

May 30, 2013

**ADDENDUM #1**  
**REQUEST FOR PROPOSAL #13140**  
**AGENDA MANAGEMENT AND VIDEO STREAMING SOLUTION**  
**RFP Response Due Date: June 6, 2013, 2:00 p.m. local time**

Please note the following clarifications, revisions, and/or additions to the RFP documents.

**Clarifications:**

1. The proposed solution should have the capability to perform minute taking and real time archiving of the meeting minutes.
2. The current solution has the capability for workflow; however that functionality has not been implemented.
3. Currently the County Board members have either a laptop or an iPad. However this solution should be compatible with all devices.

**Questions:**

4. **Question:** Is Lake County interested in receiving other solutions as part of the RFP?  
**Answer:** Please submit a proposal based on the specification provided in the RFP.
5. **Question:** Would Lake County want an app specific to the iPad?  
**Answer:** Please submit any additional cost associated with an app for an iPad.
6. **Question:** Would Lake County want the video streaming available on the iPad?  
**Answer:** Please submit any additional cost associated with video streaming on an iPad.
7. **Question:** Would it be possible to get a copy of the tables starting on page 28 of the requirements in Word format?  
**Answer:** Yes, the documents have been uploaded to the Lake County website.
8. **Question:** Are you interested in a solution that is out of the box or that is customizable? If customizable, what customizations are most important to you?  
**Answer:** We would like a customizable solution. Please refer APPENDIX A – Functional and System Requirements.
9. **Question:** Is it your preference that the streaming solution and the agenda management system are enterprise solutions that do not limit meeting bodies and users?  
**Answer:** Lake County would be interested in an enterprise solution with no limit of meeting bodies and users. Please provide pricing for all options.
10. **Question:** Are you interested in an iPad application that is a native application and will make agendas and supporting documents available for both online and offline viewing?  
**Answer:** If an iPad application is available please provide pricing.
11. **Question:** To help us understand the County's desires for the following capabilities, can you please indicate which of the following are desired or required for the proposal?
  - Unlimited content storage and distribution
  - Minutes annotation
  - Minutes editing and publishing

- Electronic voting
- Web streaming of council meetings
- Paperless agenda iPad application
- Ability to index and link agenda items to web streaming
- Citizen engagement and collaboration tools
- Electronic approval process of agenda

**Answer:** Please refer APPENDIX A – Functional and System Requirements.

12. **Question:** Would it be your preference to have access to a live U.S. based customer support person 24 hours a day/7 days a week/365 days a year at no additional cost? If so, is this a requirement?

**Answer:** See page 15 Section 4 for minimum support assistance.

13. **Question:** Will the chosen solution be required to have an Open API architecture to allow for seamless integrations with systems already in place and possibilities in the future?

**Answer:** No. For video Requirement # 184 - Desired Provides API's and SDK's to integrate into other systems.

14. **Question:** Can you please specify how vendor scoring will be based, and what weights will be given to different requirements or parts of the proposal?

**Answer:** See page 13 Section 22 Evaluation Criteria. Each item will be weighted equally.

15. **Question:** Would the County like the system to have the ability for citizens to comment on agenda items once the agenda has been published online?

**Answer:** This is currently not a requirement. Lake County is interested in learning more about this functionality; it may be concerned in the future.

16. **Question:** Is the County interested in having the ability to create an online active listening platform for its community that allows for the collection of feedback and integrates with the proposed agenda management system?

**Answer:** This is currently not a requirement. Lake County is interested in learning more about this functionality; it may be concerned in the future.

**END ADDENDUM #1**

**PLEASE SIGN THIS FORM AND EMAIL TO [PURCHASING@LAKECOUNTYIL.GOV](mailto:PURCHASING@LAKECOUNTYIL.GOV) OR FAX TO (847) 984-5889 WITHIN 24 BUSINESS HOURS. RETURN ORIGINAL WITH YOUR RFP.**

I will be submitting a RFP Response \_\_\_\_\_ or

I will not be submitting a RFP Response because \_\_\_\_\_

Sincerely,



RuthAnne Hall  
Lake County Purchasing Agent

Acknowledged and Accepted 13140-1:

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

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