

REQUEST FOR PROPOSALS NO. PS20191241

PROVISION OF A MEETING MANAGEMENT SOLUTION

QUESTIONS AND ANSWERS NO. 2

ISSUED ON SEPTEMBER 27, 2019

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| Q1 | <p>In the separate attachment, "PS20191241 - Requirements", on the 'Functional Requirements' tab:</p> <ul style="list-style-type: none"> a) Item 12: please clarify what the City means by "Ability to designate items as confidential with designation carrying through document lifecycle (i.e. compiling, publishing, printing, etc.)" b) Item 15: "Ability to manage workflow for motions from Council including: number assignment, tracking and disposition (i.e. assignment to agenda)" - does this requirement refer to tracking the workflow lifecycle of the item (e.g. item was drafted, approved, sent to committee, approved at committee, sent to council meeting)? c) Item 54: "Integrate with Chamber audio-visual environment" - with respect to council AV, what specific functions (e.g. video, voting, microphones, request-to-speak-system, etc.) are included under the "AV" category? d) Where the City references HP-Trim: does the City also have a development license with an appropriate, supported, and document API? |
| A1 | <ul style="list-style-type: none"> a) The ability to assign an attribute (i.e. confidential) to a document that would inform the treatment of that document and key activities such as who has access, requisite steps before document is released. Similar to treatment of <i>in camera</i> items. b) Yes. c) Includes video, voting on touchscreen monitors, microphones, request-to-speak system, presenter station, projector, Crestron controller, cameras, webcasting. d) Yes: the City has a development license and there is API documentation |
| Q2 | <p>In the separate attachment, "PS20191241 - Requirements", on the 'Technical Requirements' tab:</p> <ul style="list-style-type: none"> a) Item DA-11: is the Cloud Security Alliance Questionnaire the same as the CAIQ (Consensus Assessment Initiative Questionnaire)? b) Item IE-04: "The product supports extensibility through publicized and documented APIs, and the upgrade path for client-developed extensions is based on these documented APIs." - in addition to the web, Records Management and Council AV systems, what additional integration points is the City considering for the Meeting Management Solution? |
| A2 | <ul style="list-style-type: none"> a) Yes: it is one and the same (the City uses these terms interchangeably) b) See IA-001 to IA-007 Integration with City Applications in the Technical Requirements |
| Q3 | <p>The RFP states requirements on security, technology standards, project timelines, payment schedule, etc. - which may conflict with the standard subscription agreement terms and conditions of a proponent's form of agreement. How should a Proposal address these?</p> |
| A3 | <p>The proponent's submitted proposal should clearly state any deviations and variations to the City's sample Form of Agreement (refer to Appendix 3), the separate attachment "PS20191241 - Requirements", and RFP Part B Scope of Work (RFP Pages 4-11). For convenience, the proponent may have a separate section in the proposal that summarizes all the deviations and variations.</p> |
| Q4 | <ul style="list-style-type: none"> a) Please provide details on how the City's Open Data Platform can receive voting and attendance records, and in what format. b) Does the City have a support API with documentation for this software? |

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| A4 | <p>a) Ideally the proposed solution would replace this function and enable vote capture and hand off to open data platform. Currently, the Council voting records open data web app was written in-house using the Outsystems rapid development tool. Process is as follows:</p> <ul style="list-style-type: none">• Votes cast using Crestron software (part of Chamber AV environment)• Import CSV files generated by Crestron Council voting system into a custom database• First data is imported into a table that matches what is in the CSV and does some validation• After the import users can see import errors and fix them• Users then import the data into a few custom tables that are used to manage what is displayed in open data• Where correction are necessary, manager approval is required.. Managers get notified automatically via email if their approval is required• Staff include or exclude votes from open data and publish to open data. "Publish" in this app is just setting a flag that the data was approved for open data and can be seen on open data via special links• App generates Excel files on the fly for open data (i.e. open data includes links like these inside the council meetings documents) <p>b) Yes: there is documentation.</p> |
| Q5 | <p>The RFP outlines a goal: "Manage correspondence for agenda items", for the delivery of the project in section 3; however, this is not elaborated upon in the Functional Requirements. Can the City elaborate on the successful achievement of this goal?</p> |
| A5 | <p>A variety of correspondence items are received for agenda items - some in support of, some against, and some merely providing commentary. Providing this information to elected officials as they deliberate on motions is critical to informed decision-making. At minimum, this would involve the receipt of correspondence related to specific agenda items (currently an online form), ingest into the solution with the ability to distribute to defined distribution lists.</p> |