

# Lake County

## Purchasing Division

<http://doingbusiness.lakecountyil.gov/>

Please note the submission location is:

### Lake County Central Permit Facility

#### Attn: Purchasing Division

500 W. Winchester Road  
Libertyville, IL 60048

Contact information for Lake County Purchasing is:

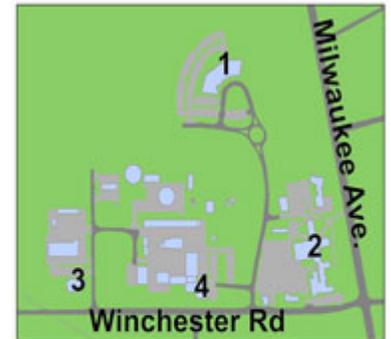
#### Purchasing Division

Phone 847-377-2992

Fax 847-984-5889

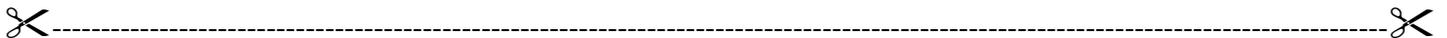
Email: [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov)

Lake County Libertyville Campus



1. Central Permit Facility
2. Winchester House
3. Lake County Public Works
4. Lake County Division of Transportation

ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY. PLEASE USE BELOW LABEL FOR YOUR CONVENIENCE.



BID/RFP No. 13140

Bid/RFP Description - Agenda  
Management and Video Streaming  
Solution

BID/RFP Due Date

June 6, 2013 at 2:00pm

Deliver to:

Lake County Central Permit Facility  
**ATTN: PURCHASING DIVISION**  
500 W. Winchester Road  
Libertyville, IL 60048

**Lake County, Illinois**  
**Request for Proposals #13140**  
**Agenda Management and Video Streaming Solution**

This Request for Proposals (RFP) is for the purpose of establishing a contract with a qualified firm to provide an Agenda Management Information and Video Streaming Solution along with the professional services and coordination necessary for its implementation County-wide.

**GENERAL REQUIREMENTS:** Proposers are to submit sealed proposals, which will be opened and evaluated in private. Submit one (1) marked original and one (1) electronic unprotected copy on a CD/flash drive.

**SUBMISSION LOCATION:** Lake County Central Permit Facility  
Attn: Purchasing Division  
500 W. Winchester Road  
Libertyville, IL 60048

**SUBMISSION DATE AND TIME:** **June 6, 2013, 2:00 p.m. local time**  
Proposals received after the time specified will not be opened.

**PRE-PROPOSAL CONFERENCE:** A pre-proposal meeting will be held on **May 15, 2013, 11:00 a.m. local time**, at Lake County Government Bldg. 18 No. County St., 9<sup>th</sup> Fl., Waukegan, IL 60085-4350 to review, discuss and clarify any issues prior to submitting your proposal. Phone 847-377-2929 to obtain further details.

**CONTACT / QUESTIONS:** Submit questions via email to: [Purchasing@lakecountyil.gov](mailto:Purchasing@lakecountyil.gov) or via fax to Lake County Purchasing Division (847) 984-5889. Questions are requested prior to the Pre-Proposal meeting and are required no less than seven (7) days prior to the RFP opening date. Phone: (847) 377-2929

**CONTENTS:** The following sections, including this cover sheet, shall be considered integral of this solicitation.

- Cover Sheet (Page 1 & 2)
- Terms and Conditions (Page 3 – 6)
- General Information (Page 7 – 13)
- Technical Specifications (Page 14 – 23)
- Appendix A – (Page 24 – 35)
- Price Summary (Page 36)
- References (Page 37)
- General Information Sheet (Page 38)
- Appendix B – County Board Calendar (Page 39)

If a Proposal includes any exceptions, Proposers must insert an "X" in the following box indicating a RFP submission with exceptions and identify.

**1. Responsibility & Default:**

The Contractor shall be required to assume responsibility for all items listed in this Request for Proposals. The successful proposer shall be considered the sole point of contact for purposes of this contract.

**2. Interpretation or Correction of Request for Proposals:**

Proposers shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error that they may discover upon examination of the Request for Proposals. Interpretation, correction and changes to the Request for Proposals will be made by addendum. Interpretation, corrections or changes made in any other manner will not be binding.

**3. Taxes:**

The County is exempt from paying certain Illinois State Taxes.

**4. Contract Completion:**

The proposed software, according to the specifications herein or as agreed, shall be installed and tested by June 30, 2014. The Contractor shall develop an implementation schedule showing the actual completion date to be submitted to the County for approval.

**5. Purchase Order and Payment:**

Contractor, with input from the County, shall submit an installation schedule identifying time periods and deliverables. The Contractor shall be eligible for monthly progress payments, the final 10% after completion of training and the completion of three successful monthly County committee and board agenda cycles as the criteria for final project acceptance.

**6. Jurisdiction, Venue, Choice of Law:**

This RFP and any contract resulting there from shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19<sup>th</sup> Judicial Circuit Court, State of Illinois.

**7. Termination:**

The County reserves the right to terminate this contract, or any part of this contract, upon thirty (30) days written notice. In case of such termination, the Contractor shall be entitled to receive payment from the County for work completed to date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to Contractor's default, the County shall be entitled to purchase substitute items and/or services elsewhere and charge the Contractor with any or all losses incurred, including attorney's fees and expenses.

**8. Independent Contractor:**

The Contractor is an independent contractor and no employee or agent of the Contractor shall be deemed for any reason to be an employee or agent of Lake County.

**9. Non-Discrimination:**

Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

**10. Ownership of Information:**

All information pertaining to records, property, financial or other information acquired under the scope of this contract shall be strictly confidential and the sole property of Lake County. The Contractor shall return all information to the County upon termination, and/or request and shall not utilize any of the information for purposes outside of the scope of this contract or without express approval of the County.

**11. Joint Ventures:**

In the event a joint venture is proposed, each party to the joint venture must meet all applicable requirements of the RFP.

**12. Out of Pocket Expenses:**

All out-of-pocket expenses paid by the Contractor during the installation and training portions of system implementation will be incurred solely at the Contractor's expense.

**13. Discussion of Proposals:**

Lake County may conduct discussions with any proposer who submits a proposal. During the course of such discussions, the County shall not disclose any information derived from one proposal to any other proposer.

**14. Indemnification:**

The proposer agrees to indemnify, save harmless and defend Lake County, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this proposal. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of Lake County, its agents, servants, or employees or any other person indemnified hereunder.

**15. Negotiations:**

Lake County reserves the right to negotiate specifications and pricing, if necessary or appropriate to accomplish the purpose of this RFP.

**16. Confidentiality:**

Proposals are subject to the Illinois Freedom of Information Act.

**17. Joint Purchasing**

The purchase of goods and services pursuant to the terms of this Contract shall also be offered for purchases to be made by other governmental units, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each governmental unit and the successful proposer. The proposer agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the other governmental units. The proposer further agrees that all terms and conditions of this Contract shall continue in full force and effect as to the other governmental units during extended terms. The credit or liability of each governmental unit shall remain separate and distinct. Disputes between proposers and governmental units shall be resolved between the immediate parties.

The proposer and the other governmental units may negotiate such other and further terms and conditions to this Contract ("Other Terms") as individual projects may require. To be effective, Other Terms shall be reduced to writing and signed by a duly authorized representative of both the successful proposer and the other governmental unit.

The proposer shall provide the other governmental units with all required documentation set forth in the solicitation including but not limited to: performance and payment bonds, Certificates of Insurance naming the respective governmental unit as an additional insured, and certified payrolls to the other governmental unit as required.

**18. Reserved Rights:**

Lake County reserves the right, at any time and for any reason, to cancel this RFP or any portion thereof, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the proposer, the County has one hundred and eighty (180) days to accept. The County may seek clarification from a proposer at any time. Proposer's failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

**19. Incurred Costs:**

Lake County will not be liable for any costs incurred by respondents in replying to this RFP.

**20. Discussion of Proposals:**

Lake County may conduct discussions with any proposer who submits a proposal. During the course of such discussions, the County shall not disclose any information derived from one proposal to any other proposer.

**21. Personal Examination:**

Proposers are required to satisfy themselves, by personal examination of the site as to work involved and the difficulties likely to be encountered in the performance of work under this contract. No plea of ignorance of conditions that exist now or hereafter, or of any conditions of difficulties that may be encountered in the execution of the work under this contract will be accepted as an excuse for failure to or omission on the part of the Contractor to fulfill in every respect all the requirements and specifications, nor will same be accepted as a basis for any claim for extra compensation.

**22. Assignment:**

The Contractor may not reassign any award made, as the result of this RFP, without prior written consent from the County.

**23. Award:**

Lake County reserves the right to award this contract based on the evaluation criteria set forth herein. Lake County reserves the right to award in full or in part to one or more Proposers if determined to be in the best interests of Lake County. Award shall be made by the Lake County Board to the responsible Proposer determined to be the most advantageous to the County. This contract will be effective on December 1, 2013. Prices provided in the RFP will be used for budgetary purposes.

**24. Title:**

Contractor warrants that on the delivery date, Contractor shall have good title, free and clear of all liens, claims and encumbrances of whatever kind. Title shall pass to the County upon final payment to the Contractor.

**25. Additional Information:**

Should the proposer require additional information about this RFP, please email to [Purchasing@lakecountyl.gov](mailto:Purchasing@lakecountyl.gov) no less than seven (7) days prior to the RFP opening date. Questions may also be faxed to Lake County Purchasing Division (847) 984-5889. ANY and ALL changes to these specifications are valid only if they are included by written Addendum to All proposers. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any proposer to receive any such addendum or interpretation shall not relieve the proposer from obligation under this RFP as submitted. All addenda so issued shall become part of the RFP documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a proposer to improperly submit a RFP.

**1. Intention:**

Lake County intends to enter into a contract with a qualified firm to provide Agenda Management Information System (AMIS) software including implementation services, data transfer, customization, training and a video streaming solution. You may propose on one or more of the solutions as follows:

Option A – Premise Based Solution – defined as the solution will be installed and run on Lake County network. Option B – Host Based Solution – defined as the solution will be installed and run on proposer’s network. Option C – Video Streaming Solution – This solution will allow Lake County the ability to stream the live Committee and County Board meetings.

**2. Background:**

Lake County Illinois has 21 County Board Members elected by district. The County Board meets on the second Tuesday of each month. There are six main standing committees that meet 1-2 times per month prior to the full County Board meeting. Please refer to the attached sample schedule. Agenda items are submitted by the departments to the County Administrator’s Office (CAO) by noon six days prior to Committee meetings. The CAO liaison reviews, edits, and requests clarification or additional detail for the agenda. The final agendas are published and sent out to committee members, department directors, and the media no later than 5:00 p.m. the next day (five days prior to the meetings).

The purpose of the AMIS is to automate and standardize the current agenda preparation and publishing process. The AMIS should allow for the following: create, edit, submit, approve, publish, track, and record for the permanent record, the Lake County Board Committee and County Board resolutions and agenda items.

The CAO is responsible for reviewing and approving all agendas prior to distribution. The creation of the County Board agenda currently takes a significant amount of time to create, but is done so within a very short timeframe (less than 1 day).

Staff currently compiles the agenda documentation utilizing the Granicus system, Legistar. The County utilizes Hyland OnBase Document Management System (for archiving of past board action items) and the Adobe product suite for viewing agendas. Currently only the County Board meetings are recorded using the video streaming product, Lake County would like to ability to expand the video streaming solution to the committee meetings as well.

**3. County Board Committees:**

Currently, there are six (6) Standing Committees:

- Planning, Building and Zoning Committee
- Law & Judicial Committee
- Public Works & Transportation Committee
- Health & Community Services Committee
- Revenue, Records and Legislative Committee
- Financial & Administrative Committee

Agendas for committees are decentralized which allows for reporting departments to enter resolutions, ordinances, item summaries and other appropriate items for committee consideration. Items are generally prepared by departmental staff. The draft agenda is reviewed with the CAO liaison in consultation with the Committee Chair. The final agenda is generated by the County Board office as a PDF for distribution and uploaded to the Lake County website. All Board Members receive an electronic copy of the agenda and relevant attachments.

**4. County Board Agendas:**

The County Board agenda is prepared on the Wednesday and Thursday preceding the County Board meeting. A copy of individual agenda items are provided to the secretary who is responsible for creating the County Board agenda. Each agenda item is pulled into the County Board agenda. An initial review of the agenda items is completed to determine if all items from both rounds of committees are present. Then items are reviewed to determine whether they should be placed on the Consent Agenda or the Regular Agenda. Finalization and publication of the County Board agenda must occur on the Thursday prior to the County Meeting.

Prior to distribution, the County Board staff notes items that they feel should be copied and distributed to the full County Board. They also note any item that they feel require a super-majority vote, as in the case of an Emergency Appropriation or where a legal objection has been filed on a re-zoning request.

The Board agenda and any individual agenda items noted for distribution to the Board are sent for copying. Packets of the completed agenda and supplemental materials are prepared and either delivered to the Board Members at the Committee of the Whole meeting which is held the Friday prior to the County Board meeting or mailed to them for delivery prior to the Board meeting.

**5. Summary:**

Successful implementation of an agenda management system will address the major deficiencies currently seen in how agendas are prepared, i.e. eliminating the duplication of effort in re-keying (re-numbering) agenda items, eliminating the opportunity for agenda items to be misplaced prior to being added to an agenda, and duplicative editing. The successful agenda management system will also present an easier to view agenda, i.e. attachments currently open in separate windows instead of being bookmarked in the same view. Use of such a system would also help to standardize the formats of the agendas and enforce the timeliness for submittal of materials for placement on agendas. The ancillary benefits of being able to have all information available electronically for review by Board Members, and potentially by members of the general public will help to improve the quality of Committee deliberations.

Examples of current agenda packets are provided on the Lake County Website at <http://lakecounty.legistar.com/Calendar.aspx> and vendors are encouraged to review them. Respondents should use the February 12, 2013 Agenda as an accurate example of current practices.

**6. Requirements:**

The Contractor shall be responsible to furnish, install, interface, data transfer, train, and maintain a software system that will meet the requirements defined in this RFP and in the Functional and System

Requirements spreadsheet in Appendix A. Lake County will consider all alternatives, e.g. hosted solutions.

**7. Pricing:**

Proposer shall submit a cost for Option A - premises-based and or Option B - host-based agenda management solution for the project coordination, supply and installation of proposed software, consulting time for configuration and/or modifications based on responses to the Appendix A and training of end users.

Proposer shall submit a cost for Option C - video streaming solution including project coordination, supply and installation of proposed software, consulting time for configuration and/or modifications based on responses to the Appendix A and training of end users.

**8. Maintenance:**

Provide cost for years two through five of maintenance for the software.

**9. Delivery Costs:**

The Contractor shall be responsible for the cost of producing and delivering the Application Software and Documentation to Lake County's facility in the agreed upon medium.

**10. Risk of Loss:**

If any Application Software or Documentation is lost or damaged during shipment, the Contractor shall replace the Application Software or Documentation and storage media at no additional charge to Lake County.

**11. Documentation:**

The Application Software documentation (referred to as 'Documentation') shall include, but not be limited to the following components: narrative description of the system, narrative description of the applications, data base record descriptions, screen layouts with descriptions of each input field on the screens, report layouts with descriptions of each data element on the report and operator instructions. The Contractor shall provide two sets of Documentation. The County may make additional copies of Documentation for its internal use without obtaining permission from the Contractor.

**12. Application Software Warranties:**

The Contractor warrants that for a period of one (1) year from the date of Acceptance the Application Software used in conjunction with the Network shall operate in accordance with the terms set forth in this Agreement, ("Warranty of Operation"). Any errors or non-conformance to the Agreement within the warranty period shall be corrected by the Contractor at no charge to Lake County. Lake County shall be entitled to unlimited telephone support and shall receive all new versions, releases and updates to the Application Software during the warranty period at no charge to Lake County.

The Contractor covenants and represents that the Application Software and all related materials supplied to Lake County hereunder do not infringe or otherwise constitute wrongful use of any copyright, patent, registered industrial design, trade mark, trade secret or any other right of any third party. The Contractor shall indemnify and save harmless Lake County from any suit or proceeding

(including without limitation any judgment awarded there under, any reasonable settlement agreed to, any costs incurred in complying with such judgment or settlement and any or all costs, including reasonable legal costs of any attorney incurred in respect of the same) brought against Lake County by reason of any such infringement or any wrongful use save where the same has arisen through Lake County's unauthorized modifications to the Application Software.

Lake County will notify the Contractor in writing of any such suit or proceeding promptly after Lake County is served with process in respect of such suit or proceeding. Failing such notification, but without limitation to the Contractor's obligation to indemnify as aforesaid, the Contractor may either defend or settle such claim on Lake County's behalf, upon approval of the County Clerk.

The Contractor shall have no liability for any claim of copyright or patent infringement based on (1) use of other than a current unaltered release of the Application Software or Documentation available from the Contractor if such infringement would have been avoided by the use of a current unaltered release of the Application Software or Documentation available from the Contractor or (2) use or combination of the Application Software or Documentation with programs or data other than the Contractor's if such infringement would have been avoided by the use or combination of the Application Software or Documentation with other programs or data.

If the Contractor is required to replace the Application Software or related materials as defined in this section, the Contractor shall be responsible for the cost to replace the Application Software up to the cost of the Contractor Application Software License fees.

Warranty of Compatibility with Network For Premises-based Solutions: The Contractor understands that Lake County intends to use the Application Software in conjunction with the Network defined herein; accordingly, the Contractor represents and warrants that the Application Software shall be fully compatible with the Network. The Contractor further warrants that all updates, revisions, releases and new versions of the Application Software are and shall be fully compatible with supported versions of the operating system.)

**13. Modifications and Additional Services:**

Any supplemental programming modifications or other consulting services beyond the scope of the contract that are requested by Lake County shall be provided by the Contractor on a time and materials basis. Said billing rates shall remain at those rates until one year from the execution of the Contract at which time the Contractor will provide time and materials assistance at the rate charged to other Contractor customers for similar services.

Prior to commencement of services, the Contractor shall define in writing the labor hours, billing rate, description of services and/or work to be performed, the changes or additions to the Application Software, the way in which the Application Software will function upon completion of the modifications, and the estimated time period for the services to be performed. Lake County shall not be charged for any services until the additional services are approved by Lake County personnel in writing. Only after the Contractor receives approval in writing from Lake County will the Contractor perform the additional services.

**14. Project Status Meetings:**

Personnel from the Contractor and Lake County will meet as needed to discuss the scope of this project and the progress made by the Contractor in the performance of their obligations hereunder since the last such meeting.

**15. Protection and Security:**

Lake County agrees not to provide or otherwise make available any Application Software or Documentation, including but not limited to flow charts and logic diagrams, in any form, to any person other than Lake County or the Contractor employees without prior written consent from the Contractor, except during the period any such person is on Lake County's premises with Lake County's permission for purposes specifically related to the customers use of the licensed program or optional materials.

**16. Discontinuance:**

Within two (2) months after the date of discontinuance of any license under this Agreement, Lake County will furnish the Contractor with a registered letter certifying that through its best effort, and to the best of its knowledge, the original and all copies, in whole or in part, in any form, including partial copies in modifications, of the Application Software and any Documentation received from the Contractor or made in connection with such license have been destroyed or returned.

**17. Interfaces with other database/Files:**

Lake County shall provide the approval of any type of computer interface recommended by the Contractor to the existing databases and files currently on the County network.

**18. Information Security:**

In the process of performing services to Lake County the Contractor may come in contact with information deemed important and proprietary to Lake County. The Contractor agrees that any services performed for Lake County, whether on Lake County premises or not, will meet or exceed Lake County's information security policy and privacy standards. Lake County reserves the right to audit Contractor's performance in meeting these standards.

**19. Third Party Network Access:**

Contractors who require access to Lake County's network will be required to sign the Third Party Network Access Request form before a logon to Lake County's enterprise network is provided.

**19. No Viruses or Bombs:**

The Contractor must warrant and represent that any Software provided by the Contractor to the County under this Contract shall contain no viruses, bombs or other software mechanisms, techniques or devices designed to disrupt, disable or stop its processing of data or other performance in accordance with Specifications.

**20. Source Code:**

The Contractor, at no additional costs to the County, shall place the entire set of source code for the proposed software solution with an authorized escrow agent. Setting aside the software in an escrow account provides the County a method of obtaining the software in the event the Contractor ceases to

market and support the proposed software. The Contractor shall provide all information to the County relevant to placing the software with an authorized escrow agent, ensuring the most recent version of the software is in escrow and retrieving the computer software.

**21. Items to be submitted. Please submit in this order:**

- A. **Price Sheet**
- B. **References and Qualifications**
- C. **Product Capabilities** - a detailed description of the software and interfaces as described in this RFP.
- D. **Project Coordination and Management** - Provide a complete description of the services proposed. Include name, resume and estimate of time your team members who will be dedicated to this project and the roles they will occupy. Identify roles which Lake County will have to fill (i.e. project manager, team leads, subject matter experts, etc.) and level of commitment. Define recommended status meeting and reports to track progress of project.
- E. **Project Schedule** - Provide the details of a project plan, including a schedule/timeline from contract execution.
  - o A detailed pre-operations testing plan and suggested criteria for the acceptance of the system.
- F. **Training** - Include technical, system administrator and client options available and any associated costs. Include detailed technical and client training plan and scenario for ongoing future training.
- G. **Support Procedures** - Provide complete description of the support services provided for questions and problems including escalation procedures. State what type of remote access is needed for servers.
- H. **Documentation** - Provide a list of what documentation is available for the application including database schema and Application Programming Interface (APIs).
- I. **Hardware Specifications** - Provide complete description of all the hardware necessary to operate the system including minimum and recommended client workstation configuration and recommended server configurations. The County may acquire any hardware components separately from this RFP.
- J. **Software Specifications** - Including software release and updated software version information.
- K. **Additional Software** - Provide a detailed list of any additional proprietary software or any other additional software that must be purchased to run the system, including any third party products needed to meet the County's requirements.
- L. **System Features** – Complete spreadsheet on Functional Requirements, System Requirements and technical questions found in Appendix A. Provide details for any additional system functionality that has not already been requested as part of this RFP (e.g. electronic voting, video streaming, etc.). Include any other information you believe to be pertinent, but not specifically mentioned elsewhere.

**22. Evaluation Criteria:**

Proposals will be reviewed and a company selected on the following criteria (not listed in specific order):

- Experience with comparable local government and references
- Initial purchase price and annual or on-going price
- Compliance with the requirements of the Request for Proposal
- Compatibility with Lake County's enterprise network and standard products
- Project Schedule

As part of its evaluation process the County may seek additional information from firms found to have resources and methodologies best suited to this project.

**1. Project Scope:**

The response to this RFP covers the acquisition, installation, data transfer, training, and on-going software system maintenance support for Agenda Management Information System Software and a video streaming solution.

The successful respondent will provide to Lake County a comprehensive legislative information management and tracking system specifically capable of the generation and maintenance of agenda documentation for use by the County Board, various other County Boards, commissions, committees, employees and citizens. Specific requirements are listed in Appendix A.

Respondents may be required to provide one (1) live demonstration and provide Lake County with a working copy of the product for Lake County staff to utilize during the evaluation of the proposed solution.

Lake County is requesting proposals from qualified respondents for the following services:

1. Provide the County with the development of a project schedule including software, services and maintenance necessary to successfully implement an agenda management.
2. Provide installation service and implementation services.
3. Migrate the existing data from Lake County's current agenda management system into the solution.
4. Provide all required interfaces to the existing applications as determined.
5. Develop required forms and reports. This includes any required customization and the ability to interface with existing software applications in order to support attachments.
6. Provide onsite training to system administrators and other users.
7. Provide electronic and hard copy training and support documentation.
8. Provide ongoing maintenance and support services.

**2. Project Manager:**

The Contractor shall assign a project manager who has long term, successful experience on similar projects, of a similar size. The project manager, and his or her qualifications, shall be identified in the submittal of the RFP documents. The project manager shall be present for presentation of the proposal and must remain assigned to Lake County throughout the contract period. The Contractor shall guarantee that the Project Manager included in the proposal shall be assigned to Lake County throughout the project term, unless they are no longer employed by the Contractor. Replacement of the project manager, if necessary, must have equal qualifications to those of the project manager originally identified.

**3. Lake County's Enterprise Network and Standard Products:**

Lake County's IT Enterprise Infrastructure - network is Ethernet with 100/1000/1000MB Netgear hubs/switches and Cisco switches/routers. Fiber is used to interconnect local buildings and CAT 5 cable is used from the wiring closets to the desktop. Most remote locations are connected with T1 circuits, while others are connected via VPN through the Internet. Lake County's network is connected to the Internet via an AT&T Fiber Opteman WAN connection. Firewalls and ISA proxy servers are used to protect Lake County's network. Only the IP v 4 protocol suite is used on Lake County's network. Other protocols are not available on our network and will not be implemented. The network has approximately 3,500 workstations running Windows 2000, XP and Vista and Windows 7 operating systems. There are about 180 servers running Windows 2000/2003/2008 Server, Unix/Linux, and IBM mainframe running VSE/ESA and zVM.

The following is a list of Lake County standard server products:

- Exchange 2007
- IIS
- Microsoft SQL
- Backup Exec
- SecurID from RSA

Standard workstation products include:

- Microsoft Office
- Internet Explorer
- Desktop Firewall on laptops
- Adobe Acrobat Reader
- Microsoft System Center 2012

**4. Support Assistance:**

1. During the Warranty Period, Contractor shall, within two (2) hours of receipt of an inquiry from a telephone call due to the System not performing its critical business operations or functions, and within eight (8) hours for all other calls or inquiries, respond to the inquiry with the following:
  - (a) A response to questions relating to the Application;
  - (b) In general and as specifically addressed below, resolve problems related to the System;
  - (c) Access to specialists for Failure definition assistance and, if required, the development, on a best efforts basis, of a temporary solution, or an emergency bypass of the Failure;
  - (d) Recommended corrections and repairs of minor errors, problems or Failures with the System, to the extent feasible over telephone communications;
  - (e) Clarification of documentation;
  - (f) Contractor's search of its known problem file and the provision to the County of the applicable information found in that file; and
  - (g) New versions of software must be provided at no cost for the length of the contract.
2. The Contractor must provide support at a minimum between 8:00 a.m. and 5:00 p.m., Monday through Friday, Central Time.
3. The Contractor must provide a description for a plan, and costs, for support beyond the warranty period.

**5. User Support and Training:**

1. Contractor will provide a description of their training methodology. The contractor will provide training for up to 20 Lake County users at the customer site with flexible scheduling. In addition to the on-site training, on-line tutorials and refresher course are also preferred. Training sessions may be recorded by the County and reproduced at its own discretion for internal use.

2. Provide system documentation with examples of available reports, system administrator manual(s) including information on installation, maintenance and use of security features, user manual(s) including information on error messages, system enhancement, new release documentation, data entry, modification, navigation, and use of “help” menus.
3. The County is permitted to make unlimited copies or other reproductions of any documentation or training materials for internal use.
4. Provide details for any on-line training available.

**7. Data Transfer**

The Contractor will provide the service of migrating all existing data from Lake County’s current Agenda Management system, Granicus Legistar, into the new system. The transfer will include the master data, meeting and minutes information, attachments and other pertinent information. Retaining video indexing to the video streaming solution is highly preferable.

**8. Solution Options**

Option A – Premise Based Solution – defined as the solution will be installed and run on Lake County network.

Option B – Host Based Solution – defined as the solution will be installed and run on proposer’s network.

Option C – Video Streaming Solution – This solution will allow Lake County the ability to stream the live Committee and County Board meetings.

**The requirements listed below apply to only Option A – Premises-based solution.**

**Application Software Installation:**

The mutually agreed upon installation date, the Contractor shall install the Application Software upon the Network and in all other ways make the Application Software ready for Lake County's intended use ("Installation"). Installation shall include but not be limited to the following: (i) the introduction of object code for the Application Software onto the internal storage of the Equipment; (ii) the verification of the Application Software's readiness through the execution of a demonstration routine designed and performed by the Contractor with Lake County personnel attending; (iii) the generation of master files, initialized, and able to accept Lake County's data; (iv) the creation of an icon(s) or menu(s) to give personnel with valid log-on security access to programs; (v) the establishment of default values required by programs; (vi) installation of the runtime(s) necessary to enable networked computers to access and operate the Application Software; (vii) installation of the programs or commands necessary to enable any printed output from the Application Software to print on any Network printer that has been defined in a network printer selection menu; (viii) the delivery of all Documentation related to the use and operation of the Application Software installed.

**Application Software Acceptance Testing:**

(A) Lake County shall perform Acceptance Testing of the Application Software upon completion of installation and training, or sooner, at Lake County's discretion. Acceptance Testing shall include system testing and user testing. If, in Testing, discrepancies exist or errors are encountered, the Application Software will be considered to have failed the Acceptance Tests. The Contractor shall proceed to make corrections and resubmit the Application Software for Acceptance Testing. If Lake County determines the system has failed to meet the Contractor's current published product specifications or does not function properly, Lake County may have the Contractor modify the installed Application Software to eliminate the deficiencies and extend the Acceptance Testing period to remedy the problems.

(B) Upon completion of the Installation of the Application Software, Lake County will test the Application Software upon the Network to determine whether the Application Software, used in conjunction with the interface(s) and the Network, operates in accordance with the Acceptance Tests set forth in "Acceptance Tests" below. Lake County personnel at Lake County's site will conduct all such Acceptance Testing.

- (C) Lake County will use the following testing criteria in testing the Application Software ("Acceptance Tests");
- (1) The Application Software meets the current published product specifications and documentation;
  - (2) The Application Software is capable of running a variety of data on a repetitive basis without failure;
  - (3) The Application Software meets the requirements and specifications described in this document and discussed with Contractor during the analysis;
  - (4) All Documentation has been delivered and reasonably accurately reflects the operation of the Application Software;
  - (5) The Interfaces properly provide the data necessary without disrupting the performance of the system or disrupting any of the original data files.

(D) Lake County will either (i) notify the Contractor in writing that the Application Software meets the Acceptance Tests and is accepted by Lake County, or (ii) notify the Contractor in writing that the Application Software fails to meet the Acceptance Tests. If Lake County fails to notify the Contractor that the Application Software fails to meet the Acceptance Tests within ninety (90) days from the date of the Contractor

**The requirements listed below apply to only Option A – Premises-based solution.**

notification to Lake County to begin Acceptance testing, the Application Software will be deemed accepted.

(E) If Lake County notifies the Contractor that the Application Software does not meet any or all of the Acceptance Tests, Lake County will set forth a list of the errors or omissions that have caused the Application Software not to meet the Acceptance Tests. After notification of a failure of the Application Software to meet the Acceptance Tests, the Contractor shall have ten (10) business days from the date that the Contractor receives the list of errors and omissions to modify or improve the Application Software to meet the Acceptance Tests. The modified Application Software will then be re-tested in the same manner as described above in Section 2.

(F) If the Contractor fails Acceptance Testing a third time, the County, at its discretion and depending on the severity of errors or omissions that caused the failure, may accept the software with stipulations as to when the Contractor will modify or make the improvements. Final payment will occur as previously stated in paragraph.7.

(G) If final Acceptance is not forthcoming by the third failure and discussion attempts to finalize Acceptance Testing are exhausted, Lake County, by written notification to the Contractor, may consider the Contractor in default of this contract and cancel this contract without penalty of any kind. Upon such action by the County any monies due Contractor are null and void and any monies previously paid Contractor shall be returned to the County.

(H) The Contractor shall be responsible for recommending improvements to the system to achieve the optimum performance of both the software and hardware.

**License:**

The Contractor hereby grants Lake County a perpetual, nontransferable, nonexclusive license under the terms of this Agreement to use the Application Software on the Network. Lake County shall have the absolute right to upgrade or replace any equipment in the Network and continue to use the Application Software on the Network. Lake County shall not be required to pay the Contractor any additional licensing fee or other fees as a result of using the Application Software in conjunction with the upgraded or replacement equipment on the Network. Lake County will also have the capability to purchase additional licenses and hardware at the original contract price for up to one year after purchase. If the Contractor is required to provide any services to assist with the upgrade or replacement of the equipment, the Contractor may charge Lake County for such service on a time and materials basis.

**Test System:**

Initially, all software applications will be installed in a Test Database environment. This is where all testing and changes will occur. Once the applications have been accepted they will then be moved into a Production database environment. Once in the Production environment all authorized users will then have access to the programs and data from this environment.

The Contractor will provide assistance in setting up the Test Database and Production Database environment to ensure file setup and allocations as necessary dependent on the anticipated volume of data. The Contractor may also provide assistance in providing a process to move applications from one environment to the other.

**The requirements listed below apply to only Option A – Premises-based solution.**

**Proposal Narrative:**

Responses to this Request for Proposal (RFP) should set forth the specific manner in which the Proposer will satisfy each requirement noted in this RFP. Please do so by responding to the following items in a narrative response. Proposers may include supplementary narrative describing the general conceptual approach to the delivery of specific services and any other information they believe is relevant.

1. Describe the general architecture of the application. Include whether the design is client server and/or web based, number of the servers and function, etc.
2. What databases are supported by your application? Which one do you recommend?
3. What language and tools are used to develop the application?
4. Does the system interface with email? What email does it support?
5. Does any software need to be installed on each client? If so describe the process for installation and updates.
6. Do you have clients that use the application over a Wide Area Network? What is the minimum recommended communications link speed?
7. Describe application maintenance including if and how proposer will access clients and servers remotely.
8. Describe how encryption is used within the application. Are passwords encrypted when stored when sent over the network?
9. How is security implemented? Include if groups or roles are used and if security extends to the database field level.
10. Does your application have a central administrator function? Explain the capabilities of the administrator especially as they relate to security.
11. Compare the size of your most comparable existing clients to Lake County's in terms of installation, training, database size and transaction volume.
12. Have you previously migrated data from Granicus Legistar into your system? Describe how you would perform the data transfer. Does your transfer process retain video indexing to the videos in the video streaming solution?

**The requirements listed below apply to only Option B – Host-based solution.**

**Solution Implementation:**

The mutually agreed upon date, the Contractor shall provide the solution and make the solution ready for Lake County's intended use ("Implementation"). Implementation shall include but not be limited to the following: (i) the installation of any required client-based software (ii) the verification of the solution's readiness through the execution of a demonstration routine designed and performed by the Contractor with Lake County personnel attending; (iii) the generation of master files, initialized, and able to accept Lake County's data; (iv) the creation of an icon(s) or menu(s) to give personnel with valid log-on security access to programs; (v) the establishment of default values required by programs; (vi) installation of the programs necessary to enable any printed output from solution to print on any Network printer that has been defined in a network printer selection menu; (vii) the delivery of all Documentation related to the use and operation of the solution.

**Application Software Acceptance Testing:**

(A) Lake County shall perform Acceptance Testing of the solution upon completion of implementation and training, or sooner, at Lake County's discretion. Acceptance Testing shall include system testing and user testing. If, in Testing, discrepancies exist or errors are encountered, the solution will be considered to have failed the Acceptance Tests. The Contractor shall proceed to make corrections and resubmit the solution for Acceptance Testing. If Lake County determines the system has failed to meet the Contractor's current published product specifications or does not function properly, Lake County may have the Contractor modify the solution to eliminate the deficiencies and extend the Acceptance Testing period to remedy the problems.

(B) Upon completion of the Implementation of the solution, Lake County will test the solution to determine whether the solution, used in conjunction with the interface(s) and the Network, operates in accordance with the Acceptance Tests set forth in "Acceptance Tests" below. Lake County personnel at Lake County's site will conduct all such Acceptance Testing.

(C) Lake County will use the following testing criteria in testing the solution ("Acceptance Tests");

- (1) The solution meets the current published product specifications and documentation;
- (2) The solution is capable of running a variety of data on a repetitive basis without failure;
- (3) The solution meets the requirements and specifications described in this document and discussed with Contractor during the analysis;
- (4) All Documentation has been delivered and reasonably accurately reflects the operation of the solution;
- (5) The Interfaces properly provide the data necessary without disrupting the performance of the system or disrupting any of the original data files.

(D) Lake County will either (i) notify the Contractor in writing that the solution meets the Acceptance Tests and is accepted by Lake County, or (ii) notify the Contractor in writing that the solution fails to meet the Acceptance Tests. If Lake County fails to notify the Contractor that the solution fails to meet the Acceptance Tests within ninety (90) days from the date of the Contractor notification to Lake County to begin Acceptance testing, the solution will be deemed accepted.

(E) If Lake County notifies the Contractor that the solution does not meet any or all of the Acceptance Tests, Lake County will set forth a list of the errors or omissions that have caused the solution not to meet the

**The requirements listed below apply to only Option B – Host-based solution.**

Acceptance Tests. After notification of a failure of the solution to meet the Acceptance Tests, the Contractor shall have ten (10) business days from the date that the Contractor receives the list of errors and omissions to modify or improve the solution to meet the Acceptance Tests. The modified solution will then be re-tested in the same manner as described above in Section 2.

(F) If the Contractor fails Acceptance Testing a third time, the County, at its discretion and depending on the severity of errors or omissions that caused the failure, may accept the solution with stipulations as to when the Contractor will modify or make the improvements. Final payment will occur as previously stated in paragraph.7.

(G) If final Acceptance is not forthcoming by the third failure and discussion attempts to finalize Acceptance Testing are exhausted, Lake County, by written notification to the Contractor, may consider the Contractor in default of this contract and cancel this contract without penalty of any kind. Upon such action by the County any monies due Contractor are null and void and any monies previously paid Contractor shall be returned to the County.

(H) The Contractor shall be responsible for recommending improvements to the system to achieve the optimum performance of both the software and hardware.

**License:**

The Contractor hereby grants Lake County a perpetual, nontransferable, nonexclusive license under the terms of this Agreement to use the solution. Lake County shall have the absolute right to upgrade or replace any equipment in the Network and continue to use the solution on the Network. Lake County shall not be required to pay the Contractor any additional licensing fee or other fees as a result of using the solution in conjunction with the upgraded or replacement equipment on the Network.

**Test / Training System:**

The Contractor will provide a test system for the purposes of testing and training.

**Availability:**

Provider shall attempt to maintain 99.5% availability of software from 7 AM to 5 PM CDT weekdays. Provider shall notify Lake County of planned downtime during these hours. Lake County also expects general availability of Software outside of normal working hours except during normal maintenance periods.

**Data Policy:**

Lake County retains ownership of Data. Provider shall allow Users access to Data via Software on demand under normal availability until termination of services. Provider shall not allow non-User access to Data except for normal maintenance purposes.

Provider shall maintain a data and application security regimen based on normal information technology standards and compliant with applicable Federal and State laws.

Provider shall ensure that regular Data backups occur and are kept in accordance with normal information technology standards.

**The requirements listed below apply to only Option B – Host-based solution.**

Upon request by Lake County, Provider shall make available to Lake County a full copy of Data in usable format, as well as any security and/or access event logs for the time period requested within 10 days of the date of the request. This request may be initiated if a data breach occurs or is suspected to have occurred. Upon termination of services, Provider shall make available a full copy of Data in usable format within 30 days to Lake County. Lake County will acknowledge receipt and acceptance of this copy, after which all Data retained by Provider will be fully deleted.

**Proposal Narrative:**

Responses to this Request for Proposal (RFP) should set forth the specific manner in which the Proposer will satisfy each requirement noted in this RFP. Please do so by responding to the following items in a narrative response. Proposers may include supplementary narrative describing the general conceptual approach to the delivery of specific services and any other information they believe is relevant.

1. Are the hosting services and data centers owned and managed by the provider, and/or are third-party vendors and services utilized?
2. Describe all third-party contractual agreements involved with hosting services and data centers.
  - a. List the third-party vendors and what service each provide.
  - b. List the duration of the service contract with each third-party vendor and
3. Please describe the measures that will be taken to ensure the data is protected against anticipated threats to the privacy, security, and integrity of Lake County's data and to prevent unauthorized access or alteration to the data.
4. Please describe the measures that will be taken to ensure the data is protected against anticipated threats to the privacy, security, and integrity of Lake County's data and to prevent unauthorized access or alteration to the data.
5. Describe the certifications, rankings and general location of the data centers.
6. Please describe how the retention of data will be conducted until the end user specifically deletes the data or for a timeline agreed upon by both parties.
7. Describe how the risk for data breaches will be mitigated and how data breaches will be handled if it were to occur.
8. List and explain and breaches involving customer or end user data that have occurred in the last five years, including any steps that were taking to prevent reoccurring breaches in the future.
9. Please describe how data can be imported or exported in and out of the system.
10. Is the solution built on open standards with minimal proprietary or customized hardware and software?
11. Describe how the architecture supports organization growth; its scalability and modularity.
12. Does the system interface with email? What email does it support?
13. Does any software need to be installed on each client? If so describe the process for installation and updates.
14. Describe the benchmarks provided for performance and reliability. Can the benchmarks be replicated independently?
15. Compare the size of your most comparable existing clients to Lake County's in terms of installation, training, database size and transaction volume.

The requirements listed below apply to only Option C – Video Streaming Solution.

**Proposal narrative:**

Responses to this Request for Proposal (RFP) should set forth the specific manner in which the Proposer will satisfy each requirement noted in this RFP. Please do so by responding to the following items in a narrative response. Proposers may include supplementary narrative describing the general conceptual approach to the delivery of specific services and any other information they believe is relevant.

1. Are the hosting services and data centers owned and managed by the provider, and/or are third-party vendors and services utilized?
2. Describe all third-party contractual agreements involved with hosting services and data centers.
  - a. List the third-party vendors and what service each provide.
  - b. List the duration of the service contract with each third-party vendor and
3. Please describe the measures that will be taken to ensure the data is protected against anticipated threats to the privacy, security, and integrity of Lake County's data and to prevent unauthorized access or alteration to the data.
4. Please describe the measures that will be taken to ensure the data is protected against anticipated threats to the privacy, security, and integrity of Lake County's data and to prevent unauthorized access or alteration to the data.
5. Describe the certifications, rankings and general location of the data centers.
6. Please describe how the retention of data will be conducted until the end user specifically deletes the data or for a timeline agreed upon by both parties.
7. Describe how the risk for data breaches will be mitigated and how data breaches will be handled if it were to occur.
8. List and explain and breaches involving customer or end user data that have occurred in the last five years, including any steps that were taking to prevent reoccurring breaches in the future.
9. Please describe how data can be imported or exported in and out of the system.
10. Is the solution built on open standards with minimal proprietary or customized hardware and software?
11. Describe how the architecture supports organization growth; its scalability and modularity.
12. Does the system interface with email? What email does it support?
13. Does any software need to be installed on each client? If so describe the process for installation and updates.
14. Describe the benchmarks provided for performance and reliability. Can the benchmarks be replicated independently?
15. Compare the size of your most comparable existing clients to Lake County's in terms of installation, training, database size and transaction volume.
16. Do you offer the service of migrating Lake County's existing videos into your system? Does your transfer process retain the video indexing to the data of the Agenda Management System?

## APPENDIX A – Functional and System Requirements

Proposer must submit a complete response to this RFP, using the format provided below. Proposals must specifically address all areas.

The features, capabilities, and information listed in the table spanning the following pages (collectively “the requirements”) are indicative of the type of system desired by Lake County. They should not be viewed as an exhaustive or exclusive catalog of the capabilities and features that the selected system will include.

Proposers are expected to carefully review the requirements, and then to indicate within the table below to what extent the specific feature is implemented within the proposed product, using this information as guidance.

If a specific requirement item is included as a part of the base solution (defined as available without the purchase or implementation of any other module or system), then the “BASE” column should be marked. If the specific requirement item is available as part of an add-on module or tool, then the “ADD-ON” column should be marked. The additional cost for such add-on module or tool should be included within the total price, and itemized within the pricing breakdown. If a specific requirement is only available as customization of the product, then the “CUSTOM” column should be marked, and an estimate of the cost to implement the requirement should be included in the total price, and itemized within the pricing breakdown. Finally, if the specific requirement item is not available with the product, then the “UN-Avail” column should be marked.

### Option A and B – Premises and Host Based solution for Agenda Management

Requirement Number	GENERAL REQUIREMENTS		CAPABILITY of proposed solution					
	← P P P P P P P P P P	PRIORITY: (M)ANDATORY, (D)ESIRED, or OP(T)IONAL	Requirement Description	BASE	ADD-ON	CUSTOM	UN-Avail	Comments
<b>WorkFlow</b>								
1.	M		Supports preconfigured and user defined workflows					
2.	M		Supports organization workflows and departmental workflows					
3.	M		Supports parallel and serial workflows					
4.	M		Supports orders by date, and stores multiple versions of legislative draft documents					
5.	M		Provides the ability to easily provide user ID/date/time stamp of changes made on any given action of document					
6.	M		Provides the ability to compare and track changes between versions of legislation					
7.	M		Stamps legislative matters with the date/time/user ID when changes are made					
8.	M		Assigns unique ID number to each committee item that can remain the same through multiple committee and board reviews					
9.	D		Provides the ability to add legal notice publication dates to legislative history					



Requirement Number	GENERAL REQUIREMENTS		CAPABILITY of proposed solution				
	<input type="checkbox"/>	PRIORITY: (M)ANDATORY, (D)ESIRED, or OP(T)IONAL  Requirement Description	BASE	ADD-ON	CUSTOM	UN-Avail	Comments
27.	M	Supports the scheduling of recurring meetings					
28.	M	Allows for the creation of a customer-wide master calendar for all commission, committee, and board meetings and links to corresponding agendas and attachments					
29.	M	Recurring meeting times, locations, etc. can be altered manually					
30.	M	Capability of manual override on recurring meeting dates for holidays, elections dates, etc.					
31.	M	Special and adjourned meetings may occur on same or different dates as regularly scheduled meeting and may include legislation from all categories					
32.	M	Provides for calendaring forward of items as directed					
33.	M	Calendar and Meeting Management fully integrate with other parts of the system					
<b>Item Creation</b>							
34.	M	Agenda item may be customized to users formatting					
35.	D	Provides the ability to prevent customization of formatting for specified users					
36.	M	Offers multiple item detail screen layouts that vary by item category					
37.	M	Offers preset workflows that are customized to meet County process					
38.	M	Offers the option to override workflows for exceptions as a user permission					
39.	M	Allows the single action scheduling of recurring items					
40.	M	Provides the ability to add unlimited attachments					
41.	M	Allows attachments to be edited multiple times within the system					
42.	M	Capability to accept multiple document formats including Adobe Acrobat (PDF), Microsoft Office Word (.doc(x)), Microsoft Office Excel (.xls(x)), Tagged Image File Format (.TIFF), Joint Photographic Experts Group (.JPEG, .JPG), Corel Word Perfect (.wpd, .wp7, .wp) , and ASCII.					
43.	D	Provides the ability to attach documents by directly scanning them into the system					
44.	D	Can automatically or by selection convert any document to Adobe Acrobat (.PDF).					
45.	M	Provides the ability to add items to meetings as a request					
46.	M	Allows drafts to be created and modified multiple times at a later date					









Requirement Number	GENERAL REQUIREMENTS		CAPABILITY of proposed solution				
	<input type="checkbox"/>	PRIORITY: (M)ANDATORY, (D)ESIRED, or OP(T)IONAL  Requirement Description	BASE	ADD-ON	CUSTOM	UN-Avail	Comments
122.	M	Supports public access to viewing minutes on mobile devices					
123.	M	Supports public access to viewing associated documents on mobile devices					
<b>Reporting</b>							
124.	M	Provides a report that displays and prints the file number, file name, title, and the requester of each item					
125.	M	Allows the system administrators to set up or select fields to be included in a specialized or ad hoc report					
126.	M	Provides a query or report for chronology of legislative actions					
127.	M	Provides a query list for the pending items of each committee					
128.	M	Allows users to create and save unique queries or reports					
129.	M	Allows the results of any query to be printed					
130.	D	Generates reports in Microsoft Word .doc(x), .html, and .rtf formats, especially agendas, minutes, legislative text and publication notices					
<b>Security / audit reporting</b>							
131.	M	Provides information for coordinator Performance Measurements					
132.	M	Transaction log reporting with user and activity information					
133.	M	Provide an audit trail of all actions taken					
<b>Searching</b>							
134.	M	Provides the ability for legislative history to be retrievable by item number, type, date range, final action, keyword search, and full text search					
135.	D	Provides the ability to search using any combination of fields and or text					
136.	M	Provides easy text string searches in all text fields					
137.	M	Provides metadata search					
138.	M	Provides full text search of all documents and attachments					
139.	M	Allows legislative file cross referencing					
140.	D	Supports subject matter indexing					
141.	D	Provides the ability to browse recent files & action items					
142.	D	Provides search results for most recently visited files, agendas, minutes					
<b>Appointment Management</b>							
143.	M	Provides for retention of board or committee, member name, address, telephone, email, address, term of office, appointment date, term of expiration date, and other pertinent information					



Requirement Number	GENERAL REQUIREMENTS		CAPABILITY of proposed solution				
	PRIORITY: (M)ANDATORY, (D)ESIRED, or OP(T)IONAL ←	Requirement Description	BASE	ADD-ON	CUSTOM	UN-Avail	Comments
164.	D	Supports unlimited meetings					
165.	M	Supports concurrent multiple users from various locations					
166.	M	Provides the ability to log in from any workstation and operate within system with their unique system authorities					
167.	M	Allows formatting of all outputs including font, indentation, numbering, page set up, etc.					
168.	M	Provides fast, accurate spell checker for all documents and attachments					
169.	D	Online HELP integrated in application					
170.	M	508 Compliance (ADA) for public access					
171.	M	Enterprise Licensing					
172.	D	Supports interfacing with Microsoft Office Exchange					
173.	D	Provides the ability to integrate with American Legal Codification system for ordinances or other integration with a Codification dataset					

### Option C - Video Streaming Solution

Requirement Number	GENERAL REQUIREMENTS – VIDEO		CAPABILITY of proposed solution				
	PRIORITY: (M)ANDATORY, (D)ESIRED, or OP(T)IONAL ←	Requirement Description	BASE	ADD-ON	CUSTOM	UN-Avail	Comments
<b>Uploading / Publishing / Workflow</b>							
174.	M	Provides a way for video to be captured, formatted and stored for presentation to the public on the website					
175.	M	Provides the ability for the videos to automatically display on the website portal page when uploaded/published					
176.	M	Provides a seamless process for uploading videos; ability to assign categories when uploading					
177.	M	Provides a place for title and description information for each video					
178.	M	Provides categorization for archived videos					
179.	M	Provides the ability to assign multiple categories to a single video					
180.	M	Provides the ability to add / edit / delete categories					
181.	M	Provides role-based security for permissions to upload, edit and approve videos					
182.	M	Provides the ability to upload drafts of videos for internal review before publishing the for public access on the website					



Requirement Number	GENERAL REQUIREMENTS – VIDEO		CAPABILITY of proposed solution				
	PRIORITY: (M)ANDATORY, (D)ESIRED, or OP(T)IONAL ← P P P P P P P P	Requirement Description	BASE	ADD-ON	CUSTOM	UN-Avail	Comments
212.	D	Provides the ability to search on audio content (words spoken in video)					
213.	M	Video player displays next to the associated agenda					
214.	M	Player dynamically supports standard resolution and widescreen resolution videos					
215.	D	Provides different-sized video players					
216.	M	Plugins are not required to view videos					
217.	D	Provides the ability to customize the appearance of the video player					
218.	D	Provides the ability to customize the features of the video player					
219.	D	Player provides a social networking share button					
220.	D	Provides video view pages for each individual category					
221.	D	Player supports live rewind and fast forward					
222.	D	Ability to associate a thumbnail image with each video					

**PRICE SUMMARY**

1. Cost for Option A - premises-based agenda management solution for the project coordination, supply and installation of proposed software, consulting time for configuration and/or modifications based on responses to the Appendix A	\$
• Future Maintenance cost for Year 2	\$
• Future Maintenance cost for Year 3	\$
• Future Maintenance cost for Year 4	\$
• Future Maintenance cost for Year 5	\$
2. Cost for Option B - host-based agenda management solution for the project coordination, supply and installation of proposed software, consulting time for configuration and/or modifications based on responses to the Appendix A	\$
• Future Maintenance cost for Year 2	\$
• Future Maintenance cost for Year 3	\$
• Future Maintenance cost for Year 4	\$
• Future Maintenance cost for Year 5	\$
3. Cost for Option C - Video Streaming Functionality	\$
• Future Maintenance cost for Year 2	\$
• Future Maintenance cost for Year 3	\$
• Future Maintenance cost for Year 4	\$
• Future Maintenance cost for Year 5	\$
4. Training per Technical Specifications Section 5.	\$
5. Any required third party software	\$
6. Any required hardware (Lake County reserves the right to purchase hardware from its contract vendors).	\$
7. Hourly rate for services outside of the scope of work	\$
8. Electronic Voting Functionality	\$
9. Minutes Preparation Functionality	\$
10. Data transfer for Option A and B	\$
11. Data Transfer for Option C	\$

**Add-On Services Proposal:**

#	Description of Custom Service	Fee
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$

**Custom Services Proposal:**

#	Description of Custom Service	Fee
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$

**REFERENCES**

List below other organizations (users of similar size and structure to Lake County preferred) for which these or other similar services have been provided:

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
Project Description \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
Project Description \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
Project Description \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
Project Description \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
Project Description \_\_\_\_\_

**GENERAL INFORMATION SHEET**

**AUTHORIZED NEGOTIATORS:**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

In submitting this proposal, it is understood that Lake County reserves the right to reject any or all Proposals, to accept an alternate Proposal, and to waive any informalities in any Proposal.

**BUSINESS ORGANIZATION:**

(check one only)

\_\_\_\_\_ Sole Proprietor: An individual whose signature is affixed to this proposal.

\_\_\_\_\_ Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.

\_\_\_\_\_ Corporation: State of incorporation: \_\_\_\_\_

\_\_\_\_\_ Non-profit Corporation

\_\_\_\_\_ 501c3-- U.S. Internal Revenue Code

By signing this proposal document, the Proposer hereby certifies that it is not barred from bidding on this Agreement as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

\_\_\_\_\_  
**Business Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print or Type Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

# County Board and Committee Meeting Schedule

# 2013

January							February							March							April						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				

May							June							July							August							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4						1			1	2	3	4	5	6						1	2	3
		5	6	7	8	9	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	
							30																					

September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

**A** - generate draft agenda for 1/29 committee meetings  
**B** - distribute/publish agenda for 1/29 committee meetings and generate draft agenda for 1/30 committee meetings  
**C** - distribute/publish agenda for 1/30 committee meetings

## County Board and Committee Meeting Schedule

**Tuesday Committees:** Committees meet on the Tenth Board Office.

Planning, Building & Zoning—8:30 a.m.

Law & Judicial—11:00 a.m.

Health & Community Services—1:00 p.m.

**Wednesday Committees:** Committees meet on the Tenth Floor in the County Board Office.

Public Works & Transportation—8:30 a.m.

Revenue, Records & Legislation—11:00 a.m.

Financial & Administrative—1:00 p.m.

- = Committee meeting dates
- = Committee of the Whole meeting dates
- = County Board meeting dates

