

Request for Quotes – City of Tigard Automated Agenda and Meeting Management Software Solution Scope of Features

Standard Software: Feature is available without customization and is included in your pricing section.
Custom Development: Feature is available with custom development. Note the cost of this feature in your pricing section as a line item.
Not Available: Feature is currently unavailable.

| Feature | Standard Software | Custom Development | Not Available | Comment |
|---|-------------------|--------------------|---------------|---------|
| Workflow | | | | |
| Supports preconfigured and user-defined workflows allowing system administrator to set users’ rights for those who are allowed to alter preconfigured workflows. | | | | |
| Supports organization departmental workflows. Departmental workflows control how documents travel through any given department and organizational workflows control how documents move between departments. | | | | |
| No practical limit on the number of workflows that can be added. | | | | |
| Licensing allows for unlimited workflows at no additional licensing cost. | | | | |
| Supports rejection workflows. | | | | |
| Supports email notification in the workflow | | | | |
| Email notifications can be customized to meet our requirements. | | | | |

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| Solution supports an administrator interface allowing the system administrator to configure workflows as well as notifications. | | | | |
| All email notifications should be sent using the application server SMTP service and not rely on other existing email servers for outbound mail. | | | | |
| Supports a workflow “recall” feature allowing users to pull back an item from the workflow. | | | | |
| Item Creation | | | | |
| A template is used for item creation that supports multiple layouts based on the meeting type or item type. | | | | |
| Templates support required fields, data validation on fields and dependant drop downs designed to our standards. | | | | |
| Solution supports unlimited attachments. | | | | |
| Solution supports automatic conversion of attachments to PDF format. | | | | |
| Supports customized attachments created to meet our specific layouts, such as an automatically generated item cover sheet. | | | | |
| Solution allows us to restrict access to confidential attachments. | | | | |

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| Users can add items to meeting as a request allowing clerk or designee to override or accept that request. | | | | |
| Users can monitor workflow for their items and view the status of the item in workflow. | | | | |
| Approvers | | | | |
| Approvers get email notices if administrator has set email triggers. | | | | |
| Administrator can turn off email notice for any user. | | | | |
| Approvers can comment as needed. | | | | |
| Administrators can set rights for approvers allowing some to have edit privileges and others to have read-only privileges. | | | | |
| Certain approvers can have a user right to alter preconfigured workflows. This is configured by the system administrator. | | | | |
| City Recorder (Clerk) - <i>or designee</i> | | | | |
| Public agendas can be customized to meet our specifications including font style, type and other attributes. | | | | |
| Supports more than one agenda layout for different meeting types. | | | | |
| Clerk can edit any item. | | | | |
| Clerk can reorder the agenda items. | | | | |

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| Clerk can preview, then publish the agenda at will. | | | | |
| Clerk can publish to an internal web site showing draft agendas prior to publishing final agendas to external websites. | | | | |
| Clerk can create meetings and open them for users to add items. | | | | |
| Clerk can change the date on any meeting without disrupting the agenda layout for the original meeting. | | | | |
| Clerk can reassign items to other meetings. | | | | |
| Clerk can easily create a single PDF of the entire agenda packet. | | | | |
| Supports the publication of the final agenda in both HTML and PDF formats to accommodate users with different needs. | | | | |
| Clerk or designee can monitor workflow for all items and view the status of items in workflow. | | | | |
| Clerk can control meeting status: Open, Closed, or Closed for Final Approval. | | | | |

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| Meetings set to Closed for Final Approval allow the clerk to continue to edit the meeting and meeting items, but lock out other users from making changes. | | | | |
| Minutes | | | | |
| Solution integrates with FTR Minutes Maker – (audio files). | | | | |
| Supports individual motions on any item. | | | | |
| Supports recording item action such as passed, failed, rescheduled, or tabled. This list is configurable to our standards. | | | | |
| Supports Board action taken or draft minutes on our public web page. | | | | |
| Supports a final minutes web page. | | | | |
| Minute layouts pages can be customized to meet our specifications. | | | | |
| Council/Board/Committee Members/Staff | | | | |
| Members can use full text search to research past Agenda and minutes. | | | | |
| Members can log in through a secure log in. | | | | |

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| Members can view Agenda and make comments on any item as part of their meeting preparation and save this information to be retained for records retention purposes. | | | | |
| Members can review items and all support material. | | | | |
| Members can search by item category or meeting type for items. | | | | |
| Administrator controls rights on a global basis using role-based user rights. | | | | |
| Public Views | | | | |
| Public can search for past and future meeting agendas. | | | | |
| Public can search for meeting minutes. | | | | |
| Public can view agendas/minutes in an HTML/web page format with an option to view the entire packet in a PDF file. | | | | |
| Solution can produce single PDF files for printing. | | | | |

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| Technology | | | | |
| <p>Browser based; no client software to support. Solution should not rely on Microsoft Word or other client-side software to function for general users.</p> <p>Certain administrative level users may use client-side code if it enhances the software usability.</p> | | | | |
| Describe the hosted environment; will it be on its own or a shared server? | | | | |
| Describe the operating system environment. | | | | |
| Describe solution's ability to integrate with other applications. | | | | |
| Seamless bi-directional integration with third-party document management solutions (i.e., Laserfiche). | | | | |
| Described the license agreement. Who will own the software? | | | | |
| Can the solution can be hosted by the vendor or by us? | | | | |
| Are we limited in the number of meetings we are able to manage? | | | | |
| Describe your user license fees. | | | | |
| Explain server or CPU license fees. | | | | |
| Explain fees relating to bandwidth use for your solution. | | | | |

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|--|-------------------|--------------------|---------------|---------|
| What do you propose for technical support? | | | | |
| What is your policy regarding upgrades? | | | | |

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