET IS BASED AND DEVELOPED IN MICROSOFT.NET. THE SOFTWARE WILL ONLY NEED TO BE INSTALLED ON 1 SERVER. ALL NECESSARY INFO WILL BE STORED IN A MICROSOFT SQL SERVER DATABASE. THE EXISTING ACTIVE DIRECTORY CAN BE USED FOR THE SECURITY SYSTEM IN AGENDA.NET AND A SINGLE SIGN ON. THE AGENDA SERVER IS RUNNING UNDER THE EXISTING IIS OR APACHE TOMCAT AND WILL DELIVER THE MODULES TO THE CLIENT. SERVER WILL NEED TO BE AT LEAST PENTIUM II. OPERATING SYSTEM TO BE AT LEAST MICROSOFT WINDOWS 2000, 2003 SERVER. MEMORY AT LEAST 2 GB. DATABASE MICROSOFT SQL SERVER 2000, 2005, 2008, OR MYSQL. OTHER SOFTWARE - ONE MICROSOFT WORD INSTALLATION ON THE SERVER, AT LEAST MICROSOFT.NET FRAMEWORK 2.0 OR HIGHER, APACHE TOMCAT OR IIS FOR AGENDA SERVICE, GHOSTSCRIPT AND REDMON FOR THE PDF-GENERATION CLIENTS. PROCESSOR AT LEAST PENTIUM II, OPERATING SYSTEM AT LEAST WINDOWS XP OR HIGHER, MEMORY AT LEAST 1 OR 2 GB. OTHER SOFTWARE - MS-SOFTWARE FOR THE TEXT CREATION (AT LEAST MS OFFICE 97 UP TO 2007 OFFICE)
1.9 PROVIDE WHAT IS OFFERED IN THE FORM OF TRAINING AND TECHNICAL SUPPORT		TECHNICAL STAFF WILL TRAIN AT LOCATIONS THAT ARE SPECIFIED BY COUNTY. TRAINING PRICE INCLUDES 7 DAYS (56 HRS) OF TRAINING. ADDITIONAL ON-SITE TRAINING WILL BE \$750.00 PER DAY INCLUDING TRAVEL DAYS. ADDL TRAINING MAY BE SCHEDULED ON-LINE OR IN WACO AT NO ADDL COST.	INSTALLATION & TRAINING OF LASERFICHE SOFTWARE WILL BE SCHEDULED TOGETHER. SEE PG 31 AND 32 FOR FULL DETAILS.	TRAINING COURSES, WRITTEN DOCUMENTATION, WORKBOOKS, AND VIDEOS. ON-SITE TRAINING IS AVAILABLE. IT IS RECOMMENDED THAT 2 PEOPLE BE TRAINED AS SIRE ADMINISTRATORS, NOT MORE THAN 2 PEOPLE PER WORKSTATION DURING TRAINING CLASSES, CLASS SIZES UNDER 10 PEOPLE, CLASS SIZE FOR ADMINISTRATOR COURSES NOT TO EXCEED 4. USER TRAINING TO TAKE PLACE AFTER INSTALLATION.	EXPERIENCED TRAINERS WALK PERSONNEL THROUGH EVERY STEP, ENSURING THEY UNDERSTAND HOW TO USE THE SOFTWARE TO FULFILL THEIR JOB FUNCTIONS. MANATRON PROVIDES ALL STUDENTS WITH THE RELEVANT TRAINING SESSIONS AND LEARNING MATERIALS. ALL USER TRAINING WILL INCLUDE PRACTICE USING THE SYSTEM HARDWARE AND APPLICATIONS. EACH USER WILL ALSO ATTEND SPECIALLY TAILORED SESSIONS ON THE USE OF THE SYSTEM AND CONDUCT A THOROUGH HANDS-ON TRAINING EXERCISE, INCLUDING HOW THE SYSTEM FUNCTIONS OPERATE TOGETHER.	TRAINING COSTS AND OPTIONS ARE OUTLINED IN THE COST SUMMARY. THE TRAINING FOR THE "POWER USER" - 1 GROUP (USERS WHO WILL BE ENTERED THE MASTER DATA, BASIC DATA AND SECURITY INFORMATION) AND THE MEETING MGMT USER (2 ADDL GROUPS) WILL BE PERFORMED BY DALLAS OFFICE. IN THE TRAINING SESSIONS WE WILL INCLUDE SAME MASTER DATA, COMPLETE BASIC INFO AND SECURITY INFO. IN 2ND PHASE OF TRAININGS, WE WILL ADD SOME AGENDA ITEMS, PREPARE AN AGENDA, GENERATE THE INVITATIONS AND A PARTICIPANT LIST AND ALSO GENERATE THE MINUTES. EVERY ATTENDEE WILL NEED TO HAVE THEIR OWN COMPUTER. TRAINING WILL NEED TO TAKE PLACE ON SITE BECAUSE VENDOR WILL NEED TO USE COUNTY "PRODUCTION SYSTEM". A PROJECTOR AND PRINTER WILL BE NEEDED IN EACH CLASSROOM AS WELL AS A COMPUTER AND SCREEN FOR EACH PARTICIPANT, WITH A DIRECT CONNECTION TO THE SERVER WITH AGENDA.NET. TRAINING METHODS CAN INCLUDE ON-SITE IN DALLAS OFFICE, WEB-BASED, VIDEO/DVD, PRINTED MANUALS
2.0 AUTOMATED AGENDA						
2.2.36 LIST IN DETAIL THE SYSTEM REQUIREMENTS THAT WILL BE NEEDED IN ORDER TO IMPLEMENT SOFTWARE		SQL SERVER ON SERVER WITH WINDOWS 2005 & WORKSTATIONS PREFER 1 GIG RAM OR BETTER	THE LEGISTAR SOFTWARE IS DEVELOPED USING .NET FRAMEWORK, AND COMBINES THE BENEFITS OF BOTH WEB AND DESKTOP APPLICATION BY ADOPTING THE SMART CLIENT ARCHITECTURE. THE END USER CAN RUN LEGISTAR, IN WINDOWS 98/XP/2000/2003 WITH THE .NET FRAMEWORK INSTALLED AND FUNCTIONING	SAME AS SECTION 1.8 ABOVE.	AGENDALINK IS DELIVERED USING COLDFUSION 8 AND MICROSOFT SQL SERVER 2005. AGENDALINK DOESN'T REQUIRE A DEDICATED SERVER ENVIRONMENT. THE SQL DATABASE INTEGRATES INTO AN EXISTING SQL DATABASE SERVER BY ADDING AN ADDITIONAL DATABASE INSTANCE. IF AN EXISTING SERVER ENVIRONMENT IS UNAVAILABLE, SERVER SPECS ARE LISTED ON PAGE 12. THE END USER REQUIRES AN INTERNET BROWSER TO ACCESS THE APPLICATION.	SAME AS SECTION 1.8 ABOVE
2.2.37 PROVIDE WHAT IS OFFERED IN THE FORM OF TRAINING AND TECHNICAL SUPPORT		SAME AS SECTION 1.9 ABOVE	TRAINING DELIVERED IN A COMBINATION OF FORMAL CLASSES & FREE-FORM ASSISTANCE OR HELP DESK SESSIONS. THE EXACT COMBINATION & SCHEDULE BASED ON THE NUMBER OF USERS, SKILL AND TASK LEVEL. TRAINING IS TYPICALLY BROKEN OUT IN MODULAR FASHION: VIEW ONLY, LEGISLATIVE FILE ENTRY, AGENDA CREATION, MINUTES PROCESSING, ADMIN. SEE PG 39 AND 40 FOR FULL INFO.	SAME AS SECTION 1.9 ABOVE.	SAME AS SECTION 1.9 ABOVE.	SEE SECTION 1.9 ABOVE.
2.2.38 LIST OTHER SOFTWARE PROGRAMS YOUR COMPANY WILL INTEGRATE WITH		IMAGETEK WILL CONVERT DATA FROM CURRENT LANDATA SOFTWARE	LEGISTAR FOR AGENDA AUTOMATION, LASERFICHE FOR RECORDS MGMT, AND GRANICUS FOR MINUTES AND AUDIO AND/OR VIDEO STREAMING.	MICROSOFT OFFICE. SIRE'S OPEN ARCHITECTURE ALLOWS INTEGRATION WITH VIRTUALLY ANY SOFTWARE APPLICATION. SEE PAGES 52-54 FOR SPECIFICS.	AGENDALINK INTEGRATES WITH PRODUCTS SUCH AS LIBERTY COURT RECORDER FROM HIGH CRITERIA, SWAGIT VIDEO PRODUCTIONS AND FTR GOLD.	AGENDA.NET HAS INTEGRATION TO GIS, ACCOUNTING SOFTWARE, MICROSOFT OFFICE (IN A MIXED ENVIRONMENT OF VERSIONS), DOCUMENT MANAGEMENT SOFTWARE, SHAREPOINT.

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3.0 MINUTE'S PACKAGE						
		SEE PAGE 12 OF PROPOSAL FOR DETAILED DESCRIPTION.	SEE PAGE 42 OF PROPOSAL FOR DETAILED DESCRIPTION.	SEE PAGE 55-60 FOR DETAILED DESCRIPTION.	AGENDALINK INCLUDES MINUTES FUNCTIONALITY AND DOES NOT REQUIRE ADDITIONAL INTEGRATION AFTER CONVERSION OF EXISTING DATA. AGENDALINK INCLUDES A TIME STAMP FEATURE, BUT NOT TIMED SPEAKER MANAGEMENT.	SEE PAGES 19-20 OF PROPOSAL.
3.1 THE PROGRAM WILL NEED TO SEAMLESSLY INTEGRATE WITH AN EXISTING MINUTES MGMT SYSTEM AND IMPORT THE DATA AUTOMATICALLY		IMAGETEK WILL COVERT EXISTING MINUTES AND LOAD INTO OCR SOFTWARE SO NO INTEGRATION IS NEEDED.	THE GRANICUS MINUTESMAKER MODULE ALLOWS FOR AUTOMATING THE MINUTES ANNOTATION PROCESS AS WELL AS LINKING TO AUDIO/VIDEO RECORDING OF THE PUBLIC MTG. UTILIZES A FULLY OPEN ARCHITECTURE ALLOWING FOR INTEGRATION TO THE LEGISTAR AGENDA MGMT SYSTEM FOR EASY IMPORTING OF DATA.	WILL INTEGRATE WITH THE EXISTING COUNTY MINUTES SYSTEM, HOWEVER, THE SIRE MINUTES PLUS IS FURNISHED WITH THE PROPOSED SYSTEM AND WILL PROVIDE MANY FUNCTIONALITIES THAT THE EXISTING SYSTEM DOES NOT.	AGENDALINK INCLUDES MINUTES FUNCTIONALITY AND DOES NOT REQUIRE ADDITIONAL INTEGRATION AFTER CONVERSION OF EXISTING DATA.	AGENDA.NET PROVIDES INTEGRATIONS WITH A STANDARD XML-BASED WEB SERVICES INTERFACE
3.2 PRE-LOAD MOTIONS, ATTENDEES AND POSSIBLE SPEAKERS.	YES		ALLOWS THE USER TO PRE-LOAD DOCUMENTS, MOTIONS AND VOTES. DURING THE PUBLIC MTG THE USER CAN RECORD ROLL CALL, MOTIONS, VOTES AND TAKE NOTES, ALL OF WHICH WILL BE RECORDED INTO THE MINUTES TEMPLATE. IN ADDITION SPEAKER CAN BE RECORDED AND ANY TIME LIMITS CAN BE MANAGED W/IN THE SOFTWARE.	YES. THE SYSTEM ALSO ALLOWS LAST MINUTE SPEAKERS TO BE ADDED.	NO RESPONSE	SUPPORTS UNLIMITED ATTENDEES AND SPEAKERS ON THE PARTICIPANT LIST FOR THE MEETINGS
3.3 PUBLISH THE AGENDA TO THE COUNTY'S MAIN PAGE.	YES		AUDIO OR VIDEO CONTENT, AGENDAS AND MINUTES . THIS IS IN ADDITION TO THE PUBLISHING OF THE AGENDA BY MCC'S LEGISTAR SYSTEM.	YES	NO RESPONSE	YES
3.4 DURING A LIVE COURT SESSION, THE PROGRAM WILL ALLOW FOR ROLL CALL.	YES		YES	YES	NO RESPONSE	YES
3.5 RECORD AGENDA ITEMS DURING COURT	YES		YES	PROVIDES THE MEANS TO PRELOAD ALL OF THE AGENDA ITEMS INTO THE MINUTES MODULE. THIS ALLOWS MINUTES TO BE TAKEN WITHOUT HAVING TO TYPE IN EACH AGENDA ITEM.	NO RESPONSE	YES
3.6 TIMED SPEAKER MANAGEMENT FOR ALL PUBLIC APPEARANCES.	YES		YES	YES	INCLUDES A TIME STAMP FEATURE, BUT NOT TIMED SPEAKER MANAGEMENT	YES
3.7 RECORD ALL MOTIONS AN VOTES		ENABLES CLERK TO RECORD MOTIONS AND VOTES	YES	YES	NO RESPONSE	YES
3.8 SPELL CHECK		SOFTWARE USES MICROSOFT WORD FOR MINUTES WHICH HAS SPELL CHECK	YES	YES FOR MINUTES AS WELL AS AGENDA CREATION.	NO RESPONSE	WORD SPELL CHECKER
3.9 ALLOW THE COUNTY CLERK TO SWITCH BETWEEN SEPARATE MEETINGS	YES		YES	YES	NO RESPONSE	YES
3.10 ENABLE THE CLERKS TO MODIFY THE MINUTES PRIOR TO FINALIZING THE MINUTES AND PUBLISHING IT TO THE WEBSITE.	YES		YES	YES	NO RESPONSE	WEBSITES WILL BE UPDATED AUTOMATICALLY
3.11 WORKFLOW THAT IS CUSTOMIZABLE.	YES		YES	YES	NO RESPONSE	YES
4.0 AUDIO/VIDEO STREAMING						
DESCRIBE IN DETAIL YOUR COMPANY'S SOFTWARE THAT WILL ALLOW FOR AUDIO AND VIDEO STREAMING		IMAGETEK'S SOFTWARE (LASERFICHE) INTEGRATES W/ GRANICUS FOR AUDIO & VIDEO STREAMING. "SEE GRANICUS RFP FOR SPECS"	GRANICUS MEDIAMANAGER CONSISTS OF WEB-BASED SOFTWARE TOOLS DESIGNED TO ORGANIZE AND MANAGE PUBLIC MEETING AND NON-MEETING CONTENT. SEE PAGE 43 FOR DETAILS ON PUBLIC SITE, PROTECTED ADMIN SITE, MEDIA ACQUISITION TOOLS, AND AUTOMATIC LIVE EVENT SCHEDULER AND ARCHIVE PUBLISHING	SIRE VIDEO PLUS ALLOWS STREAMING OF MEETINGS AS THEY HAPPEN OR TO RECORD THEM AND PUBLISH TO THE WEB TOGETHER W/ THE MEETING MINUTES, SUPPORTING MATERIALS AND THE MEETING AGENDA, IN A SEARCHABLE FORMAT. AGENDA PLUS, MINUTES PLUS, AND VIDEO PLUS ALL CREATED BY SIRE.	THE PUBLIC INTERFACE OF AGENDALINK HAS A BUILT-IN MECHANISM FOR ATTACHING AUDIO AND VIDEO FILES, REGARDLESS OF SOURCE. IN THIS WAY, YOU CAN HAVE A CUSTOM AUDIO SOLUTION FROM ONE PROVIDER AND A VIDEO SOLUTION FROM ANOTHER. LIBERTY MEETING RECORDER IS A PC BASED AUDIO RECORDING PROGRAM DESIGNED TO RUN ON A STANDARD PC USING WINDOWS. THE MEETING RECORDER INTEGRATES W/ MICROSOFT WORD AND ALLOWS THE USER TO CREATE 'BOOKMARKS' AS CUE POINTS INTO THE RECORDING FILES. THE SYSTEM CAN RECORD VIDEO AND AUDIO. FTR GOLD PROVIDES DIGITAL AUDIO RECORDING SOLUTIONS THAT INCLUDE THE ABILITY TO INSERT TIME STAMPS.	"PROVOX CAN INTEGRATE DIFFERENT VIDEO AND AUDIO STREAMING SOFTWARE. WE ARE IN CONTACT WITH SOME OF THE MARKET LEADERS IN VIDEO AND AUDIO STREAMING TO FINISH THE INTEGRATION."
5.0 SOFTWARE/IT REQUIREMENTS						

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5.1 INCLUDE A DETAILED LIST OF HARDWARE & SOFTWARE SPECS THAT WILL INCLUDE WHAT IS FURNISHED BY THE VENDOR AND THAT WILL BE THE RESPONSIBILITY OF THE COUNTY	ALL HARDWARE FURNISHED BY BRAZORIA COUNTY. MICROSOFT SERVER OR 2005 OR LATER W/ SUFFICIENT SPACE FOR CONVERTED RECORDS & FUTURE RECORDS & SQL SERVER LICENSE. ALL PCS NEED TO BE AT LEAST 1 GIG W/ MICROSOFT OFFICE INSTALLED.	SERVER REQUIREMENTS: WINDOWS SERVER 2003 OR LATER, WINDOWS XP OR LATER, WINDOWS VISTA OR WINDOWS SERVER 2008, 2 GHZ PROCESSOR OR BETTER, 2 GB RAM MEMORY, TCP/IP COMMUNICATIONS. DATABASE MGMT SYSTEM: UNITS SERVER - SUPPORTS MICROSOFT SQL SERVER 2000, MICROSOFT SQL SERVER 2005, ORACLE 9I RELEASE 2, ORACLE 10G AND ORACLE 11G. LASERFICHE TEAM: SUPPORTS MSDE & MICROSOFT SQL SERVER 2005 EXPRESS EDITION. CLIENT REQUIREMENTS: WINDOWS XP PROFESSIONAL, WINDOWS VISTA, WINDOWS 2003 OR WINDOWS SERVER 2008. CPU - 1 GHZ PROCESSOR OR BETTER, MEMORY - 256 MB RAM OR MORE, COMMUNICATIONS - TCP/IP, WEB BROWSER - INTERNET EXPLORER 6.0 OR HIGHER, SCANNING STATION PC: OS - WINDOWS XP PRO., WINDOWS VISTA, WINDOWS 2003, OR WINDOWS SERVER 2008. CPU - 2.4 GHZ OR FASTER, MEMORY - 1 GB RAM OR MORE, COMMUNICATIONS - TCP/IP, WEB BROWSER - INTERNET EXPLORER 6.0 OR HIGHER. SCANNING STATION PC: OS- WINDOWS XP PRO, WINDOWS VISTA, WONDOWS 2003, OR WINDOWS SERVER 2008, CPU-2.4 GHZ PROCESSOR OR FASTER, MEMORY 1 GB RAM OR MORE, TCP/IP COMMUNICATIONS, INTERNET EXPLORER 6.0 OR HIGHER WEB BROWSER. NO HARDWARE REQUIREMENTS	HARDWARE WILL BE PROVIDED BY THE COUNTY. THERE ARE SOME ITEMS SUCH AS THE ENCODER FOR THE VIDEO/AUDIO STREAMING THAT SIRE CAN FURNISH.	HARDWARE TO BE PROVIDED BY THE COUNTY. SOFTWARE (GRM'S CUSTOM RECORDS, AGENDALINK, COLD FUSION, ADOBE ACROBAT VERSION 8 PRO, SEARCH ENGINE FOR INTERNAL AND EXTERNAL SEARCHING) PROVIDED BY MANATRON. MICROSOFT INTERNET INFORMATION SERVER PROVIDED BY COUNTY.	SEE SECTION 1.8 ABOVE	
5.2 PROVIDE COMPLETE TECHNICAL OVERVIEW & NECESSARY CONSULTATION TO ENSURE THE COMPATIBILITY OF CURRENT HARDWARE AS TO ALLOW A SEAMLESS INTEGRATION WITH CURRENT AGENDA SOFTWARE	SOFTWARE TO BE INSTALLED (ON SITE) & MAINTAINED BY VENDOR. ALL PRIOR DATA FROM LANDATA WILL BE CONVERTED & LOADED INTO IMAGETEK SOFTWARE LINE AS PRICED IN PRICING SHEET.	THE DEPLOYMENT MGR WILL CONDUCT A TECHNICAL CONFERENCE CALL TO PROVIDE A FULL TECHNICAL OVERVIEW AS WELL AS ANSWER ANY TECHNICAL QUESTIONS. GRANICUS WILL COVER THE OUTCAST ENCODER'S SPECS AND WHERE ON THE COUNTY'S NETWORK THE ENCODER IS BEST INSTALLED AS WELL CONNECTIONS FROM THIS ENCODER TO GRANICUS VIA THE INTERNET. THIS INCLUDES DISCUSSION OF NECESSARY PORTS WHICH NEED TO BE OPENED.	SIRE TECHNOLOGIES WILL PROVIDE A COMPLETE TECHNICAL OVERVIEW AND CONSULTATION SUCH AS PROJECT MANAGEMENT THAT WILL ENSURE THE COMPATIBILITY OF THE COUNTY CURRENT HARDWARE AS TO ALLOW A SEAMLESS INTEGRATION WITH CURRENT AGENDA SOFTWARE.	MANATRON TECHNICAL SERVICES WILL CONSULT WITH THE COUNTY TO DISCUSS AND ASSIST WITH ACQUISITION AND INTEGRATION OF THE NECESSARY HARDWARE.	"YES" WAS THE ANSWER GIVEN BY PROVOX IN THEIR PROPOSAL.	
5.3 PROVIDE ALL THE REQUIRED INSTALLATION INSTRUCTIONS IN ORDER FOR BRAZORIA COUNTY TO ENSURE PROPER TECHNICAL SUPPORT IS AVAILABLE. EXPLAIN HOW THE INSTALLATION OF SOFTWARE IS COMPLETED.	IMAGETEK WILL INSTALL ALL SOFTWARE & CONVERSION DATA ON SITE. COORDINATION W/ COUNTY IT DEPT WILL BE INCLUDED AS REQUESTED, BUT NOT NECESSARY, EXCEPT FOR ACCESS TO COUNTY SERVER.	MCCI PROJECT MGMT SERVICES ARE OVERSEEN BY CDIA-CERTIFIED PROFESSIONALS FOR RECORDS MGMT AND AUTOMATED AGENDA. FOR WEBCASTING AND MINUTESMAKER, A FULLY IMAGED SERVER WILL BE SHIPPED TO THE COUNTY TO BE INSTALLED ON THE COUNTY'S NETWORK WITH REMOTE ACCESS PROVIDED TO GRANICUS VIA AN AGREED UPON PROTOCOL.	SIRE TECHNOLOGIES PROVIDES ALL ON-SITE CONSULTATION, INSTALLATION, IMPLEMENTATION AND TRAINING FOR OUR SYSTEMS.	MANATRON WILL PROVIDE THE SERVICES FOR REMOTE INSTALLATION OF THE SOFTWARE. ONCE THE SERVERS ARE SETUP AND ACCESSIBLE, A MANATRON TECHNICIAN CAN REMOTELY ACCESS THE SERVER AND PERFORM THE COMPLETE INSTALL OF THE SOFTWARE AND TESTING. COMPLETE INSTALLATION INSTRUCTIONS CAN BE MADE AVAILABLE AS WELL.	"PROVOX WILL MAKE THE INSTALLATION AND CONFIGURATION FOR BRAZORIA COUNTY. WE NEED 1 DAY TO INSTALL AND CONFIGURE OUR SOFTWARE."	
5.4 LIST THE NAMES OF SOFTWARE PROGRAMS YOUR SOFTWARE WILL MERGE WITH.	INTEGRATES W/ VIDEO STREAMING GRANICUS SOFTWARE.	LEGISTAR FOR AGENDA AUTOMATION, LASERFICHE FOR RECORDS MGMT, AND GRANICUS FOR MINUTES AND AUDIO AND/OR VIDEO STREAMING.	SIRE CAN INTEGRATE WITH ANY STREAMING SOLUTION IN THE MARKETPLACE AT THIS TIME, HOWEVER, SIRE HAS ITS OWN STREAMING SOLUTION THAT WOULD GIVE THE COUNTY TOTAL AGENDA MANAGEMENT UNDER ONE PRODUCT. SEE PAGES 63-64 FOR COMPLETE LIST OF SOFTWARE.	AGENDALINK WAS DESIGNED TO WORK WITH A VARIETY OF AUDIO AND VIDEO FORMATS. THE PUBLIC INTERFACE OF AGENDALINK HAS A BUILT-IN MECHANISM FOR ATTACHING AUDIO AND VIDEO FILES, REGARDLESS OF SOURCE. IN THIS WAY, BRAZORIA COUNTY MAY USE A VARIETY OF TOOLS AND STILL BE ABLE TO PROVIDE A SINGLE POINT OF STORAGE FOR THE MEETING AGENDA, MEETING MINUTES AND AUDIO/VIDEO MEETING OUTPUT.	AGENDA.NET USES THE MICROSOFT SQL SERVER AND AN EXISTING MICROSOFT OFFICE INSTALLATION. THE PRODUCT ALSO NEEDS A MICROSOFT.NET FRAMEWORK 2.0 AND OPTIONAL DSOFRAMER FOR THE WORD PROCESSING. WE HAVE INTEGRATION TO ACCOUNTING SOFTWARE, GIS, E-PROCUREMENT, MICROSOFT SHAREPOINT SERVICE, CSP (MICROSOFT'S CITIZEN SERVICE PLATFORM) AND DOCUMENT MGMT SOFTWARE."	
6.0 PROJECT MANAGER NAME	TECHNICAL PROJECT MGR - JOSEPH IHRY. APPLICATION PROJECT MGR & SALES CONSULTANT - SHAUNA BROWN (SEE PG 14 OF PROPOSAL)	RIGO RUIZ 800-342-2633	LINDA LANG - 801-910-5909	CHRIS WEISE 866-471-2900 X7259	MARCUS VOGT, PRESIDENT 469-288-2591	

RFP# 09-01 ONLINE AGENDA FOR COUNTY CLERKS OFFICE

Open Date	RESPONDENT'S NAME	IMAGETEK, INC.	MCCI, INC.	SIRE TECHNOLOGIES	MANATRON	PROVOX SYSTEMS
MONDAY, DECEMBER 15, 2008	ADDRESS	1400 WASHINGTON AVE.	P.O. BOX 2235	3676 W. CALIFORNIA AVE., UNIT B100	510 E. MILHAM AVE.	P.O. BOX 795064
10:00 a.m. C.S.T.		WACO, TX 76701	TALLAHASSEE, FL 32316	SALT LAKE CITY, UT 84104	PORTAGE, MI 49002-1439	DALLAS, TX 75379
Contract Term:	QUOTED BY:	SHAUNA BROWN	DANNY BARSTOW	CRAIG PETERSON	EARLY STEPHENS	MARKUS VOGT
	CONTACT:	SHAUNA BROWN	DANNY BARSTOW	CRAIG PETERSON	JOHN RICKERBY	MARKUS VOGT
	TELEPHONE NUMBER:	800-588-5574	800-342-2633	901-977-8608	866-471-2900	469-288-2591
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7.0 PRE-CONSULTATION -WHAT IS INCLUDED?		TECHNICAL PROJECT MGR & APPLICATION PROJECT MGR WILL REVIEW & ACCESS WORKFLOW, PROCESSES, HARDWARE, & CONNECTIVITY ISSUES. THEY WILL ASSESS THE HARDWARE, COMPILER THE USERS, GET DEFINITIONS OF SECURITY ROLES & MAP AGENDA ROUTES & CREATE TEMPLATES FOR AGENDAS. WITH COUNTY APPROVAL, CONVERSION, INSTALLATION, AND TRAINING WILL BEGIN. PRE CONSULTANT MTGS WILL BE ON-SITE FOR 2 DAYS W/ 2 DAY WEB MTGS OR TELECONFERENCE FOR MOCK UPS AND CREATIVE SESSIONS.	GAP ANALYSIS TO IDENTIFY RISKS AND GRANICUS NETWORK ASSESSMENT. ALSO A "KICK OFF CALL" WOULD BE COORDINATED. FULL DESCRIPTION ON PG 47.	IF SIRE IS SELECTED FOR THIS PROJECT, WE WILL COME ON-SITE TO MEET IN A PRE-CONSULTATION ENVIRONMENT. WE WILL SHOW THE CREATIVE CAPABILITIES OF SIRE EDMS AND SIRE AGENDA MANAGEMENT. WE WILL CONFER WITH THE COUNTY STAFF AND GET THEIR IDEAS ON WHAT ISSUES AND CAPABILITIES THEY WOULD LIKE TO SEE IN THE PRODUCTS. WE WILL SHOW EXAMPLES AND MOCK UPS OF THE SOFTWARE PROGRAMS. WE WILL DO THIS CONSULTING BEFORE WE PROGRAM AND INSTALL OUR SOFTWARE WE WILL BE ON-SITE DURING THIS SESSION.	OFF-THE SHELF OFFERING FOR BOTH THE RECORDS MANAGEMENT AND COMMISSIONERS' COURT AGENDAS/MINUTES THAT WILL NOT REQUIRE CUSTOM DEVELOPMENT. SINCE CUSTOM DEVELOPMENT IS NOT REQUIRED TO MEET THE NEEDS OF THE BRAZORIA COUNTY RFP REQUIREMENTS, SUCH CREATIVE DESIGN SESSIONS AND MOCK-UPS WOULD NOT BE NECESSARY. MANATRON CAN SUPPLY THE COUNTY PROJECT TEAM WITH DEMONSTRATIONS OF THE SOFTWARE AS WELL AS DOCUMENTATION OF THE FUNCTIONALITY AS NEEDED. THROUGHOUT THE PROJECT, THERE WILL ALSO BE WEEKLY STATUS MEETINGS WITH BOTH PROJECT TEAMS AND REGULAR CONSULTATION ON THE BEST METHODS FOR DEPLOYING AND UTILIZING THE SOFTWARE IN THE MOST EFFICIENT MANNER. THE COUNTY WILL ALSO RECEIVE EXTENSIVE TRAINING THAT INCLUDES CONSULTATION ON THE BEST PRACTICES FOR THE SOFTWARE APPLICATIONS.	"PROVOX PROVIDES A COMPLETE PROJECT AND PRE-CONSULTING MANAGEMENT. THE PROJECT PLAN INCLUDES A 1 DAY INTERVIEW AND A COMPLETE PROJECT PLAN WITH TIME FRAME. THE PRE-CONSULTING WILL BE HANDLED BY A TELEPHONE CONFERENCE AND A REMOTE CONNECTION VIA NETVIEWER. IF IT IS NECESSARY TO MAKE THE PRE-CONSULTING IN THE COURTHOUSE, THE COUNTY MUST PAY THE TRAVEL COSTS FROM DALLAS TO ANGLETON AND \$1000 FOR THE DAY."
8.0 CUSTOMIZATION - WHAT IS AVAILABLE AND WHAT IS TIME FRAME FOR COMPLETION?		CUSTOMIZE AGENDA MGR WORKFLOW PROCESSES, COMMISSIONERS CT TEMPLATES & RECORDS MGMT PROCESSES INCLUDED IN PRICING SHEET. COMPLETION TIMEFRAME USUALLY 2 WEEKS, WHICH IS INCLUDED IN QUOTED PRICING. \$750 PER DAY CHARGE FOR ADD'L DAYS AFTER 10 WORKING DAYS FOR CUSTOMIZATION.	THE PROPOSED LASERFICHE AND LEGISTAR APPLICATIONS ARE BOTH CONFIGURED TO MEET THE NEEDS OF THE COUNTY. CUSTOMIZATION NOT ALLOWED BUT CAN BE DISCUSSED DURING PRE-IMPLEMENTATION. GRANICUS WILL BUILD AND HOST A PUBLIC WEB PAGE. GRANICUS WILL DEVELOP A MINUTES TEMPLATE TO REPLICATE THE FORMAT OF THE COUNTY'S CURRENT MINUTES DOCUMENT.	SIRE OFFERS ANY TYPE OF CUSTOMIZATION FOR OUR SOFTWARE PRODUCTS. TIMELINE IS VERY SHORT FOR CUSTOMIZATION, BUT THIS DEPENDS ON THE REQUIREMENTS OF THE CUSTOMIZATION.	MANATRON WILL DEPLOY STANDARD SOFTWARE OFFERINGS FOR BOTH THE GRM RECORDER CUSTOM RECORDS AND AGENDALINK APPLICATIONS THAT WILL NOT REQUIRE SOFTWARE CUSTOMIZATIONS. IF TRUE CUSTOMIZATIONS ARE IDENTIFIED IN THE CONTRACT NEGOTIATION PHASE OR AT ANY TIME DURING DEPLOYMENT AND SUPPORT LIFECYCLES, MANATRON'S STANDARD CHANGE MANAGEMENT PROCESS WILL BE FOLLOWED TO DETERMINE THE BEST POSSIBLE APPROACH TO RESPOND TO CUSTOMIZATION REQUESTS, INCLUDING UPDATED TIMELINE AND PRICING. BOTH APPLICATIONS ARE, HOWEVER, HIGHLY CONFIGURABLE AND CAN BE EASILY SET UP BY THE MANATRON CONSULTANT. ALL SUCH CONFIGURATIONS WILL BE ACCOMPLISHED DURING THE PROJECT LIFECYCLE AND TAKE NO LONGER THAN 2 WEEKS.	"AGENDA.NET IS CUSTOMIZED VIA THE SYSTEM MANAGEMENT INTO THE APPLICATION. THE ADAPTION OF THE EXISTING WEB SITES NEEDS TO BE 2 DAYS AND WILL BE FINISHED 1 WEEK AFTER THE INSTALLATION. THE DOCUMENT TEMPLATES WILL BE INTEGRATED IN THE FIRST WEEK AFTER THE INSTALLATION."
9.0 DEMONSTRATION AND PRETEST		2 DAYS VIA WEB	MCCI AND GRANICUS WILL BE ABLE TO SHOW A COMPLETE SOLUTION IF DESIRED	ONCE THE SIRE CUSTOMIZATION IS COMPLETE, THE SIRE TECHNICAL STAFF WILL PROVIDE COMPLETE DEMO AND INSTRUCTIONS ON THE PROGRAM TO ENSURE THE CUSTOMIZATION MEETS NEEDS OF THE COUNTY.	ALTHOUGH MANATRON IS NOT EXPECTING THIS PROJECT TO REQUIRE SOFTWARE CUSTOMIZATIONS, OUR STANDARD METHODOLOGY INCLUDES A REVIEW OF ALL SOFTWARE WITH THE COUNTY PRIOR TO TRAINING END USERS. THIS DEMO IS GUIDED BY A MANATRON CONSULTANT TO CONFIRM THAT ALL REQUIREMENTS FROM THE RFP HAVE BEEN MET. THE COUNTY WILL THEN BE ABLE TO SIGN OFF THAT THIS PHASE OF THE PROJECT IS COMPLETE AND THE TEAM IS READY TO PROCEED WITH TRAINING.	"PROVOX CAN OFFER THE COUNTY A FREE TEST INSTALLATION FOR 3 WEEKS"
10.0 INSTALLATION						
10.1 TIME FRAME FOR INSTALLATION AND TESTING		INSTALL SOFTWARE IN 1 WEEK 7 BEGIN TESTING. TESTING MAY TAKE ADD'L WEEK	90 TO 120 DAYS FROM ACCEPTANCE OF CONTRACT	APPROXIMATELY 7 DAYS	SAMPLE PROJECT SCHEDULE FOR GRM RECORDER CUSTOM RECORDS IS 68 DAYS. SAMPLE PROJECT SCHEDULE FOR AGENDALINK IS 21 DAYS.	PROPOSAL ACCEPTANCE, 1 DAY; ASSIGN PROJECT TEAM, 1 DAY; PROJECT MEETING, 1 DAY; PREPARING OF THE PROJECT PLAN INCLUDE DETAILED TIME LINE, 2 DAYS; INSTALL AND CONFIGURE, 1 DAY; TRAINING PHASE 1, 1 DAY; DATA ENTERING FROM BRAZORIA COUNTY, 10 DAYS; TRAINING PHASE 2, 2 DAYS; INTERNET LAYOUT ADJUSTMENTS (PROVOX), 2 DAYS; DOCUMENT TEMPLATES (PROVOX), 1 DAY; TEST PHASE, 15 DAYS; PROJECT END AND LIVE SETTING OF AGENDA.NET, 1 DAY.

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10:00 a.m. C.S.T.		WACO, TX 76701	TALLAHASSEE, FL 32316	SALT LAKE CITY, UT 84104	PORTAGE, MI 49002-1439	DALLAS, TX 75379
Contract Term:	QUOTED BY:	SHAUNA BROWN	DANNY BARSTOW	CRAIG PETERSON	EARLY STEPHENS	MARKUS VOGT
	CONTACT:	SHAUNA BROWN	DANNY BARSTOW	CRAIG PETERSON	JOHN RICKERBY	MARKUS VOGT
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10.2 DOES YOUR COMPANY OFFER INSTALLATION OR IS IT RESPONSIBILITY OF COUNTY?	SEE ABOVE.	ONSITE INSTALLATION FOR LASERFICHE. LEGISTAR SOLUTION IS A HOSTED ENVIRONMENT SO INSTALLATION WILL HAVE ALREADY OCCURRED ON LEGISTAR SERVERS. GRANICUS WILL PROVIDE A TURNKEY SOLUTION WHICH WILL INCLUDE THE DELIVERY OF A CUSTOMIZED ENCODER CONFIGURED FOR WEBCASTING. COUNTY WILL NEED TO SET UP THE ENCODER ON THEIR NETWORK AND ENSURE AN INTERNET CONNECTION TO GRANICUS. GRANICUS CAN THEN REMOTE IN AND INSTALL ANY ADDITIONAL SOFTWARE, CONFIGURE, VALIDATE, AND TEST. GRANICUS WILL ALSO REMOTE IN AND INSTALL AND CONFIGURE THE MINUTESMAKER MODULE.	SIRE PROVIDES ALL INSTALLATION AND PROGRAMMING OF THE SIRE EDMS AND THE SIRE AGENDA MANAGEMENT SYSTEMS	MANATRON PROVIDES INSTALLATION	SEE SECTION 10.1 ABOVE.	
11.0 TRAINING						
11.1 INCLUDE ALL ASPECTS OF TRAINING AND TIME FRAME FOR COMPLETION	VENDOR TO TRAIN AT LOCATIONS SPECIFIED BY COUNTY. SEE PG 17 FOR DETAILED INFO. MANUALS TO BE PROVIDED.	SEE SECTION 12.0 BELOW	SEE SECTION 1.9 ABOVE. EACH USER TRAINING COURSE ILLUSTRATES SIRE VIEWER TECHNOLOGY WORKING WITH THE DOCUMENT MANAGEMENT TECHNOLOGY, IN ORDER TO DEMONSTRATE HOW THE SIRE SYSTEM SHOULD BE USED. THE VIEW, SCAN REDLINE/ANNOTATION AND DATABASE ADMIN COURSE WILL BE OFFERED. THE SIRE SYSTEM ADMINISTRATION TRAINING LASTS 3.5 - 7 HOURS DEPENDING ON THE COURSE. SEE PAGE 66-67 FOR DETAILS	FOR THE AGENDALINK APPLICATION - "TRAIN THE TRAINER" AT THE ADMIN LEVEL AND USER TRAINING AT THE DEPT HEAD LEVEL (2 DAYS). FOR THE GRM RECORDER (A2) TRAINING, ON SITE TRAINING FOR ADMINISTRATOR AND END USERS WILL BE PROVIDED (1 DAY).	SEE SECTION 1.9 ABOVE.	

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12.0 IMPLEMENTATION TIMELINE- OVERALL TIMEFRAME OUTLINE BASED UPON CALENDAR DAYS	PRE-CONSULTATION: 4 DAYS; CUSTOMIZATION: 10 DAYS; CONVERSION: 10 DAYS (CONCURRENT W/ CUSTOMIZATION); DEMONSTRATION: 2 DAYS; INSTALLATION: 5 DAYS; TRAINING: 5 DAYS; TOTAL TIMELINE: 26 BUSINESS DAYS (VIDEO STREAMING ADD'L)	RECORDS MANAGEMENT... HANDOFF CALL WITHIN 2 WEEKS, GAP ANALYSIS 30-60 DAYS AFTER HANDOFF CALL, PROJECT MANAGEMENT BETWEEN GAP ANALYSIS AND INSTALL, INSTALLATION 30-60 DAYS AFTER GAP ANALYSIS, TRAINING 30-60 DAYS AFTER GAP ANALYSIS AUTOMATED AGENDA; PROJECT KICKOFF 15 DAYS, SYSTEM CONFIGURATION AND TESTING 45 DAYS, ONSITE TRAINING AND ROLL OUT 95 DAYS, POST IMPLEMENTATION MANAGEMENT 120 DAYS, MINUTES SOLUTION... KICK OFF CALL 1 WEEK, HARDWARE SHIPPED TO COUNTY 2-3 WEEKS, WEB DESIGN FOR VIEW AND PLAYER PAGES 2-3 WEEKS, INSTALLATION 1-2 WEEKS OF ENCODER BEING ONLINE, TRAINING 40-60 DAYS	TOTAL OF 70 DAYS (APPROXIMATELY) FROM CONTRACT SIGNING TO COUNTY SIGN-OFF OF ACCEPTANCE. SEE PG 68-70 FOR SAMPLE TIMELINE.	SEE SECTION 10.1 ABOVE.	SEE SECTION 10.1 ABOVE.	
13.0 STANDARD, CUSTOMIZED AND OPTIONAL SERVICES	ON STATE BID LIST FOR BACK SCANNING SERVICES. PRICE TO SCAN IMAGE, & LOAD INTO SOFTWARE A REGULAR SIZE VOLUME IS \$150.00/VOLUME.	THE VAST MAJORITY OF CONFIGURATION NEEDS ARE HANDLED THROUGH LEGISLAR'S ADMIN CONSOLE WHICH PROVIDES ACCESS TO OVER 300 VARIABLES THAT CAN BE CONFIGURED TO MEET CLIENT'S NEEDS WITHOUT CUSTOMIZATION. IN THE EVENT CUSTOMIZATION IS REQUIRED FOR REPORTS, THE SCOPE IS LIMITED TO THE LAYOUT/FORMAT OF THE REPORT. SEE PG 50 OF PROPOSAL FOR DETAILED INFO.	SIRE OFFERS STANDARD, CUSTOMIZED, AND OPTIONAL SERVICES. SOME OF THE SERVICES AVAILABLE FROM SIRE INCLUDE INSTALLATION SERVICES, CUSTOM PROGRAMMING/CONFIGURATION SERVICES, CONSULTING SERVICES, PROJECT MANAGEMENT.	GRM RECORDER CUSTOM RECORDS AND AGENDALINK ARE OFF THE SHELF STANDARD APP. SOFTWARE MODULES. PERIODIC ENHANCEMENTS ARE PROVIDED THROUGH A REGULAR RELEASE SCHEDULE AND ARE COVERED UNDER STANDARD SUPPORT AGREEMENT. OPTIONAL SERVICES ARE AVAILABLE AND TEND TO BE BILLABLE.	PROVOX OFFERS DIFFERENT SUPPORT BY THE INTEGRATION AND IMPLEMENTATION OF OUR SOFTWARE. THE ESTIMATED TIME FRAMES ARE INTEGRATED INTO THIS PROPOSAL. PROVOX ALSO OFFERS CUSTOMER SPECIFIC INTEGRATION OF FEATURES AND MODULES. THESE DEVELOPMENTS WILL BE CALCULATED INTO A PROJECT.	
REFERENCES		SEE PAGES 73-75 FOR REFERENCES (INCLUDES TEXAS)	SEE PAGE 78 (INCLUDES TARRANT COUNTY)	ALL FROM TEXAS (SEE PAGE 6)	ONE REFERENCE FROM TEXAS (CITY OF GRANBURY) THE OTHER REFERENCES FROM GERMANY.	
PRICING	TOTAL FOR FIRST YEAR (INCLUDING OPTIONAL SOFTWARE) = \$177,785.00. TOTAL FOR 2ND YEAR = \$38,785.00. INSTALLATION OF IMAGETEK SOFTWARE \$5000.00. CONVERSION OF LANDATA \$5000.00. TRAINING FOR IMAGETEK SOFTWARE \$15,000. SEE SECTION 8 FOR FULL DETAILS.	TOTAL PROJECT COST = \$18,200.00 (INCLUDES DOCUMENT MGMT SOFTWARE AND USERS, ANNUAL SOFTWARE SUPPORT, MCCI PROFESSIONAL SERVICES) SOFTWARE SUBSCRIPTION (LEGISLAR L5 HASTED EDITION) = \$47,214.00. OPTIONAL WEB TOOLS FOR LASERFICHE SOLUTION ON PAGE 76 OF PROPOSAL.	SEE PAGE 73-76	GRM RECORDER PRICING FIRST YEAR = \$78,855. AGENDALINK PRICING FIRST YEAR = \$49,120.00 SEE PAGE 22 FOR DETAILS.	SEE PAGE 25 OF PROPOSAL	
Included Addendum 1	YES	NO	YES	YES	YES	
Included Addendum 2	YES	YES	YES	YES	YES	
Exceptions to Terms and Conditions	NONE	CONTRACTOR'S LIABILITY " IN NO EVENT SHALL MCCI'S TOTAL LIABILITY TO THE CLIENT EXCEED THE PROJECT FEES PAID TO MCCI BY THE CLIENT."	CHANGED OUR INDEMNIFICATION CLAUSE.	EXCEPTIONS TO INDEMNIFICATION, TESTING, TERMINATION OF CONTRACT, CONTRACTORS LIABILITY (SEE MANATRON'S ATTACHMENT C)	NONE	
Any additional comments			ADDED SOFTWARE LICENSE AGREEMENT, SOFTWARE MAINTENANCE AGREEMENT			