



Item No. 17a

AGENDA ITEM MEMORADUM

**Public Information Officer
and Town Clerk**

Steve d'Oliveira & June White

Department

Department Directors

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> July 10, 2012	July 3

***Subject to Change**

- Presentation Reports Consent Ordinance
 Resolution Quasi-Judicial Old Business New Business

FY2012 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: Award Web Casting and Agenda Management Services, RFP 12-05-01.

EXPLANATION: With Granicus' contract with the Town of Lauderdale-By-The-Sea set to expire on July 1, 2012, the Town in April asked for and received a two-month extension to Aug. 31 while we completed our RFP process. With the Town Commission's approval, RFP 12-05-01 was released in April 2012 for Web casting and Agenda Management Services. The evaluation committee was comprised of Town Clerk June White, PIO Steve d'Oliveira and Tamarac City Clerk Peter Richardson. We received responses from the following four firms:

- Carahsoft Technology**
- Granicus**
- Novusolutions**
- SIRE Technologies**

The committee evaluated the four proposals. The top two ranked firms were Granicus and SIRE Technologies.

Granicus has provided web casting services to the Town since December 2007. Granicus has provided very good service to the Town and its customer support is excellent. Granicus was an industry pioneer in providing internet video streaming services to government. SIRE was a pioneer in providing Agenda Management Services to government. Granicus and SIRE actually had a business partnership years ago; each firm now provides both agenda management and web casting services.

Granicus does not provide Agenda Management Services to us, but it has the capability to do so. The Town Clerk believes switching to an automated electronic, paperless agenda management system will increase efficiency.

Our Granicus contract was for three years with annual options to renew for an additional two years. The Town currently pays Granicus \$775 per month for web casting services. Our current Granicus encoder and media vault are now at least four generations old; both can now be handled on a single server. Staff recommends upgrading to a new server, no matter which firm the Town Commission decides to contract with. The reason is simple: Our current equipment and software is antiquated and needs to be replaced anyway.

If the Town remains with Granicus and upgrades to a new server, our monthly cost would go from \$775 to \$790. If the Town were to also contract with Granicus for Agenda Management Services, there would be an upfront cost of \$24,325 and an additional \$680 in monthly costs. Our total Granicus cost per month would jump to \$1470.



Since the Town was already familiar with Granicus, SIRE Technologies was asked to make a presentation to the evaluation committee, which it did on July 2 in Jarvis Hall. Notice of the evaluation committee meeting was posted on the Town's Web site and open to the public.

SIRE's upfront costs for web casting and Agenda Management Services are \$9,380, which includes the upgraded server cost of \$2500. SIRE's monthly cost to the Town would be \$799. Contracting with SIRE would save us \$14,945 in upfront costs and \$671 in monthly charges. Compared to Granicus for the same services and equipment, this is a significant savings. Start-up costs aside, for \$24 more per month than what we now pay (\$775), SIRE will provide Web casting and Agenda Management services (\$799).

It should be noted that SIRE has done more transitions to its company from Granicus than any other firm in the country. No technical issues are foreseen with the video data transfer. If the Town were to contract with SIRE, it would take approximately one month to transition from Granicus to SIRE once a final contract was signed.

We have sufficient funds in the current year budget to cover the upfront costs for SIRE.

RECOMMENDATION: Staff recommends the Commission 1). Designate SIRE Technologies as the first-ranked respondent and Granicus as the second-ranked respondent, and 2). Authorize Town staff to negotiate and execute a contract with the top ranked firm for web casting and Agenda Management Services to include a new server.

EXHIBITS: Agenda Management Services Comparison and RFP submissions from ranked firms.

Reviewed by Town Attorney
 Yes No

Town Manager Initials CS

RFP 12-05-01 Web Casting Agenda Management Services

DATE: May 17, 2012, 2:00 PM

Town Of Lauderdale-By-The-Sea

Bid Tab lowest to highest Bidder

RFP 12-05-01 - Web Casting & Agenda Management Svs

Technical Support	Years Experience	Training Timeline	New Equipment Required?	Monthly Total	Up Front System Cost	Podcasting	Misc
24/7	13	80 hours	No	\$800.00		No mention	
				unlimited annual mtgs			
24-7-365	12	4 wks + continous support	No	\$1,470.00	\$24,325.00	Connects to Ipad, iphone and other streaming devices.	Current vendor
				unlimited annual mtgs			
24-7	9	Up to 16 hrs then 125 per hour		\$750.00	\$23,700.00	Streaming available for an extra	
				up to 50 annual mtgs			
				add \$1,900 for onsite training			
24-7 available	20		Current Encoder May be compatible Otherwise \$2,500	\$700.00	\$13,180.00	No Mention	converts granicus
				unlimited annual mtgs			

1. Carahsoft Technology Corp
Federal, State & Local Agencies

2. Granicus Inc.

State, County & Municipalities

3. Novusolutions

State, County & Municipalities

SIRE

State, County & Municipalities

PREPARED BY: _____

VERIFIED BY: _____



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- Minutes Plus™
- eVoting
- Public Access
- Committee Manager™
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- FileCenter™
- WebCenter™
- Workflow™
- Forms™
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- Disaster Recovery™
- API Toolkit™
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"SIRE Agenda Plus™ saves your entire organization time and money by automating the agenda creation process."

SIRE Agenda Plus™

SIRE Agenda Plus significantly reduces the time spent on agendas. Use SIRE Agenda Plus to quickly and easily create agendas, add and approve agenda items and supporting material, allow others to submit items, and publish everything to the web with the click of a button.

- Agenda templates for different meeting types
- Allows departments to electronically submit agenda items with attachments for approval
- Customizable agenda formats
- Convenient posting to web
- Easily record minutes using MinutesPlus
- Record attendance, votes and motions
- Record history, action items and other required information for each agenda item
- Post summaries, agendas with attachments, minutes and streaming video to the web
- Google-type searches of streaming video, agendas, minutes, voting logs, summaries and attachments using Full Text Search
- Customizable agenda and summary formats

OUTCOMES

Temecula, CA saves over 1.2 million pages a year

Osceola County, FL saves about ¾ of a workday

Las Vegas, NV significantly reduced the labor and cost associated with public information requests

SIRE allows Sacramento County to reduce related costs by 90%

Huntington Beach saves over 338,760 pages per year



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Legislative Management Suite

Comprehensive and automated agenda workflow

- Overview
- Benefits & Functionality
- Feature List

Legislative Management Feature List

Agenda Item Management

- Draft files and edit text in Microsoft Word™
- Add supporting documents
- Cross-reference items to agendas and minutes
- Submit items through a web-based form
- Set electronic approval routing
- Review agenda item history

Meeting Agendas

- Automatically assemble and publish agenda packets
- Auto-number agenda items
- Create templates for each meeting body

Meeting Minutes

- Record roll call, motions, votes, and discussion
- Automatic item referral routing
- Publish minutes to the web

Legislative Portal

- Dynamic calendar of past and upcoming meetings
- Search, track and print legislative data
- View district representation, open positions, vacancies and more

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RFP No. 12-05-01
Web Casting and Agenda
Management Services



www.siretechnologies.com

SIRE Technologies, Inc.
David Adams, Regional Sales Manager
801.977.8608 main
801.910.5820 cell
dadams@siretechnologies.com

Town of Lauderdale-By-The-Sea
Town Clerk
4501 Ocean Drive
Lauderdale-By-The-Sea, FL 33308

Due: May 17th, 2012 2PM

ORIGINAL



making the complex, simple.



1. Letter of Transmittal

SIRE Technologies Corporate Office: 2211 West 2300 South
West Valley City, UT 84119
801.977.8608 main
www.siretechnologies.com

Authorized Representative: David Adams, Regional Sales Manager
2211 West 2300 South
West Valley City, UT 84119
801.910.5820 mobile
dadams@siretechnologies.com

SIRE Technologies, Inc (a subsidiary of AlphaCorp), develops, delivers, and supports its own Agenda Automation and Electronic Content Management solution called SIRE (Store, Index, Retrieve, and Exchange). This powerful product suite helps government organizations dramatically reduce the costs of manually processing, storing, and retrieving their documents and information. At the same time, SIRE helps them increase their productivity, profitability, and security.

As one of the nation's premiere Agenda Management solution providers, SIRE Technologies is pleased to present you with a proposal we confidently believe will enable your Town to accomplish the goals and objectives outlined in your request for proposal, including streamlining your paper process and creating efficiencies through automation. The software solution that we propose will help the Town automate its entire agenda and meeting management processes. With extensive expertise in the city and county government sector, SIRE Technologies will provide the Town of Lauderdale By-The-Sea the ability to create various agendas and post the agendas, minutes, packets, and video to the web for public consumption. There is no limit to the number of meetings or the amount of data that may be stored. The web page that the public will view will be accessed through the city website and will be configured to match the look and feel of the current website. Users that visit the site will have the ability to intuitively search for meetings as well as individual items contained within the meetings using key words or phrases.

All of the data and video will be hosted by SIRE at their secure data centers. The previous agendas and videos in the Granicus system will be converted to the new system. SIRE has a great deal of experience with Granicus conversions, and has most recently converted the City of Cape Coral and Osceola County from Granicus to SIRE Video Plus. SIRE will help create the agenda templates for the 6 Meeting Types listed in the RFP and will train staff how to add additional Meeting Type templates. All training for using the system will performed onsite, and ongoing support is available through our call center.

Most of our clients have faced very similar issues and have succeeded in not only solving these issues, but have benefited from numerous other efficiencies our solutions provide. Our clients are not only streamlining their processes, reducing the amount of labor required to complete their work and increasing public access to information – but they are also seeing tremendous benefits from paper savings, saved courier costs, fewer public information requests at the office and synergies from automating processes not only in their departments but city or county wide.

The SIRE application is of modular design and meets all of the Towns goals as stated in RFP No. 12-05-01. Here is how we can address some of the challenges the Town is trying to solve:

- ✓ **Agenda Preparation:** Pre-Meeting activities such as agenda creation and item approval processes; Meeting activities including taking minutes of the meeting; and Post-Meeting activities such as posting agendas with attachments, summaries and minutes. SIRE even provides the posting of video to the web, a digital Voting System and request to speak functions that take place during the public meeting process.

- ✓ **Video:** Stream meetings, events and legislature, press releases, briefings, training and safety videos to reach more constituents and increase service levels. SIRE Video Plus allows governments to easily stream meetings as they happen live or to record them and publish to the web. This makes it easy for constituents to view them live or on-demand, together with the meeting minutes, supporting materials and the meeting agenda if desired – all in a searchable format.
- ✓ **Distribution:** SIRE Agenda Plus publishes all agendas to the Town's website in an HTML format with links to all supporting documentation and to the video and/or audio of the meeting. Meeting Minutes and agenda packets are also indexed and stored for later search and retrieval.
- ✓ **Mobile:** SIRE Agenda Plus with AgendaToGo provides secure web access to your agendas and all supporting documents on the iPad, HP Slate, Microsoft tablets, Kindle e-readers, Blackberry or Playbook, iPhone, Android and more. Instead of bringing your paper printout of the agenda packet, simply bring your mobile device to the meeting. SIRE AgendaToGo allows you to comment on agenda items, make annotations, notes and highlights directly from your mobile device.
- ✓ **Security:** Permission control dictates who has access to what documents, thereby ensuring confidentiality of files and activity restrictions where necessary. Permissions can be set for any actions within the system, including log in, view, edit, email, export, delete, add, check in, check out, save and print.
- ✓ **Votes:** Voting can be captured during the meeting using our Minutes Plus application. The clerk keeping the minutes can record the votes as they take place. We also provide an electronic voting system that allows council members to vote electronically via computers or touch screens at the Dias. The voting system also allows the viewing of the agenda and supporting materials. It also provides the ability for council members along with other users to be able to "register" to speak on items in advance. This gives the presiding authority the ability to see in advance who desires to speak on what items.
- ✓ **Committee Management:** Eliminate the hassle of tracking committee or board member terms with SIRE Committee Manager. Easily track the term of committee or board members, who appointed them, if they can run again, the positions they have served in and what accomplishments were had while they were in office. SIRE reporting capabilities provide an easy way to search and find information about a committee, council or board or one of its members - past or present.
- ✓ **Meeting Minutes:** Work in one single screen to take roll calls, minutes, motions and votes associated directly with the corresponding agenda item. Even view a live stream of your recording during the meeting to see what is being broadcasted.
- ✓ **Search Capabilities:** SIRE provides excellent searching capabilities with a variety of ways to search the metadata using standard naming conventions and full text searching.
- ✓ **Retention Abilities:** SIRE Retention Manager schedules maintenance and disposal of records, files and documents stored in your SIRE system. Retention guidelines are automated to meet audit and public access requirements.
- ✓ **Comprehensive Foundation:** All of our modules are built upon a foundation of an Electronic Document Management system so you get functionality that others cannot provide such as real document management and document storage to include retention management of all documents, document e-mail and fax capabilities, etc. Advance document searching capabilities including Full Text searching of all Forms, documents and attachments in the system.

SIRE's entirely Web-based, modular design gives city, county, state, and district offices the flexibility they need to meet agenda and meeting automation needs through a single solution while also meeting their

budgets. Its easy-to-use, intuitive interface translates into instant user adoption. Built on Microsoft .NET technology, SIRE easily integrates seamlessly with existing systems and third-party applications.

SIRE is able to perform the services and provide the system as required. We agree to the terms and conditions set forth in the RFP and are able to enter into a contract with Town of Lauderdale-By-The-Sea if selected as your solution provider.

My name is David Adams and I am authorized to agree with the terms and conditions outlined in this RFP and any resulting contract. We at SIRE Technologies are pleased to offer this proposal to Town of Lauderdale-By-The-Sea and thank you for the opportunity to earn your business.

Sincerely,

A handwritten signature in black ink, appearing to read "David Adams", written over a horizontal line.

David Adams
Regional Sales Manager
(801) 977-8608 office
(801) 910-5820 mobile
dadams@siretechnologies.com

2. Title Page

SIRE Technologies Corporate Office:

2211 West 2300 South
West Valley City, UT 84119
801.977.8608 main
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Authorized Representative:

David Adams, Regional Sales Manager
2211 West 2300 South
West Valley City, UT 84119
801.910.5820 mobile
dadams@siretechnologies.com

RFP Due Date:

Thursday, May 17, 2012

Subject:

RFP No. 12-05-01

Project:

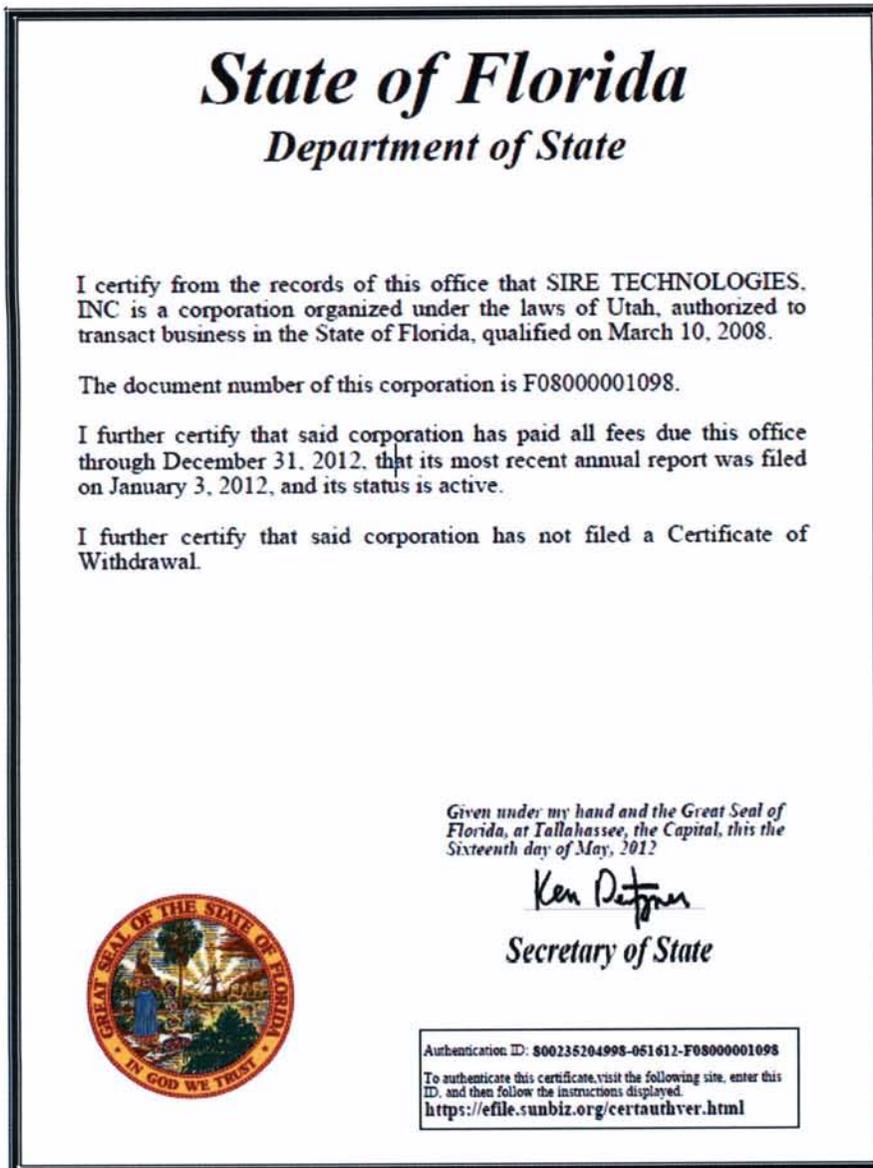
**WEB CASTING AND AGENDA MANAGEMENT
SERVICES**

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4. Organization Profile and Qualifications

SIRE Technologies™ by AlphaCorp was established nearly two decades ago on the foundation that the client comes first. Its loyal customer base stands as a testament to the strength of its products, which include document management and agenda automation solutions. SIRE will be the sole provider of all modules proposed in this response, and won't need to partner with any third-part vendor to meet any of the requirements outlined in the Town's RFP No. 12-05-01. SIRE is authorized to conduct business in the State of Florida, and our document number is F08000001098.

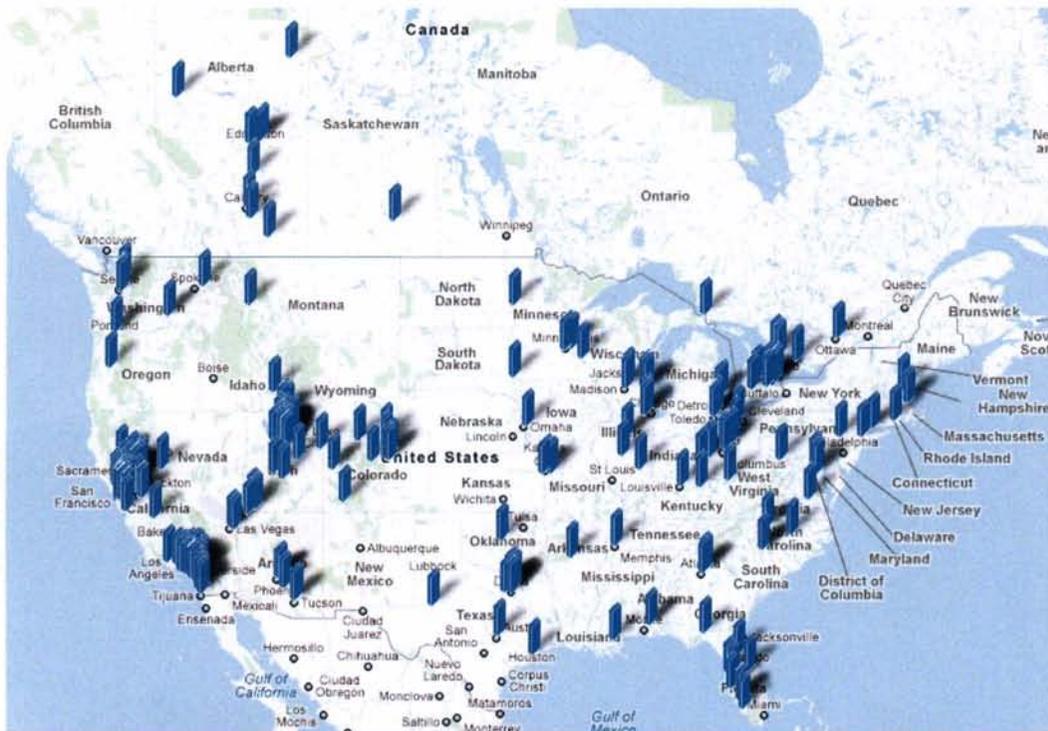


SIRE Technologies is a closely held family corporation. The Painter Family, including Jim Painter, Chairman of the Board; Kris Painter, President; Mike Painter, Chief Financial Officer; and Kathy Painter, Secretary are the Principal Officers of the company. The family purchased the business in November, 1991 and incorporated in 1993, in the State of Utah, under the parent name of AlphaCorp, Inc. The business name is now SIRE Technologies, by AlphaCorp, Inc. and we currently have 70 employees.

SIRE has been successfully deployed in hundreds of state and local agencies across the US and Canada. Because of SIRE's unique architecture and scalability, SIRE solutions fit the needs of any size organization. Some of our Florida customers include:

- Cape Coral
- Collier County
- Florida Office of the Attorney General
- Lee County Port Authority
- Lee County
- Marion County
- Town of Montverde
- Osceola County
- Oviedo
- Pasco County
- Sarasota
- Sarasota County
- Tampa

This map depicts our wide client base:



With more than 380 successful implementations and 90,000 users in the government sector, our solution has been proven to dramatically increase staff productivity, effectiveness and overall efficiency by providing instantaneous access to virtually any file stored in our system from anywhere and literally eliminating the problem of lost, misplaced, or duplicate files.

Vendor Qualifications

The SIRE solution is proven to dramatically increase staff productivity, effectiveness and overall efficiency by providing instantaneous access to virtually any file stored in our system from anywhere and literally eliminating the problem of lost, misplaced, or duplicate files. SIRE also significantly elevates the security of files by managing access on the cabinet, folder and file level, thereby regulating public access to classified information. Access can be restricted to viewing and printing rights only for selected individuals, groups or document types.

Keeping with its reputation as the innovative leader, SIRE was the first to migrate over to the revolutionary .NET architecture. This new platform technology is proving to provide superior ease-of-use, flexibility, less maintenance and even better security. As you might expect from a state-of-the-art system, SIRE is compliant with both DoD 5015.2 and Sarbanes Oxley.

SIRE has always been a pioneer in the agenda management industry with one of the longest histories and some of the largest clients. SIRE was the first to incorporate streaming video, minute's automation and voting records with the agenda management tool. Some of the advantages our existing clients enjoy are:

One Vendor: With so many product modules available, our clients find many uses for SIRE in all departments. Using SIRE as your single vendor eliminates potential integration and support issues that often arise when multiple vendors are involved in the same project.

Innovation: SIRE remains one of the few offering key functions such as a powerful workflow tool capable of accommodating multiple committee review process and the only vendor offering a true enterprise legislation management tool.

We Develop & Support our Products: SIRE clients don't have to worry about dealing with outsourced support or resellers who may or may not support our products in the future.

Strong Focus on State & Local Government: SIRE's products are designed and developed uniquely for the needs of state and local government agencies. This focus has allowed SIRE to gain a wealth of knowledge and experience with projects in the government sector and has resulted in a deep understanding of the environment in which government operates.

Agenda Modules built on EDMS Base: With legislative modules built directly onto our content management modules, SIRE Technologies is able to provide flexibility and functionality unparalleled by competitors.

Outstanding Customer Service & Support: 100% project completion and an industry renowned client support group.

Modular Product Design: We offer a full suite of modules that allow you to design your perfect solution and expand it at any time.

Configuration Flexibility: Our unique design allows SIRE to configure our solutions to meet the unique and exacting functionality requirements of its clients without writing additional code. This eliminates the bugs and unreliability commonly associated with "customization." This also eliminates the common problem of customers needing to change their preferred business processes to accommodate the limitations of the software application.

Open Architecture: Thanks to SIRE's unique architecture, it can be integrated with virtually any 3rd party application or database, including legacy mainframes. SIRE has a long and successful track record of integrating SIRE with a large variety of different systems. This permits SIRE to create a true "central repository" where all of the organizations data can be researched.

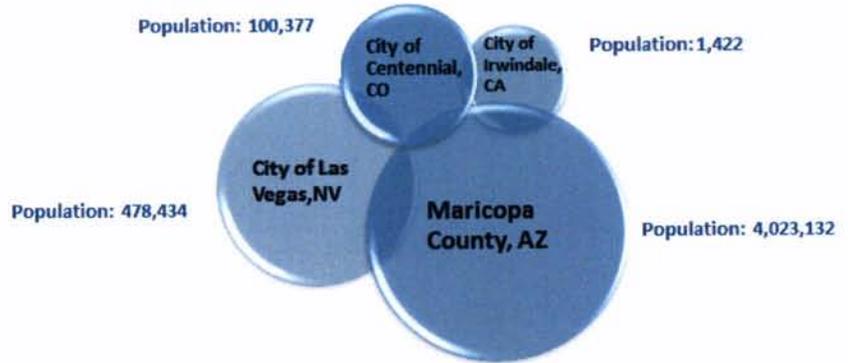
Quantifiable, quick return on investment: Significantly reduce staff time required to fulfill obligations, paper and storage cost, public information requests and more.

Scalable: From small cities to large counties, from single departments to enterprise applications – SIRE is built to meet your needs.

User Friendliness: The ease and extent to which SIRE can be configured allows individual users turn off or on functions, screens and menus (with permissions) to meet their personal needs. This allows the screen to be clutter free and easy to navigate. It also

allows users to grow in comfort and turn on more sophisticated features only when they are ready to use them. Otherwise, novice users will never even see the more advanced features of SIRE.

Value: We take projects from start to finish, don't outsource and control our product development and pricing. That's how we are able to best meet your needs.

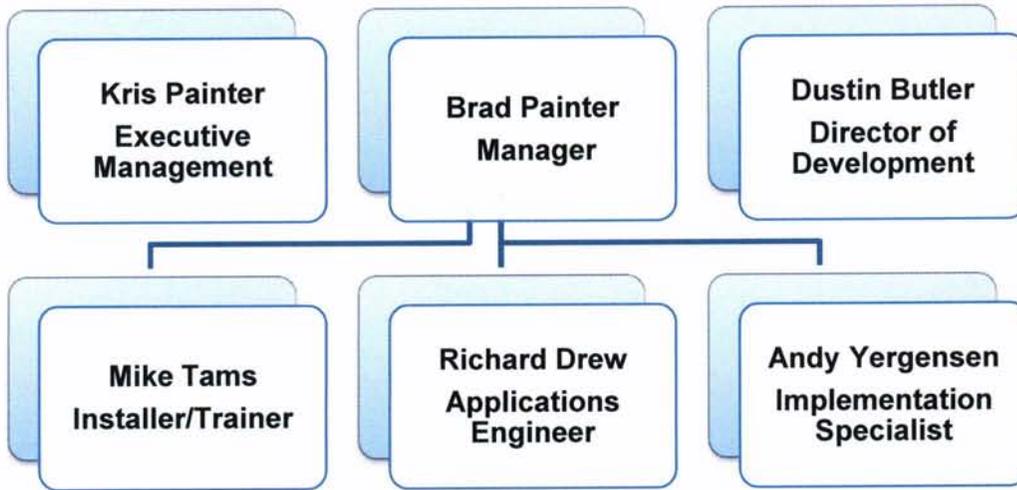


Here is what some of our customers have said:

- *"Excellent products & service. The SIRE team is focused on customer satisfaction & service. SIRE listens to their customers & acts to improve products to meet customer needs." (Bev Burke, City of Lethbridge)*
- *"SIRE is very customer oriented. Even though my organization has a small support staff I feel like SIRE is part of my team supporting our users." (Alan Kelley, Oklahoma City)*
- *"I would like to say that the support Temecula has received from your technical staff has been truly superb. These were very complex tasks and we could not have accomplished them without the expertise of [SIRE Technologies]." (Tim Thorson, Information Systems Director, City of Temecula)*
- *"SIRE listens to the customer and is willing to implement new ideas whether to existing software or projected thoughts and practices." (Robin Judd, Summit County)*
- *"No matter where they are, what they are doing or what day of the week it is, SIRE is always there to help us when we need it the most." (Michael Ramirez, City of Ventura)*
- *"Every person from SIRE we have dealt with, from our initial contact with the sales consultant to the installers has had the same upbeat, can-do, no-problem attitude. SIRE makes us feel as if we were their only client." (Jeanne McAferty, Chief Deputy Clerk, Johnson County Government)*

Professional Qualifications

Below is a list of key SIRE project team members who are proposed for the Town's installation, implementation and training. Their bios follow.



- **Kris Painter - Executive Management:**

Kris is responsible for the strategic oversight and overall company resources. He has a Bachelor's degree in Computer Science and Business Management. He has worked in the industry for 25 years and has a good understanding of the industry. He has extensive product development, consulting, implementation and support experience within State and County environments. He is committed to seeing that our projects are successful.

- **Brad Painter – Project Manager:**

Brad has been with the company since 2000. He graduated with a bachelor's degree in Electrical Engineering and technically understands the requirements necessary for the successful deployment and best practices of the SIRE software suite. Brad oversees all currently running projects and is responsible for managing all implementation resources. He has been a part of and led dozens of successful implementations ranging in scope across the SIRE suite. He is very good with people and has the ability to make sure a project is completed with satisfaction, on time and within scope and budget.

- **Dustin Butler – Director of Software Development:**

Dustin has been with SIRE Technologies for more than a decade. He has more than 13 years of experience in document management, content management, agenda management, legislative management and more. Before working at SIRE Dustin worked for Salt Lake County where he was responsible for the public delivery portion of the SIRE product. As such, he is very familiar with the challenges that our government customers face. Dustin worked closely with several SIRE customers and was the original software developer for Agenda Plus, which is recognized as the first sophisticated Agenda Management product in the market today. Since then he has continued to lead the SIRE development team and direct the design and engineering of the product. Dustin works closely with customers to understand their needs and guarantee that SIRE delivers what the customers need.

- **Mike Tams – Technologies System Installer:**

Mike is responsible for ensuring that all SIRE Technologies software is installed correctly in a timely manner. He manages needs assessments with clients to make sure that the installation meets expectations. He is proficient in all areas of the SIRE Suite including Agenda Plus, FileCenter, WebCenter, Capture, Workflow, Forms, Video Plus, Minutes Plus, and SIRE Pub. He also specializes in installing all facets of the product including Electronic Document Management System (EDMS), AgendaPlus, MinutesPlus, VotingPlus and Video Plus. Mike also provides full training on all products in the SIRE suite of products from both a Technical Perspective as well as the End User side of training. He takes great pride in making sure that the client is both excited and able to use the products that are installed and also provides follow-up training where necessary. Mike is a Microsoft Certified Trainer (MCT) 2005-2010, MCES, MCSA, MCP.

- **Richard Drew – Applications Engineer:**

Richard joined SIRE in 2005 after being a SIRE customer for 4 years. Until recently he has spent most of his time as a local resource to SIRE customers in California. Richard is very familiar with the SIRE product suite and its architecture. He has an inherent skill in listening to customers' needs and recommending the SIRE products to best meet those needs. Richard received his MCSD certification in 1997, and spent 7 years as a software engineer before joining the SIRE team. He has development experience in VB.NET, VB, ASP.NET, ASP, SQL and HTML.

- **Andrew S. Yergensen – Systems Engineer and Implementation Specialist:**

Andrew has provided installation and training for various customers in all SIRE product areas. He specializes in producing custom scripting of Forms and Workflows utilizing VB Script, JavaScript and VB.Net. He has performed extensive discovery for Agenda/Minutes, Workflow, and other products. He is often thanked by clients for his expert customer service skills. Andrews holds his Microsoft Certification (MCSE + I) – Microsoft- Redmond, WA (2000).

RFP Form A, Qualifications Statement

Lauderdale-By-The-Sea RFP No. 12-05-01

WEB CASTING AND AGENDA MANAGEMENT SERVICES

RFP FORM A

RFP No. 12-05-01 Project No. _____

Proposer: SIRE Technologies

QUALIFICATIONS STATEMENT THIS FORM MUST BE SIGNED

AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.

The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

1. State the full and correct name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)

1.1. The correct and full legal name of the Proposer is:

ALPHACORP DBA SIRE Technologies.

1.2. The business is a (Sole Proprietorship) (Partnership) (Corporation).

SIRE Technologies is a corporation.

1.3. The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:

The corporate officers for SIRE Technologies are as follows:

Kris Painter, President

Mike Painter, Chief Financial Officer

2. Please describe your company in detail.

SIRE Technologies, (a subsidiary of AlphaCorp, Inc.), develops, delivers, and supports its own Electronic Document Management, Agenda Management, and Electronic Plan Review Solutions. This powerful product suite is specifically designed for government agencies and dramatically reduces the costs of manually processing, collaborating, storing, and reviewing their documents and information.

SIRE Technologies is a closely held family organization. The Painter Family, including Jim Painter, Chairman of the Board, Kris Painter, President, Mike Painter, Chief Financial Officer and Kathy Painter, Secretary. The family purchased the business in November, 1991. They incorporated in 1992, in the State of Utah under the parent name of ALPHACORP, Inc. The business name is now SIRE Technologies and there are currently no plans for any mergers or acquisitions.

3. The address of the principal place of business is:

2211 West 2300 South
West Valley City, UT 84119

4. Company telephone number, fax number and e-mail addresses:

Phone: 801-977-8608
Fax: 801-972-3165
Email: info@siretechnologies.com

5. Number of Firms employed:

SIRE Technologies does not employ additional firms. We are the sole provider of the solution proposed in this response.

6. Name of Firm(s) to be assigned to this Project:

SIRE Technologies

7. Company Identification numbers for the Internal Revenue Service:

870508307

8. Provide Broward County Occupational License Number, if applicable, and expiration date:

N/A

9. How many years has your organization been in business? Does your organization specialize in a certain type of web casting and agenda management service?

ALPHACORP DBA SIRE Technologies has been in Business for over 20 years. SIRE Technologies is a top provider of document management and agenda automation solutions specifically tailored to the needs of state and local government agencies.

Our innovative enterprise content and agenda management solutions increase operational efficiencies by streamlining work processes, facilitating better data management, and integrating for ease of use.

SIRE's comprehensive suite of solutions includes agenda automation, streaming video, minutes annotation, voting, committee management, electronic plan review and submittal, workflow, document imaging, and secure Web publishing of information.

10. In the past three years, have you ever failed to complete any web casting and agenda management work awarded to you? If so, where and why?

SIRE Technologies has never failed to complete any awarded projects.

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

11. Provide the following information concerning all contracts **in progress** as of the date of submission of this Proposal for your company, division or unit as appropriate.

Name of Project	Contract with:	Contract Amount	Estimated Completion Date	% of Completion to Date
Agenda Management & EDMS	Town of Innisfil, ON	\$145,518.61	June 2012	75%
Hosted Agenda Management	City of Loveland, OH	\$27,205.00	July 2012	80%
Agenda Management & EDMS	City of Prairie Village, KS	\$19,975.83	May 2012	95%
Hosted Agenda Management & Video Streaming	City of Regina, SK	\$12,936.00	June 2012	90%
Agenda Management & Video Streaming	City of Manchester, NH	\$24,950.00	June 2012	85%
Hosted Agenda Management & Video Streaming	City of Missoula, MT	\$52,578.96	August 2012	40%
Agenda Management & EDMS	City of Midvale, UT	\$74,543.60	July 15, 2012	85%
Hosted Agenda Management & Video Streaming	City of Eugene, OR	\$67,124.00	October 2012	15%
Agenda Management & Video Streaming	City of Aspen, CO	\$51,111.00	July 2012	40%
Agenda Management & Video Streaming	City of Oviedo, FL	\$54,566.00	July 2012	5%
Agenda Management & Video Streaming	City of Burnsville, MN	\$24,630.00	July 2012	65%
Agenda Management, Video Streaming & EDMS	City of Murrieta, CA	\$112,374.00	September 2012	40%

Name of Project	Contract with:	Contract Amount	Estimated Completion Date	% of Completion to Date
Agenda Management	Clark County, WA	\$45,485.00	June 2012	70%
Agenda Management & EDMS	Larimer County, CO	\$405,481.50	August 2012	10%
Agenda Management & Video Streaming	Fulton County, GA	\$201,436.00	August 15, 2012	70%
Agenda Management & Video Streaming	Pasco County, FL	\$89,373.00	July 1, 2012	90%
Agenda Management	City of Longmont, CO	\$31,245.00	July 1, 2012	90%
Agenda Management, Video Streaming, & EDMS	City of Rancho Cordova, CA	\$22,439.50	July 15, 2012	90%

RFP Form B, Reference Form

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Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

RFP Form B

RFP No. 12-05-01 Project No. _____

Proposer: SIRE Technologies

REFERENCE FORM

THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE. The Proposer guarantees the truth and accuracy of all statements and the answers contained herein.

Give names, addresses and telephone numbers of four individuals, corporations, agencies, or institutions for which you have performed work similar to what is proposed in this RFP:

1. Name of Contact Paula Carpenter - Osceola County
Title of Contact Clerk of Commission
Telephone Number: (407) 742-2100 Fax Number _____
E-Mail Address pcar@osceola.org

2. Name of Contact Scott Craig - City of Cape Coral
Title of Contact Business Systems Analyst
Telephone Number: (239) 707-1718 Fax Number 239-242-5344
E-Mail Address scraig@capecoral.net

3. Name of Contact Raj Pareek - City of Boston, MA
Title of Contact Sr. Manager E-Government Initiatives
Telephone Number: (617) 635-2114 Fax Number _____
E-Mail Address raj@cityofboston.gov

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

4. Name of Contact Elizabeth Neeley - Maricopa County, AZ
Title of Contact Sr. Business Analyst
Telephone Number: (602) 506-7426 Fax Number 602-506-6402
E-Mail Address neeleye@mail.maricopa.gov

5. Experience

SIRE has always been a pioneer in the agenda management industry with one of the longest histories and some of the largest clients. SIRE was the first to incorporate streaming video, minute's automation and voting records with the agenda management tool. Our agenda and webcasting clients include:

Anchorage, Municipality of AK
Aspen, City of CO
Austin, City of TX
Baldwin, County of AL
Benicia, City of CA
Boston, City of MA
Brant, County of ON Canada
Brazoria, County of TX
Breckenridge, Town of CO
Brookline, Town of MA
Burlington, City of ON
Burnsville, City of MN
Calabasas, City of CA
Calgary, City of AB
Cape Coral, City of FL
Casa Grande, City of AZ
Cedar Falls, City of IA
Centennial, City of CO
CIVIC Systems, LLD.
Clark, County of NV
Clark, County of WA
Coachella Valley Mosquito and Vector Control District (CVMVCD)
Coachella, City of CA
Collier, County of FL
Compton, City of CA
Council Bluffs, City of IA
Cowichan Valley Regional District
Crow Wing, County of MN
Culver, City of CA
Dallas Independent School District
DATANET imaging systems inc.
DeForest, Village of WI
Denver, City/County of CO
Desert Hot Springs, City of CA
Dunwoody, City of GA
Durango, City of CO
Edmonton, City of - CANADA
Effingham, City of IL
Elsinore Valley Municipal Water District
Emeryville, City of CA
Eugene, City of OR
Foster City, City of
Frisco, City of TX
Fulton, County of, Ga
Gaithersburg, City of MD
Glendora, City of CA
Grande Prairie, City of AB
Halton, Regional Municipality of ON
Hamilton, City of ON Canada
Henderson, City of NV
Hennepin, County of MN
Hillsborough, Town of CA
Huntington Beach, City of
Huntsville, City of AL
Innisfil, City of ON Canada
Irvine, City of
JCG Technologies
Johnson, County of KS
Konica Minolta Business Technologies
Laguna Hills, City of CA
Lake City, City of MN
Lake Forest, City of CA
Las Vegas, City of NV
Lee County Port Authority
Lee, County of FL
Lehi, City of
Lethbridge, City of
Lincoln, City of CA
London, Town of ON Canada
Longmont, City of CO
Louisville/Jefferson, County of, Metro Government
Loveland, City of OH
LR Hines
LR Hines Consulting
Maldives Group
Manchester, City of NH
Maricopa, County of (Clerk of Board)
Maricopa, County of AZ
Marion, County of FL
Mashantucket Pequot Tribal Nation (Foxwoods Resort Casino)
Menlo Park Fire Protection District
Mercer Island, City of WA
Mesquite, City of NV
Middleton, City of
Midland, City of TX
Midvale, City of UT
Mission Viejo, City of
Missoula, City of
Missoula, County of
Modesto, City of
Monroe, County of MI
Monterey, City of
Montverde, Town of

Moorhead, City of MN
Moreno Valley, City of
Moulton Niguel Water District
Murrieta, City of CA
Napa, City of
Naperville, City of
New Berlin, City of WI
North Las Vegas, City of
Northampton, County of PA
Oak Lawn, Village of
Oakville, Town of
Oklahoma, City of
Ontario, City of CA
Osceola, County of
Ottawa, City of ON Canada
Oviedo, City of
Pacifica, City of
Palos Verdes Estates, City of CA
Pasco, County of
Peterborough, City of ON
Pewaukee, City of WI
Pittsburg, City of CA
Port Hueneme, City of
Powhatan County, VA
Prairie Village, City of KS
Price, City of UT
Rancho Cordova, City of CA
Red Deer, City of
Redwood, City of CA
Regina, City of SK
Richmond, City of CA
Rocklin, City of CA
Roseville, City of CA
Sacramento Office of Education, County of
Sacramento, County of CA
San Bernardino, County of
San Carlos, City of
San Diego City Employees' Retirement Services
(SDCERS)
San Diego, City of
San Jacinto, City of

San Joaquin Valley
San Mateo, County of
Santa Clara, City of
Santa Cruz, City of
Sarasota, County of
SBCERA
Schaumburg, Village of IL
Shelby, County of, TN
Sioux Falls, City of SD
Snohomish, Fire District #1 WA
Software Solutions Incorporated
South Salt Lake, City of
Steamboat Springs, City of
Stony Plain, Town of
Stratford, City of
Sylvania Township, OH
Tampa, City of
Tarrant, County of
Temecula, City of CA
Tempe, City of AZ
Tooele, County of
TRAC Records Inc.
Tucson, City of AZ
Union, County of NC
Valdez, City of AK
Ventura, County of CA
Visalia, City of
Wake, County of
Walnut Creek, City of
Washington, County of UT
Waukegan, Village of
Wellington Dufferin Guelph Public Health
(WDGPH)
West Covina, City of
West Valley City, City of UT
Westerville, City of OH
Westminster, City of CA
Whittier, City of CA
Winston-Salem, City of
Wood Buffalo, Regional Municipality of AB
Xenia, City of

A few detailed references are provided below:

Name of Company: Osceola County, FL
Type of Business: Government
Contact Name: Paula Carpenter, Clerk of the Commission
Contact Address: 1 Courthouse Square Suite 2200, Kissimmee, FL, 34741
Contact Phone: (407) 742-2100
Contact Email: pcar@osceola.org
System Description: Enterprise Document and Agenda Management solution with workflow and web access. Osceola County saved an estimated \$90,000 in the first year of production with Agenda Plus in courier costs to transport agenda materials (building plans and other supporting materials) throughout the County during the approval process. Agenda Plus provided the means wherein those submitting agenda items could do so electronically from their own computer. Submitters were able to complete submittal forms online and attach the appropriate supporting materials electronically – similar to attaching a document to an email. For those documents needing to be scanned, they were scanned directly to the appropriate agenda item. From there, Agenda Plus automatically routed the items and their supporting materials to the appropriate person at the appropriate time. Regardless of how many different possible paths an item might take, SIRE offered Osceola piece of mind through things like:

- Item delegation for out-of-the-ordinary items
- Vacation / sick leave features accommodating a key person being out of the office
- Visual and textual reports showing exactly on whose desk an item resides and how long it's been there
- Automatic notification features that let people know they have an item in their electronic inbox, and follow up notifications to the appropriate people if the item sits there too long
- The ability to do everything needed with the item; add documents, append, stamp, sign, approve, reject, etc. If it can be done in the real world, it can be done in Agenda Plus.

Packet rollup is now a snap and last minute changes to item order no longer require the renumbering of pages or reshuffling of packets. Posting draft, final or approved agendas to the county website is as easy as clicking a button. Board members can now receive their agenda packets electronically via email or on a CD. This allows them or their staff to review the agenda before the meeting and to make personal comments ahead of time in preparation for the meeting. Unless a board member specifically asks for a hard copy, the agenda is then served up electronically with links to any other important information that is critical in making the decisions that impact the citizens and county business of Osceola County. "We used to make 30 copies then took that down to 15. With an average of 500 pages per agenda (with the supporting documents), the county saves 7,500 per meeting and 1,125,000 pages per year", Carpenter said. With an estimated paper and printing cost of \$0.10, that comes to more than \$100,000 in annual savings for the county. The county has also seen savings of how long it takes to create the agenda. "We save about a ¾ of a workday. Now that it is electronic, any items that need to be changed can be done quickly and easily—we used to have to cut and paste, which was a huge pain." With everything available online now, the county has seen a huge savings in terms of research requests from businesses and citizens. While the number of requests went up, the actual time spent by county employees on research in fact went down.

System Description: Enterprise Document and Agenda Management solution with workflow and web access. Installed products include SIRE FileCenter, SIRE WebCenter, SIRE Capture, SIRE Forms, and SIRE Agenda Plus. Osceola

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Products Installed:

SIRE FileCenter, SIRE WebCenter, SIRE Capture, SIRE Capture Index Station, SIRE Forms, SIRE Agenda Plus, SIRE Minutes Plus, SIRE Workflow; Integration with Permits Plus

Date of System

Installation: Feb-04
Population: 220,000
Cost of Project: 48383
URL:
State: FL

Name of Company: Las Vegas, NV
Type of Business: Government
Contact Name: Beverly Bridges, City Clerk
Contact Address: 400 Stewart Ave. Las Vegas, NV. 89101
Contact Phone: (702) 229-6311
Contact Email: bbridges@lasvegasnevada.gov
System Description: "City of Las Vegas is using SIRE FileCenter client and server licenses, SIRE Capture, SIRE Workflow and SIRE Agenda Plus with Streaming Video, Minutes Plus, and Committee Manager software. They also have requested several customizations that we are presently creating. Beverly Bridges and her team worked closely with SIRE to implement a comprehensive system that managed the entire life cycle of their agenda items including minutes creation and searchable streaming video. The result was the addition of SIRE Minutes Plus and SIRE Video Plus. Minutes Plus allowed the city to create meeting minutes on agendas sometimes exceeding 160 items and publish those minutes to the city's website within 24 hours. With no limits on the number of types of meetings, the city uses Minutes Plus to create minutes for a large variety of meeting types. "With the new solution, we have absolute control of the agenda items during a meeting. Right there on the screen; we see all the items we need to. It is user-friendly and very straightforward to say the least," Bridges said. Features like "meeting within a meeting," spell check, subordinate motions, multiple roll-call capabilities, the ability for multiple people to record minutes simultaneously, Minutes Plus met the Clerk's demanding needs. Video Plus time stamps the meeting video while broadcasting live on the Internet. For those who cannot watch the meeting live, the system records video for later viewing. Once recorded, the time stamped video is linked to the meeting minutes and supporting materials giving constituents complete access to all pertinent information in an easy to use, convenient manner on the city's website. SIRE also offers the ability to record offsite meetings. This enables the city to record and post meetings (complete with audio) to their website that are not held in Council Chambers. With this new solution, content can either be hosted on site, or with SIRE. SIRE uses a secure co-locate facility protected against biohazards, earthquakes, etc. Las Vegas decided to leverage this co-locate facility with its redundant air conditioners, electricity and broadband providers to ensure constant 24/7 access to its information by its citizens."

Products Installed: SIRE Agenda Plus, SIRE Voting Plus, SIRE Minutes Plus, SIRE Video Plus, SIRE Workflow, SIRE Forms, SIRE FileCenter, SIRE WebCenter, SIRE Capture Index Station, SIRE ERM, SIRE OCR, SIRE FTR,

Date of System Installation: Feb 2006
Population: 517,017
Cost of Project: 771,595
URL: <http://www.lasvegasnevada.gov/Find/Sep2009.asp>
State: NV

6. Approach to Providing Services

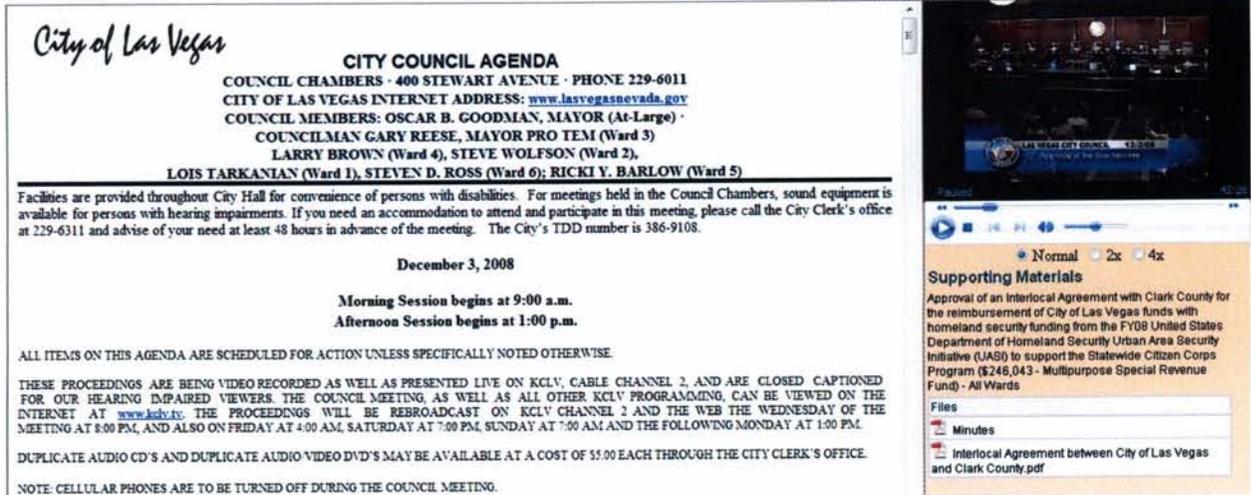
1 Data and video storage for all past and future Town meetings, including the Town Commission, Planning & Zoning, Board of Adjustment, Charter Review Board, Candidate Forums, Town Hurricane Seminars and any other meetings the Town deems important to the community. The Town began web casting services in December 2007.

SIRE helps state and local government achieve their transparency goals through SIRE Video Plus. Stream meetings, events, and legislature, press releases, briefings, training, and safety videos to reach more constituents and increase service levels. SIRE Video Plus allows governments to easily stream meetings as they happen or to record them and publish to the web together with the meeting minutes, supporting materials and the meeting agenda if desired – all in a searchable format. Indexed video can be tied to meeting minutes, supporting materials, and meeting agenda, allowing viewers to jump directly to the item of interest to them. With SIRE Video Plus, you will experience unsurpassed speed, connectivity, and reliability - at a fraction of the cost of managing streaming media internally. And with features like closed captioning, web publishing, time stamping, on- or offsite hosting options, and multicast broadcasts, SIRE offers you the best quality at the best price.

And because Agenda Plus, Minutes Plus and Video Plus are all created by the same provider, SIRE eliminates the difficulties and frustrations encountered by joining agenda and video products from different providers.

Video Plus offers a number of unique features, including but not limited to:

- Users are given industry standard components to control the stream of video and audio at the time of recording.
- Capable of Multicast broadcasts.
- You have the choice of hosting the recordings either at your facility or SIRE can host it for you at one of its state of the art co/ locations.
- SIRE allows for "unlimited meeting types" with the initial purchase. There are no additional costs to add committees or commissions to video streaming. As a client, you will have the ability after training to create and add meeting types as you require them. No need to engage SIRE or incur additional costs.
- With SIRE your agency will be able to manage and record unlimited non-meeting events such as trainings, parades, public service announcements etc.
- Maintain control over your data files.
- SIRE's unique architecture offers you a reliable, more secure solution that delivers a lower cost of ownership. Of course Video Plus works with all major hardware platforms such as Dell, IBM, HP, etc. Video Plus works with Mozilla, Firefox and is compliant with IE7 or higher. With SIRE's US-based on-call support and reliable infrastructure, you can rely on SIRE to be up and running when you need it.



City of Las Vegas

CITY COUNCIL AGENDA
COUNCIL CHAMBERS · 400 STEWART AVENUE · PHONE 229-6011
CITY OF LAS VEGAS INTERNET ADDRESS: www.lasvegasnevada.gov
COUNCIL MEMBERS: OSCAR B. GOODMAN, MAYOR (At-Large) ·
COUNCILMAN GARY REESE, MAYOR PRO TEM (Ward 3)
LARRY BROWN (Ward 4), STEVE WOLFSON (Ward 2),
LOIS TARKANIAN (Ward 1), STEVEN D. ROSS (Ward 6), RICKI Y. BARLOW (Ward 5)

Facilities are provided throughout City Hall for convenience of persons with disabilities. For meetings held in the Council Chambers, sound equipment is available for persons with hearing impairments. If you need an accommodation to attend and participate in this meeting, please call the City Clerk's office at 229-6311 and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

December 3, 2008

Morning Session begins at 9:00 a.m.
Afternoon Session begins at 1:00 p.m.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE.

THESE PROCEEDINGS ARE BEING VIDEO RECORDED AS WELL AS PRESENTED LIVE ON KCLV, CABLE CHANNEL 2, AND ARE CLOSED CAPTIONED FOR OUR HEARING IMPAIRED VIEWERS. THE COUNCIL MEETING, AS WELL AS ALL OTHER KCLV PROGRAMMING, CAN BE VIEWED ON THE INTERNET AT www.klvb.tv. THE PROCEEDINGS WILL BE REBROADCAST ON KCLV CHANNEL 2 AND THE WEB THE WEDNESDAY OF THE MEETING AT 8:00 PM, AND ALSO ON FRIDAY AT 4:00 AM, SATURDAY AT 7:00 PM, SUNDAY AT 7:00 AM AND THE FOLLOWING MONDAY AT 1:00 PM.

DUPLICATE AUDIO CD'S AND DUPLICATE AUDIO VIDEO DVD'S MAY BE AVAILABLE AT A COST OF \$5.00 EACH THROUGH THE CITY CLERK'S OFFICE.

NOTE: CELLULAR PHONES ARE TO BE TURNED OFF DURING THE COUNCIL MEETING.

The screenshot on the right shows a video player interface with a 'Supporting Materials' section containing a PDF document titled 'Interlocal Agreement between City of Las Vegas and Clark County.pdf'.

2 Unlimited viewers and distribution.

The SIRE solution will give the Town unlimited bandwidth allowing for an unlimited number of viewers with no impact to the quality of video.

3 Backup of all data and meetings from December 2007 forward.

SIRE provides its own web streaming solution and will convert your old Granicus files at no cost. Hosted solutions are located off-site at a SIRE server farm, where they are constantly monitored by SIRE technicians. This option decreases the hardware cost of installing a new SIRE system on-site, and the maintenance costs of administering the server. Additionally, records, applications, and settings can be safeguarded in the event of man-made or natural disasters, because all hosted solutions benefit from SIRE's Disaster Recovery Strategies.

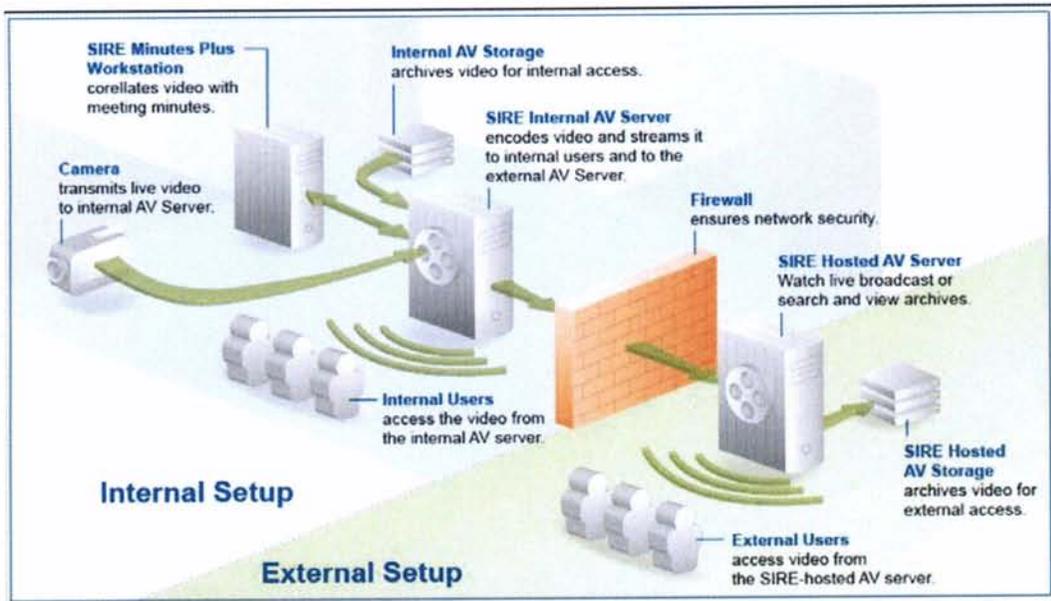
4 Intuitive web-casting management system available via any standard web browser and all necessary encoding hardware (maintained by the firm selected).

SIRE is tested against and compatible with IE, Firefox, Safari, Chrome and Opera web browsers.

The SIRE application server can either reside at the Town, or at our SIRE co-locate facility. The encoder server would reside at the Town but can be managed remotely by SIRE. Live streams run from the encoder at the Town through the Town's firewall, SIRE's firewall, and into the SIRE Video Server at our facility, from where the stream will be broadcast via various publishing points. Live streams are not stored.

Once a meeting is started or a stream is otherwise being recorded, the video is stored automatically on the Town's encoder. That means that even in the unlikely case of an interrupted live stream due to connectivity issues between the encoder and our video server, the recording is still occurring in all completeness on the encoder. Once the recording is complete and is published, a copy of the recording is stored automatically at the SIRE co-locate facility.

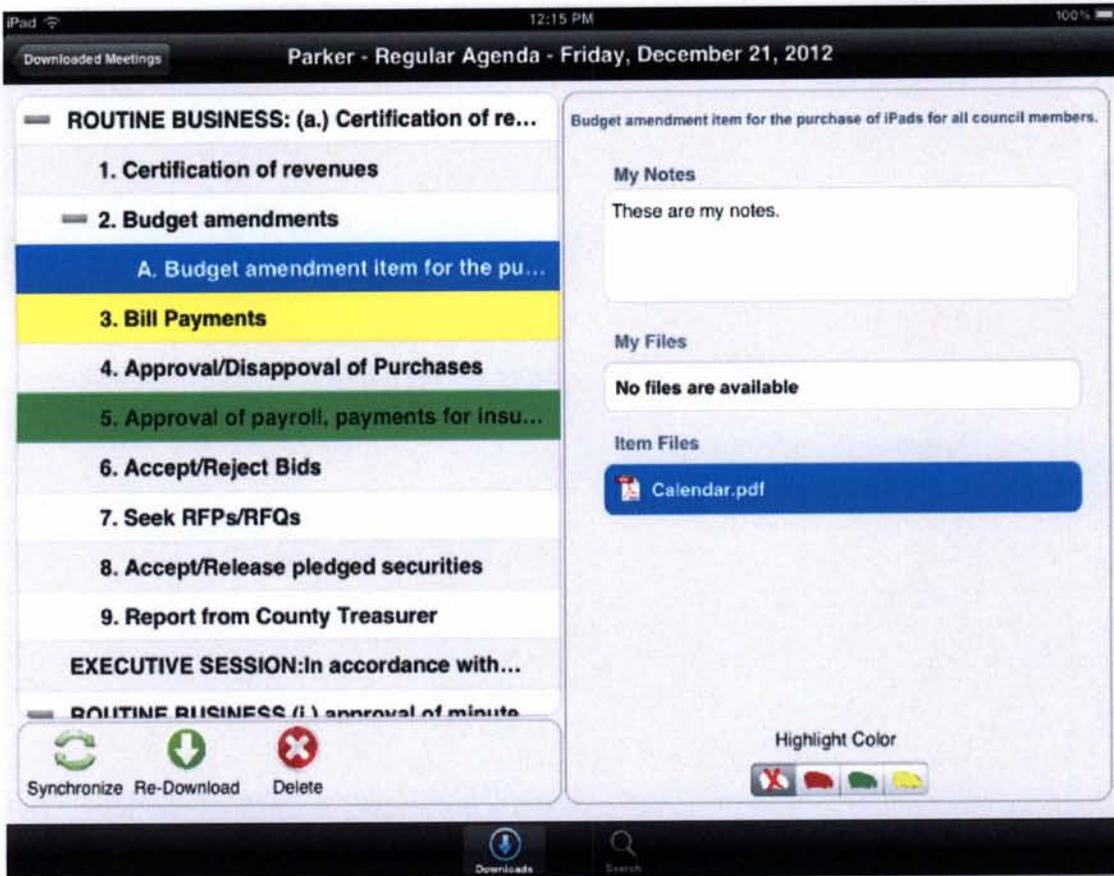
The SIRE solution will give the Town unlimited bandwidth allowing for an unlimited number of viewers with no impact to the quality of video. SIRE Video Plus offers controllable Video and Audio stream. The Town will have the option to dial up or dial down the quality of your video and audio at the time of recording. While streaming audio live, you have the capability to stream video as well if desired, or to deactivate video and rely on audio information only.



SIRE's unique architecture offers you a reliable, more secure solution that delivers a lower cost of ownership. SIRE Video Plus works with all major hardware platforms such as Dell, IBM, HP, etc. With SIRE's US-based on-call support and reliable infrastructure, you can rely on SIRE to be up and running when you need it.

5 The capability to support on-demand streaming to popular mobile devices, such as iPhone, iPad, Blackberry and Android.

SIRE supports live and on-demand streaming to mobile devices. In addition, SIRE allows users to access their agendas using a variety of mobile devices such as the well-known iPad and HP Slate, but also various Microsoft tablets or Kindle e-readers. SIRE Agenda Plus with AgendaToGo provides secure web access to your agendas and all supporting documents on any of those devices. Instead of bringing your paper printout of the agenda packet, simply bring your mobile device to the meeting. SIRE AgendaToGo allows you to comment on agenda items, make annotations, notes and highlights directly from your mobile device.



6 Encode video in all of the following file formats: Windows Media Format, H.264, MP4, and MP3 audio.

SIRE Video Plus gives the option to stream live at our recommended MP4 (H.264 Codec) or WMV (VC-1 Codec) formats. We transcode the video on the fly to provide live streaming for mobile devices (iPad, iPhone, iPod, and Android devices). After the meeting is completed the video/audio file can be published to the web through a simple single click function. Delivery method is the Internet. SIRE provides multiple ways to distribute media to mobile devices, and most mainstream operating systems. Utilizing H.264 technology, the media is fully accepted by mobile devices, and multiple operating systems. Constituents may also synchronize with RSS feeds and PODcasts.

- **Live Streaming**
 - We give the option to stream the live stream's at our recommended MP4 (H.264 Codec) or WMV (VC-1 Codec)
 - We give the option to change the base bitrates and add additional bitrates for best experience for your constituents. Our default configuration is a total of 400 Kbps (335 Kbps for Video and 64 Kbps for Audio)
 - We transcode the video on the fly to provide live streaming for mobile devices. (iPad, iPhone, iPod, Windows Phone and most Android devices depending on operating system build)
- **On Demand Streaming**
 - We store the videos at the same quality that they are streamed.
 - We give the option to transcode to different formats after the stream has occurred. Example: MP4, WebM, MP3 (For Audio Playback), etc.

7 Live rewind/fast forward and the ability to clip segments of the video to download, embed or publish to alternate Web sites, such as YouTube.

Full screen viewing, as well as pause, fast forward and rewind options are available with the SIRE solution. By default, the user can go to any point of the video. Being either on-demand, or a live stream, the players provided allows the end user to jump around in the video to any point up to the beginning of the stream. The Town can also clip segments of the video and make them available via alternate web sites such as YouTube, if desired.

8 Support multiple bit rate streaming and high definition streaming players.

We give the option to change the base bitrates and add additional bitrates for best experience for your constituents. Our default configuration is a total of 400 Kbps (335 Kbps for Video and 64 Kbps for Audio)

9 Video player that supports standard resolution and widescreen resolution videos.

This feature is included with the proposed solution.

10 Ability to create CD or DVD formatted copies of archived content within the application.

This feature is included with the proposed solution.

11 Ability to share on social media Web sites.

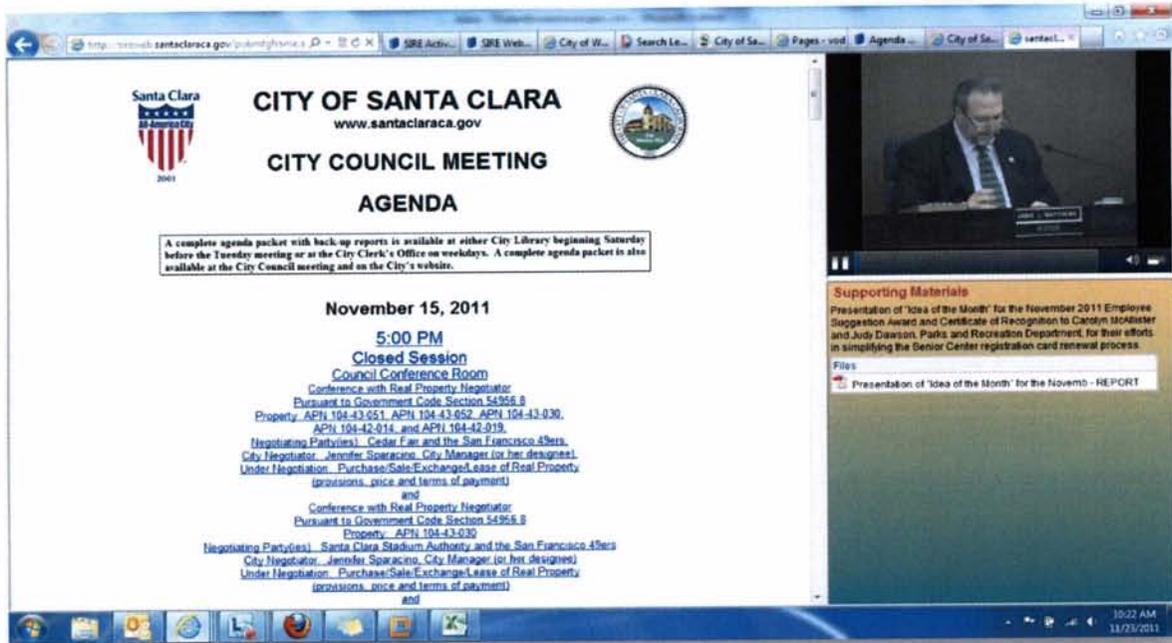
This feature is included with the proposed solution.

12 User-friendly ability to index Web casts live during meetings with agenda items.

Recordings are time-stamped, indexed, and available immediately to the public. Even record an entirely independent meeting within a meeting. Indexed video can be tied to meeting minutes, supporting materials, and meeting agenda, allowing viewers to jump directly to the item of interest to them.

13 Allow users to link and display agendas.

Each agenda item is automatically linked to its supporting materials (if any) and linked to the video recording – allowing you to do more in less time.



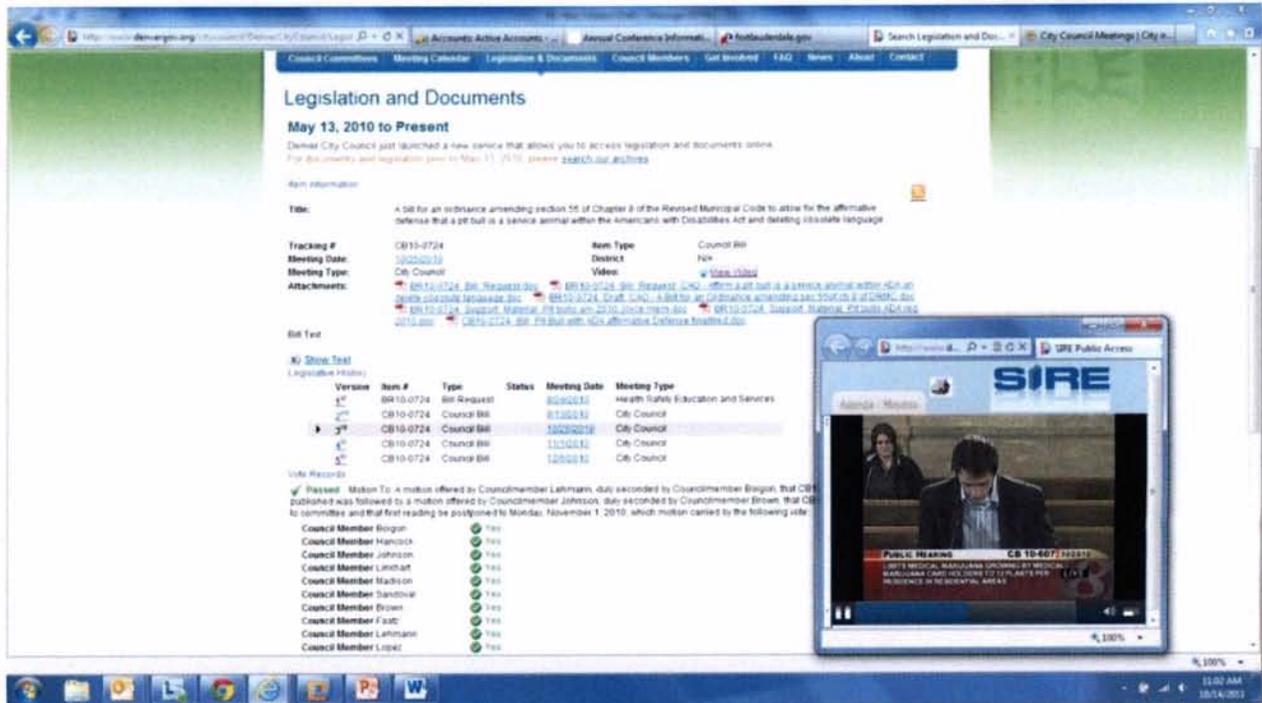
14 Key word search function with archived video.

Video, minutes, meeting agenda and supporting material are all provided in a searchable format, allowing the Town to quickly locate recorded meeting segments through key word searches External as well as internal users can perform a search via keyword or phrase and locate information they are interested in and see the entire history for that item. That search will search all Agenda headings as well as all supporting documents in the system to find related information.

Once the information is found, a user can see every meeting an item was ever in and all information about each meeting. The user will be able to see how each member of every board or commission voted in each meeting the item was heard.

They can also see or listen to any video or audio discussion regarding that item as well as subscribe to an RSS feed regarding the item so if it is heard in additional meetings they will get notification.

Please see the following related screenshot:



15 Web page design services to create a view page and video player page that match the Town of Lauderdale-By-The-Sea's soon-to-be redesigned Web site.

The SIRE Pub application is the tool the Town will use to make selected videos, records and electronic files accessible for public access and review. SIRE Pub provides a secure public interface to the electronic records, and agenda management documents stored in the SIRE System. SIRE lets State, County and other government agencies have control over how this information is presented in their own website format. Organizations can easily provide constituents with secure, convenient access to public records. Additionally, organizations can customize the appearance, along with many of the functional characteristics of their site.

16 Hosted and supported by fully redundant data centers.

Solutions can be located off-site at a SIRE server farm, where they are constantly monitored by SIRE technicians. This option decreases the hardware cost of installing a new SIRE system on-site, and the maintenance costs of administering the server. Additionally, records, applications, and settings can be safeguarded in the event of man-made or natural disasters, because all hosted solutions benefit from SIRE's Disaster Recovery Strategies.

17 Documented and supported Application Programmatic Interface that allows for integration with other agency software, systems and Web sites.

SIRE's open architecture allows us to integrate with virtually any software application. Being an open MS Windows solution using industry-standard networks and SQL or Oracle databases, SIRE is fully compatible with all open system standards. SIRE has also developed a full functioning API Tool Kit that will allow integrations with any Open Architecture Application.

18 Security managed by a designated system administrator without need for additional programming or customization.

This feature is included with the proposed solution. SIRE's solution addresses security at the folder, document, word and annotation levels for both internal and Internet access. Permissions can be set for any actions within the system, including log in, view, edit, email, export, delete, add, check in, check out, save, and print. Permissions can be granted at the cabinet, folder, and annotation levels or you can protect confidential words or paragraphs in individual documents using redaction capabilities. In addition, administrators can control what actions a user can perform on documents within a cabinet. Permissions can be assigned at the group level, or custom permissions can be applied to individual users.

19 Ability to secure any live or archived webcast either by IP address range or by username and password authentication.

This feature is included with the proposed solution.

20 Real-time technical and customer care support, including remote access and remote support of all equipment including the media vault and encoder. Prefer 24-Hour hotline.

SIRE personnel provide all maintenance and support for supplied software. The support model of the SIRE Webstreaming solution includes the following services for all SIRE customers with a current maintenance or service level agreement:

- 1 hour telephone response during the hours of 6:00 a.m. to 6:00 p.m. MST for high priority software queries via the telephone support line. SIRE Video Plus customers receive 24/7 support.
- Free software upgrades and documentation for all licensed software
- Phone support for all upgrades/updates
- Remote web support diagnostics via the internet and/or PC Anywhere
- Participation in product "wish lists" or new capabilities for future software enhancements
- Participation in discussions relating to future product development strategies
- Participation in SIRE RoundTable User Conference
- Free update service for User Documentation
- Support of current release plus prior releases

A hotline and/or SIRE web support is available for all system difficulties during the agreed to support hours. Most software problems can be solved through the use of either telephone support or a web logon within a very short period. SIRE support is unique in that there is direct access to the software developers of the SIRE software, avoiding the necessity to deal with remotely located third party developers.

The initial software warranty period is 90 days. All maintenance and support services available during maintenance are also available to the client during the warranty period. The following maintenance options are available.

Level One – This maintenance level provides support five days per week, twelve hours per day excluding recognized holidays.

Level Two – This maintenance level provides support five days per week, 24 hours per day excluding recognized holidays.

Level Three – This maintenance level provides support seven days per week, 24 hours per day.

Software maintenance is provided as part of all levels of support and provides the following services to users:

FACTOR	INCLUDED	OPTIONAL
Unlimited Email Support	✓	
Unlimited Phone Support	✓	
Online Support Ticket Submission & Resolution Tracking	✓	
Download of User & Administrator Guides	✓	
Software Upgrades	✓	
Phone Support for all Upgrades	✓	
Submission of Feature Requests	✓	
Service Packs	✓	
Online Reports Library	✓	
User Forum	✓	
Client Webinars	✓	
24/7 Support		✓
Annual User Conference		✓
SIRE University		✓

For encoders residing at the State but managed by SIRE, SIRE support is able to fully manage these encoders remotely. This includes:

- Basic Encoder Settings like name, connection IP, connection port, and IIS application path
- Restarting the service, or server
- Configuring channels, for example multiple inputs in a single encoder or enabling simultaneous streams on a single encoder
- Logs will display logs of your encoder, letting you see what actions were performed, and allows for easy troubleshooting.

The visual display immediately notifies support in case a server or encoder is down. In case of an after-hour emergency, the system will send a notification to our on-call support specialist for immediate assistance.

21 A designated account manager who serves as the primary account contact responsible for regular support.

SIRE Technologies is known for outstanding customer service. SIRE's products are designed and developed uniquely for the needs of state and local government agencies, which has allowed SIRE to gain a wealth of knowledge and experience with projects in the government sector and has resulted in a deep understanding of the environment in which government operates. This understanding and experience is what has led the company to a record of near 100% project completion and 95% client retention rate.

SIRE personnel provide all maintenance and support for supplied software. SIRE endeavors to provide service that is at once single source and immediate. SIRE is a user and administrator-friendly system that requires very little maintenance once the database is set up initially. SIRE has a planned major release at least once per year as well as a number of Service Pack releases each year that bring improved functionality and performance to the SIRE system. Phone support for installing all updates is included in annual maintenance fees.

Your assigned implementation specialist and the SIRE support staff will provide all technical support during implementation. Your project manager will track any issues during implementation to ensure timely resolution. After system go-live, support and issue tracking will transition fully to the support staff.

A hotline and/or SIRE Web support is available for all system difficulties during the agreed to support hours. Most software problems can be solved through the use of either telephone support or a Web logon within a very short period. SIRE support is unique in that there is direct access to the software developers of the SIRE software, avoiding the necessity to deal with remotely located third party developers.

22 Online knowledge portal for user support.

SIRE's implementation includes comprehensive training courses, written documentation, workbooks, and videos that will allow the agency's users to learn at their own pace. SIRE software is not only easy to install, but easy to use as well. As a result, training requirements are much less intrusive and time consuming when compared to other document management systems. SIRE provides on-site training at the Town, and we can also provide additional training as requested, either on-site or here at our SIRE training facility in Salt Lake County, Utah.

In order to ensure the proper training of SIRE users and administrators, we recommend adherence to the following guidelines:

- We recommend that at least two individuals be trained as SIRE Administrators.
- We recommend not more than two people per workstation during training classes to ensure adequate levels of hands-on experience for each participant.
- Class sizes for User courses are not to exceed 10 participants.
- Class sizes for Administrator courses are not to exceed 4 participants.

System Administrator Training

We recommend that at least two individuals be trained on system administration. One would be the primary system administrator and the other would be the secondary or backup administrator.

Training really starts during the installation process. SIRE project team members frequently discuss and include system administrators so they become familiar with all aspects of the system. Then, a number of days of formal training take place.

SIRE provides a SIRE Administrator Certification, which effectively addresses the needs of a system administrator. The SIRE Administrator Certification is designed to provide participants with a deep understanding of the administration components of the SIRE system. The certification begins by covering SIRE Server Specification, server installation and validation to ensure participants competency with the SIRE software installation.

This certification will also train participants on troubleshooting the software and provide answers to specific questions such as re-arranging the order of fields, removing cabinets after documents have been added, starting and stopping services, database indexes, client setups, upgrades, and database connections, as well as scanner installation and configuration.

User Training

User training takes place after installation is complete. This is important whether the training is given onsite or at our training facility. Onsite training utilizes the newly installed system. Users can immediately begin using SIRE upon completion of the proposed end-user training.

Train the Trainer

Most successful training models incorporate a "train the trainer" approach. There are no "special skills or traits" needed for a staff trainer. All that is needed is to establish a staff trainer who is competently trained and designated as a system user expert to whom other users can go for assistance and additional training. Thus the trainer will naturally need to be one who is comfortable and confident with helping others within their organization, and is skilled at communicating.

Instructional Methods

Training is entirely hands-on. Up to two people sit at each workstation with a maximum enrollment of ten individuals (somewhat flexible). Our basic training model consists of these four parts:

- Explain – The instructor offers students an explanation of the concept and its possible applications
- Demonstrate – The instructor shows students exactly how to perform the operation or how the concept works
- Practice – The students practice the concept using SIRE
- Evaluate – The instructor and students review the concept and practice performance. This gives students a chance to ask questions and give input

Additional Ongoing Training Opportunities

Live Classroom Presentation

SIRE provides live, in-depth hands on, class-room style training to aid agencies in maintaining a fully trained workforce, as well as provide training options for new employees. This instruction is conducted at our main Salt Lake City location in the form of Focus Trainings. Clients interested in attending these trainings can get more information by checking the live training schedule online at:

<http://www.siretechnologies.com/OurEvents/ClientTraining.aspx>

Live training is also available on site at your location. Please contact a training representative for additional information about our on-site training options.

SIRE Online Portal

SIRE Technologies' website offers many tools and resources for SIRE clients. SIRE allows you to choose a learning format that fits your organizations needs as well as your personal learning style. Depending upon the certification track you participate in, you can receive training through either one, or a combination of the following learning environments. Software upgrades and patches are available for download from the company website.

The following online training options are available through SIRE:

- Live Weekly "Webinar" Training
- Recorded/On-Demand "Webinar" Training
- Online Video Tutorials
- Online student forums
- Computer-based Certification Assessment

Video Learning Library



Topic	Title	Description	Runtime
SIRE 6.0 Active Review	Active Review (1 of 5)	Intro to Active Review	0:01:29
SIRE 6.0 Active Review	Active Review (2 of 5)	Using Active Review Client	0:14:05
SIRE 6.0 Active Review	Active Review (3 of 5)	Using Workflow Tab	0:09:57
SIRE 6.0 Active Review	Active Review (4 of 5)	Using Brava Viewer	0:31:41
SIRE 6.0 Active Review	Active Review (5 of 5)	Administrative Tasks	0:07:08
SIRE 6.0 - Administrator	Administrator (1 of 8)	Getting Started with Administrator	0:03:30
SIRE 6.0 - Administrator	Administrator (2 of 8)	Security	0:32:26
SIRE 6.0 - Administrator	Administrator (3 of 8)	Cabinets	0:32:25
SIRE 6.0 - Administrator	Administrator (4 of 8)	Licensing	0:08:50
SIRE 6.0 - Administrator	Administrator (5 of 8)	Settings	0:07:58
SIRE 6.0 - Administrator	Administrator (6 of 8)	Active Director	0:07:15
SIRE 6.0 - Agenda Plus Administration	Agenda Plus Administration (1-2 of 8)	Introduction and Settings	0:05:50

SIRE provides a comprehensive list of video tutorials covering every aspect of the SIRE product suite. The videos are available to clients at no charge and provide an excellent way for new users as well as existing users in need of a refresher course to learn the product at their own pace.

"Webinar" Training

SIRE provides live instructor led online training covering, best practices and continuing education support via web conferencing. All SIRE classes will be available online for clients who have attended any of the live training options listed above.

Recorded/On-Demand "Webinar" Training

SIRE provides recorded versions of all webinar trainings available on-demand. This support training allows continuing education at a time convenient to the participant.

Online Student Forums

SIRE offers moderated student forums. Certified SIRE instructor's moderate student forums that offer best practice advice, support, certification exam help, training tips and user help for all certification tracks.

23 Complete deployment and configuration services for all hardware and software.

SIRE will provide all deployment and configuration services for all hardware and software required for this project.

The successful vendor ("Contractor") will also agree to the following:

- That all data, records and information which the Contractor, its agents and employees create, and which are incorporated into the Contractor's proposal, will become and remain at all times the exclusive property of Lauderdale-By-The-Sea;
- That all such data, records and information constitutes at all times proprietary information of Lauderdale-By-The-Sea;
- That Contractor will not disclose, provide, or make available any of such proprietary information in any form to any person or entity;
- That it will not use any names or addresses contained in such data, records and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data;
- That it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data;
- That it will take all reasonable steps and the same protective precautions to protect Lauderdale-By-The-Sea proprietary information from disclosure to third parties as with the Contractor's own proprietary and confidential information; and that all data of the form that is generated as a result of this RFP is the property of Lauderdale-By-The-Sea.

SIRE agrees to these stipulations.

7. Compensation

RFP Form C

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

RFP Form C

RFP No. 12-05-01 Project No. _____

Proposer: SIRE Technologies

PRICE PROPOSAL FORM THIS FORM MUST BE SIGNED

AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.

The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

Name of Proposer: Name of authorized representative of proposer:

Project Cost

Please ensure your DELIVERABLES include and all costs associated with this project.

Instructions: List and show the project cost for each deliverable your firm will provide per the requested scope of work. Include the monthly fees associated with each proposed deliverable. Please include all costs for all any new training, new equipment and your monthly service fees.

Fees should be detailed to the extent possible per deliverable, with estimated out-of-pocket expenses separate from the proposed fees for professional services.

The Total Project Cost SHALL include all fees and reimbursements for out of pocket costs. The Town will not reimburse for any costs not actually incurred and paid for by the Contractor and included in its proposal. Reasonable proof thereof will be required.

- 1 If the firm selected is new to the Town, please list any and all costs associated with providing new servers (media vaults and encoders) and any other needed equipment.

Media Encoder with Osprey 260e or newer card. \$2500.00 if provided by SIRE Technologies, which is listed as optional on the quote. The current Media Encoder used with Granicus may be suitable.

- 2 If the firm selected is new to the Town, detail any and all onsite or online training costs (regardless of format) for the Town Clerk's Office and Public Information Office.

All training costs are part of the Agenda Basic Package on the Quote. Only additional costs are for travel expenses which are billed as incurred.

- 3 If the firm selected is new to the Town, detail any and all costs associated with the transfer of video and other indexing data from Granicus to the new system.

The transfer of data and video from Granicus is at no cost.

- 4 Detail any associated costs with the following service options (if there are no additional costs, please, state so):

- Unlimited (in excess of the minimum three or four meetings/month) data storage.

No Cost

- Ability to include meeting notes, meeting minutes creator, recommendations and presentation slides.

No Cost

- An iPad and Android application to download and review the most recent agenda.

No Cost

- Ability to subscribe to keyword notifications (RSS feeds).

No Cost

- Cross-link agenda alongside streaming video with option to integrate minutes, staff reports and index points.

No Cost

- Graphical reporting of live viewers including those viewing mobile web casts.

No Cost

- Graphical reporting of archive viewership, most popular webcasts and viewership.

No Cost

- Ability to choose different video player sizes, including wide aspect ratio video players.

No Cost

- Proposed payment conditions and schedule.

100% of Software Fees due at signing. Professional Service Fees due upon mutually determined Milestones.

By:



Name: David Adams

Title: Regional Director



Document Management & Agenda Automation
for State & Local Government

Quote

To: Lauderdale By The Sea

Date: May 16, 2012
Expiration Date: September 16, 2012
Sales Manager: David Adams

QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	MAINTENANCE	PART #
HARDWARE					
0	SIRE Video Encoder with Osprey 260e Card (Optional)	2,500.00	\$ -		
SUBTOTAL HARDWARE			\$ -		
SOFTWARE - HOSTED					
SIRE AGENDA PLUS LICENSES - HOSTED					
1	SIRE Agenda Plus - Enterprise (Unlimited Agenda Plus, Minutes, Video Streaming)	700.00	\$ 8,400.00		N/A 110080
1	Enterprise Agenda To Go (Unlimited iPad app)	2,500.00	\$ -		
SUB-TOTAL SOFTWARE -ANNUAL HOSTED			\$ 8,400.00		N/A
SERVICES					
3	Granicus Conversion (cost per day)	1,350.00	Included with Enterprise		120064
1	Agenda Basic Services Bundle	6,880.00	\$ 6,880.00		120060
SUB-TOTAL SERVICES			\$ 6,880.00		
EXPENSES *					
2	Travel: Airfare (per trip)	600.00	Billed as incurred		
7	Per Diem: Daily expense for Lodging, Car, meals (per day)	200.00	Billed as incurred		
SUB-TOTAL EXPENSES			\$ -		
COST OVERVIEW					
Total Cost for Hardware			\$ -		
Total Cost Hosted Software (1st year)			\$ 8,400.00		
Total Cost for Services			\$ 6,880.00		
Total Cost for Expenses			\$ -		
GRAND TOTAL			\$ 15,280.00		
PURCHASE INCENTIVE (First 3 months free)			\$ 2,100.00		
TOTAL UP FRONT SYSTEM COST			\$ 13,180.00		
Hosted Software - per month (2nd year forward)			\$ 700.00		

TOTAL MONTHLY HOSTING FEES

\$ 700.00

Quotation prepared by: _____

This is a quotation on SIRE Technologies software, subject to the conditions noted below:
SIRE Technologies Standard Payment Terms: 100% of Software Fees due at signing. Professional Service Fees due upon mutually determined Milestones and Maintenance due at final project acceptance.
Proposal is valid for 90 days from Proposal Date unless otherwise specified in writing.

*Travel Expenses will be billed as incurred.

To accept this quotation, sign here and return: _____

Thank you for your business!

2211 West 2300 South, West Valley City, UT 84119 801.977.6608 Phone 801.977.8875 Fax info@siretechnologies.com

8. Additional Information

PRODUCT	FEATURES	BENEFITS
<p>SIRE Agenda Plus™</p> <p><i>Manages every step of the agenda-creation and meeting management process, including creating meetings, managing approval of agenda items and related materials, searching meeting documents, and much more.</i></p>	<ul style="list-style-type: none"> • Enterprise Solution • Supports Item Attachments • Supports Multi-level Approval Process • Summary Creation • Optional Streaming Video • Preset Meeting Types • Meeting Locator • Compile and Formatting Tools • Full Text Search of Minutes, Agendas, and Summaries • Workflow • Modular Design • View • Schedule Meetings • Add Items • Attach Actions, Files, Notes etc. to an Item • Continue an Item • Move an Item • Create a printable version the Agenda • Publish the Agenda, Action Summary, Minutes with links to supporting material • Schedule Meetings • Create an Agenda Packet • Scan an Attachment to an Agenda Item • Take Minutes, Motions, Votes, Roll Call • Control Security to Meetings and Items 	<ul style="list-style-type: none"> • Reduce Time and Cost of Creating and Managing Agendas • Add, View, and Approve Items from Your PC • Input Items Only Once • Electronically Attach Files Including Staff Reports • Auto-Generate Agendas • Record Meeting Minutes • Distribute Agendas Without Photocopying • Search Agenda Content for Keywords and Phrases • Work with Agendas Directly from Your Document Management System • Control Security as Needed • Web-Enabled • Work on the Agenda Simultaneously • Easy Publishing of the Agenda with Supporting Material Links • Ability to see the Agenda being created and what is coming • Formatting is consistent • All Information is Searchable
<p>SIRE AgendaToGo™</p> <p><i>SIRE Agenda Plus with AgendaToGo provides secure web access to your agendas and all supporting documents on the iPad, HP Slate, Microsoft tablets, Kindle e-readers, Blackberry or Playbook,</i></p>	<ul style="list-style-type: none"> • Make notes against published agenda items for meetings. • High-light key points within the published agenda or minutes. • Print key sections of the Agenda. • View included attachments. 	<ul style="list-style-type: none"> • Instead of bringing your paper printout of the agenda packet, simply bring your mobile device to the meeting. SIRE AgendaToGo allows you to comment on agenda items, make annotations, notes and highlights directly from your mobile device

PRODUCT	FEATURES	BENEFITS
<p><i>iPhone, Android and more..</i></p>		
<p>SIRE Video Plus™</p> <p><i>Easily time-stamp and index your recordings, and make them available to the public immediately at the click of a button. Even record an entirely independent meeting within a meeting.</i></p>	<ul style="list-style-type: none"> • Live or Delayed Streaming • Video Linked to Agenda Items, Minutes, and Supporting Material • Jump To Feature • 24/7 Access • Customizable Web Interface • Local or Offsite Hosting • Secure Backup • IE7 and Mozilla Firefox Compatible 	<ul style="list-style-type: none"> • Easily broadcast meetings and other public events via the Internet • Allow constituents to access their government 24/7 with nothing more than a computer and Internet access • Stream meetings as they happen or record them and publish to the web together with the meeting minutes, supporting materials and the meeting agenda if desired • Video, minutes, meeting agenda and supporting material are all in a searchable format • Quickly locate recorded meeting segments through key word searches • Set user access rights • Local and offsite hosting of web content is available • Configurable web template that easily fits into your existing website • Requires less hardware than its competition by eliminating the need for a media vault • Supports Multicast Broadcasting
<p>SIRE Minutes Plus™</p> <p><i>Easily record roll call, speaker notes, motions, and votes.</i></p>	<ul style="list-style-type: none"> • Single Simple Interface • Easily Make Ad-Hoc Changes • Record Roll Call, Motions, Votes • Meeting Within A Meeting Capability • Summary Creation • Compile and Formatting Tools • Full Text Search of Minutes, Agendas & Summaries • Fast and Easy Web Publishing • Web Based • Controlled Access 	<ul style="list-style-type: none"> • Flexibility of recording a variety of motions and updating roll call on the fly through a single, simple interface • "Meeting within a meeting" functionality makes it easy to keep up with events without losing pace • Minutes are quickly published to the public website with a push of a button • Agenda items are automatically linked to its supporting materials (if any) and linked to the video recording • Quicker transfer of large agendas • Find and view past meeting minutes and supporting materials, including audit trails, with an easy to use search engine • Find meeting minutes by topic through key word search on a public interface thereby creating a self- service portal for public requests • Entirely web-based and uses role-based user access rights management
<p>SIRE Voting Plus™</p> <p><i>SIRE Voting Plus is a software-based solution that allows users to do much more than just log votes. Being part of the comprehensive</i></p>	<ul style="list-style-type: none"> • Software based • Automatically access agenda and motions • Dynamic motion text generator • Toggle freely between agenda 	<ul style="list-style-type: none"> • Dynamic motion text generator creates up to 99% of the motion text for you so you can keep up with the meeting and simply modify the text as needed • Toggle freely between the different agenda items without changing the item order for everyone else, allowing you to plan ahead and view related

PRODUCT	FEATURES	BENEFITS
<p><i>SIRE Agenda Management Suite, it can automatically access the agenda and motions created in SIRE Agenda Plus. No more re-typing the agenda or motion text!</i></p>	<p>items</p> <ul style="list-style-type: none"> • Customizable interface • Touch-panel friendly • Image server • Spell check • Request-to-speak queues • Manage speakers • View supporting documents • on any agenda item 	<p>material for upcoming items</p> <ul style="list-style-type: none"> • Voting Plus interface can be customized for each user based on their individual preferences • Interface is touch-panel friendly, so you don't have to deal with tricky scroll bars • Display the vote tally on different display panels and tie the displays to the video stream
<p>SIRE Committee Manager</p> <p><i>Clerks can now easily track the term of committee or board members, who appointed them, if they can run again, the different positions someone has served in, and what accomplishments they had while in office. The SIRE reporting capabilities provide an easy way to search and find detailed information about a committee, council or board or one of its members - past or current. SIRE Committee Manager™ is easy to install and maintain, and is entirely web-based.</i></p>	<ul style="list-style-type: none"> • Track Terms and Appointments • Store and Retrieve Detailed Information • Web Based • Configurable Values • Customizable Interface 	<ul style="list-style-type: none"> • Instant Access to Committee Members information. • Authorized users may access information from any browser. • Allows updated information to be input during meetings • Provides integration with other SIRE products such as Agenda Plus Meeting Automation Systems • May be purchased as a "Stand-Alone" Module. • Easy to use and to maintain.
<p>SIRE ActiveReview™</p> <p><i>SIRE's ActiveReview reduces and, in some cases, completely eliminates the paper submittal of drawings and plans for review. Plans can be submitted through SIRE's online portal by completing a configurable electronic form. Reviewers can easily compare versions and review changes.</i></p>	<ul style="list-style-type: none"> • Web submission portal • Customer can create, maintain, and update profile • Track status and complete tasks • Configurable forms • Invite others to participate • Submit and review multiple file formats • Complete version control • Lock down of files after submittal • Customer can resubmit corrected plans • Configurable electronic review process 	<ul style="list-style-type: none"> • Create submitter profiles to manage security settings • Submit applications and attachments online • Check the status of your submittal real time • Resubmit changes as necessary • Review and compare marked up drawings • Complete revision management • Floor to floor comparisons • Set deadlines • Automatic notifications and escalation procedures • Sequential and parallel processing • Route to multiple reviewers at once • View and markup of over 50 different file formats online, including DWG, PDF, CAD layers, etc.

PRODUCT	FEATURES	BENEFITS
	<ul style="list-style-type: none"> • Automated email notification • Layers for markup, notation and stamping • Hyperlink to building codes and other data • Integration to applications such as permitting • Side by side and overlay comparisons • Security and permission control • Standard and custom reporting capabilities • Online retrieval of archived documents • Completely web based 	
<p>SIRE Capture .NET™ with Auto-Index</p> <p><i>This module integrates with your scanners to import documents, files, and records into the SIRE system. It also imports files you already have in electronic format. SIRE Capture.NET can be configured to automatically index and file documents into appropriate folders and file cabinets.</i></p>	<ul style="list-style-type: none"> • High-Speed Batch Scanning • Non-Proprietary File Format • Barcode Recognition • On-the-Fly Quality Control • Auto-Fill (Indexing) • Supports Most Scanners • Multiple Field Types (Indexing) • Masked Fields (Indexing) • Lookup Fields (Indexing) • Stored Procedures (Indexing) • Front-End Data Validation (Indexing) • Full Keyboard Control • Scan to Folder 	<ul style="list-style-type: none"> • Fix Problems Associated with Paper Processes • Turn Paper Documents into Electronic Files • Complete Document Capture Solution • Retrieve Information Online • Make Information Portable • Enhance Speed, Control, and Flexibility • Broad Scanner Support
<p>SIRE FileCenter .NET™</p> <p><i>FileCenter provides an easy interface to access all your files. It has the ability to display files of over 300 formats, even when your computer does not have the application necessary for viewing files of that format installed. SIRE FileCenter.NET also integrates with Record Retention to direct the archiving and disposal of documents.</i></p>	<ul style="list-style-type: none"> • Index Searches: General Index, Cross-Cabinet, Full-Text, Advanced • Full-Text Searches: Keyword, Free-Text, Annotation • Store Documents • View Documents • Print Documents • Email Documents • Open Documents • Annotation with Audit Trail • Export files 	<ul style="list-style-type: none"> • Fast Document Retrieval • Work Pool Collaboration • Document Portability • Increased Productivity • Reduced Costs • Improved Communication • Reduced Physical Storage Space • Fast, Complete, and Secure Backups • Minimized Liability • Simplified Disaster Recovery • No Lost Files

PRODUCT	FEATURES	BENEFITS
	<ul style="list-style-type: none"> • Records Retention Manager • Revision Control • Event Manager • Task Manager • Bookmark Files • Folder Packs • Scan-to-Folder 	<ul style="list-style-type: none"> • Flexible Document Security
<p>SIRE WebCenter™</p> <p><i>This module lets you access documents in your SIRE System from any internet-connected computer. WebCenter lets you search, view, print, and email documents online. It also lets you publish documents online to meet public access requirements.</i></p>	<ul style="list-style-type: none"> • Easy-to-use interface • Web Access to SIRE File Center • Authentication • Public Access • Document Management Functionality • Cost Effective Access • Full Text Search • View • Print 	<ul style="list-style-type: none"> • Access Documents Anytime, Anywhere • Enhanced Productivity Through Online Retrieval • SIRE WebCenter as a Universal Solution • No Special Software Downloads or Training • Real-Value Through Access, Portability, Distribution • No Special Software Downloads or Training • Combine Applications into a Single Interface
<p>SIRE Workflow™</p> <p><i>Office processes that require the approval, insight, and action of multiple people, departments, or committees can be difficult to manage efficiently. SIRE Workflow automates these processes, creating and managing workflows in real time.</i></p>	<ul style="list-style-type: none"> • Customizable and Automatic Routing • Auto-Notification • Reporting Options • Built-in Approval Options • Tied to Annotations and Revision Control • Resource Management • Exception Handling • Highly Customizable • Collaboration Tools • Automated Routing • Supports FORMS 	<ul style="list-style-type: none"> • Increase Productivity • Streamline Processes • Balance Workloads Easily • Track Progress Quickly • Improve Organizational Communication • Complete Tasks Quicker
<p>SIRE Forms™</p> <p><i>So many processes require the use and management of forms, including applications, surveys, information forms, contracts, etc. The SIRE Forms module creates, distributes, processes, stores, and retrieves custom-made forms, all through the online, Web-Center</i></p>	<ul style="list-style-type: none"> • Broad application possibilities • Form Design and Layout Tools • Item Validation • Tied Directly to Document Management System • Submittable Attachment Tool • 24-hour Access 	<ul style="list-style-type: none"> • Integrate Forms Management • Enhance Security • Easy Form Create and Design • Increase Organization Productivity • Track Submissions • Improve Customer Service

PRODUCT	FEATURES	BENEFITS
<p>interface.</p>		
<p>SIRE Workflow and Forms™</p> <p><i>Office processes that require the approval, insight, and action of multiple people, departments, or committees can be difficult to manage efficiently. SIRE Workflow automates these processes, creating and managing workflows in real time.</i></p> <p><i>So many processes require the use and management of forms, including applications, surveys, information forms, contracts, etc. The SIRE Forms module creates, distributes, processes, stores, and retrieves custom-made forms, all through the online, Web-Center interface.</i></p>	<ul style="list-style-type: none"> • Customizable and Automatic Routing • Auto-Notification • Reporting Options • Built-in Approval Options • Tied to Annotations and Revision Control • Resource Management • Exception Handling • Highly Customizable • Collaboration Tools • Automated Routing • Supports FORMS • Broad application possibilities 	<ul style="list-style-type: none"> • Increase Productivity • Streamline Processes • Balance Workloads Easily • Track Progress Quickly • Improve Organizational Communication • Complete Tasks Quicker • Integrate Forms Management • Enhance Security • Easy Form Create and Design • Increase Organization Productivity • Track Submissions • Improve Customer Service
<p>SIRE Document Viewer</p> <p><i>The SIRE solution includes a universal viewer that views over 300 file formats. A system that will support all file formats must also have a universal viewer built in. The viewer works with the EDMS client and can also work when viewing from the web interface. This viewer does not require the native software to view the files or images.</i></p>	<ul style="list-style-type: none"> • Viewer is included with any SIRE Client Server Licenses • Viewer is updated annually to provide new software module interfaces • If the viewer receives a file that it cannot view, such as a video or sound file, it will automatically look for and launch the native application with no user intervention, if the user has the required permissions to do so. 	<ul style="list-style-type: none"> • Easy to use, even for casual users • View over 300 different file formats without the native software • Easy printing from the SIRE Viewer. • Prints with or without annotations. • Viewer furnished with every SIRE FileCenter Client • Viewer can be used with SIRE Web client.
<p>SIRE Record Retention Manager™</p> <p><i>This module is included in the SIRE EDMS product at no charge and schedules maintenance and disposal of records, files, and documents stored in your SIRE system. Retention guidelines are automated to meet audit and public</i></p>	<ul style="list-style-type: none"> • Manage retention for both electronic and paper documents • Tackle legal requirements for retention according to your specific organization • Use saved searches to quickly set up retention criteria • Work with retention schedules from the same interface you use for other document management tasks 	<ul style="list-style-type: none"> • Storage • Long-Term Integrity • Guaranteed Authenticity • Disaster & Access Security • Fast & Portable Accessibility

PRODUCT	FEATURES	BENEFITS
<p><i>access requirements.</i></p>		
<p>SIRE Administrator™</p> <p><i>The SIRE Administrator module is included in the SIRE solution at no charge and performs a variety of management tasks, including statistical reporting, SIRE Utilities, and SIRE Agenda Plus.</i></p>	<ul style="list-style-type: none"> • The Administrator tab lets you access management functions for the SIRE Product Suite, including: Security, Cabinets, Licensing, and Settings. • The Security page within the Administrator tab allows you to view, create, edit, and administer SIRE users • The Cabinets page within the Administrator tab allows you to view, create, delete, configure, and cross-reference SIRE file cabinets, and view, create, delete, and configure SIRE file cabinet views and SIRE file folder indexes. • The Licensing page within the Administrator tab allows you to view the current license your organization has purchased from SIRE Technologies, update your licenses, delegate allocation of your license pool to various departments within your organization, and view the current usage of SIRE licenses throughout your organization. 	<ul style="list-style-type: none"> • By associating users with SIRE Groups allows you to configure a set of permissions and apply them to multiple users by simply adding the desired users to the group. This saves time and energy, because you don't have to set up the same permissions for each individual user. • Administrators have the ability to audit the entire system, including log in, view, edit, email, export, delete, add, check in, check out, save, and print. • SIRE Administrator even has standard statistical and management reporting capabilities. • Permissions can be granted at the cabinet, folder, and annotation levels or you can protect confidential words or paragraphs in individual documents using redaction capabilities. • The majority of tasks performed for the management of the SIRE Product Suite are accomplished within SIRE WebCenter, including creating and managing user accounts, security, cabinets, indexes, and system settings.
<p>SIRE Searching</p> <p><i>The SIRE Search window lets you perform simple and advanced searches, cross-cabinet and index searches, file description, annotation, and SQL searches. You can also save searches and access previously saved searches. To perform a Full-Text Advanced Search, your SIRE Administrator must first set full-text permissions for both the user and the file cabinet.</i></p>	<ul style="list-style-type: none"> • The SIRE Search Results window displays folders that contain files matching your search criteria. Folders can be displayed in a cabinet or card view, and folder index values edited using the SIRE Search Results window. • The SIRE Files window displays the contents of folders selected from the SIRE Search Results window. Displayed files can be of any format, and can easily be viewed with the SIRE Net Viewer, or within their native applications. • Folders and files stored in the SIRE system can be easily retrieved using any of nine search methods available in FileCenter .NET. All FileCenter searches are accessed through the Search window. 	<ul style="list-style-type: none"> • SIRE Searching is very easy to use and provides instant view of documents. • Retrieve any FileCenter document effortlessly • An Index Search lets you identify files which have index field values that match input search criteria. • Cross Cabinet Searches identify files in a single selected file cabinet, or multiple selected file cabinets, that match designated search criteria. • A File Description Search compares customized file descriptions to input search criteria and returns search results with matching descriptive file names. • An Annotation Search identifies documents with annotation text that matches input search criteria. • A SQL Search compares input string values with specific index fields associated with folders using SQL queries.

PRODUCT	FEATURES	BENEFITS
<p>SIRE Reporting</p> <p><i>SIRE Reports allows users and administrators to monitor actions, status, and operations of various features of the SIRE system, and generate complete reports on these various elements.</i></p> <p><i>SIRE comes pre-configured with a number of SIRE Reports. New releases of the SIRE Solution Suite will feature additional SIRE Reports as customer needs arise. Customized SIRE Reports can be created through engagement with SIRE Technologies, or through internal, on-site development.</i></p>	<ul style="list-style-type: none"> Reporting Services 2000 comes in 2 production editions: Enterprise and Standard. Reporting Services can only communicate with SQL Server instances of the same edition. SIRE Reports are accessed through SIRE WebCenter. The reports themselves are accessible to users who have been granted access. The Reports > Reports List page displays all reports in the SIRE system SIRE is tightly integrated with Microsoft Reporting Services. There are a number of "out of the box" reports available with the product. It is also very easy for SIRE or the customer to create custom reports to reflect their specific data. The reporting interface is managed by the SIRE security model and the reports are viewed from within the SIRE product. The reporting services integration currently works only if using SQL Server 	<ul style="list-style-type: none"> Because of the open architecture in SIRE you can use any third party reporting tools you'd like to interface with data in SIRE. Crystal Reports is frequently used by our customers for reporting. Standard reports include but are not limited to: User activities including logging in, printing, viewing, editing, deleting and other user tasks Number of folders and files by cabinet Security groups and user lists System settings Index and cabinet lists Standard reporting tools such as Crystal and Cognos can also be used to access data from the SIRE system
<p>SIRE Security</p> <p><i>Security for documents and access is managed by and within individual departments. For example, a specific department can be given permission to view and add agenda items, but individuals within a department can be limited to just viewing. As a result, SIRE's Electronic Document Management System (EDMS) as well as SIRE's Agenda Plus offers complete security for all your meeting and agenda documents.</i></p>	<ul style="list-style-type: none"> SIRE provides the ability to log and audit system events, such as file access, deletions and process activities, for reporting, analysis and compliance purposes. Statistics and reporting features allow for user activity reports showing each user and the number of times they have printed, and viewed any item. System logs allow searching the system logs within a specific date range to monitor actions such as adding, deleting, printing, and viewing of documents or agendas Reports can be generated and the criteria can be set up to search on all logging parameters. The reports can also be generated on a date range, on a particular user or group of users, events, cabinets etc. 	<ul style="list-style-type: none"> Granular security permissions by meeting type to allow admin to restrict or allow access to view, add items, edit items, add or edit meetings, compile meetings, approve/reject items, or move items. Allows users to be assigned to different security groups, which are authorized to access different sections of the system and different functionality within the sections of the system Allows security access to different sections of the system to be defined as read-only, read and edit, or no access Ability to configure security at the system, business function, screen, file, and field level. Restriction is by user, or defined user group for access to private information and related processing Restrict withdrawal or renaming of an item based on security permissions
<p>SIRE Web Publishing</p> <p><i>SIRE Pub makes documents available over the Web without</i></p>	<ul style="list-style-type: none"> SIRE Web Publishing is included in the basic package of SIRE. Authorized users can post items to the web for internal as well as 	<ul style="list-style-type: none"> There is no additional cost for SIRE Pub Saves the user a great amount of time to be able to publish items to the web without having to go

PRODUCT	FEATURES	BENEFITS
<p><i>requiring HTML coding. The system allows for versions to be rendered into images, PDF or HTML for distribution purposes as applicable.</i></p>	<p>public viewing.</p> <ul style="list-style-type: none"> • One Click publishing to the web. • SIRE Pub provides a secure public interface to the electronic records, and agenda management documents stored in the SIRE System. 	<p>through the I.T. staff to implement.</p> <ul style="list-style-type: none"> • The SIRE Pub application lets counties, cities, organizations, and indeed any entity with a public-facing website, make selected records accessible for public access and review. • Organizations can customize the appearance, along with many of the functional characteristics of their site.
<p>Third-Party Integrations</p> <p><i>SIRE's open architecture allows us to integrate with virtually any software application. Being an open MS Windows solution using industry-standard networks and SQL or Oracle databases, SIRE is fully compatible with all open system standards.</i></p>	<ul style="list-style-type: none"> • SIRE has direct integration with Microsoft Office, allowing you to save Word and Excel documents, Outlook messages, and attachments directly to the system. • Integrations are a strong point of the SIRE product. Because of its open architecture and very strong API it is possible for SIRE to integrate with virtually any other software solution. This can be done via thick client integration, thin client integration, API integration, data exchange, and more. • SIRE has developed a full functioning API Tool Kit that will allow integrations with any Open Architecture Application. 	<ul style="list-style-type: none"> • SIRE's solution provides for HTML or XML data conversions. SIRE has existing clients with integrations to the SIRE document management system that allow the client to gather information from specific areas of the different screens of their HTE applications and pass them to SIRE in order to automatically retrieve documents. • Each integration is discussed individually and an appropriate integration solution is selected. • The solution can vary based on whether the other application is client based, web based, etc. • Some of the Integrations SIRE has accomplished are: ESRI, KIVA, Accela Permits Plus, HTE, Autodesk, Spillman, Banner, JDE, People Soft, Lotus Notes, Simplefile, and many others.

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

RFP FORM D

RFP No. 12-05-01 Project No. _____

Proposer: SIRE Technologies

PROPOSER'S CERTIFICATION

THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.
The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

I have carefully examined the Request for Proposal referenced above ("RFP") and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the RFP. I agree that my proposal will remain firm for a period of 120 days in order to allow the Town adequate time to evaluate the proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

The firm and/or Proposer hereby authorizes the Town of Lauderdale-by-the-Sea, its staff or consultants, to contact any of the references provided in the proposal and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this proposal.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Town or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

If this proposal is accepted, a contract will be executed as proposed, in a form approved by the Town Attorney.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

vendor list. I further certify, under oath, that neither the entity submitting this sworn statement, not to my knowledge, any of its officers, directors, executives, partners, shareholder, employees, members or agents active in the management of the entity has been convicted of a public entity crime subsequent to July 1, 1989.

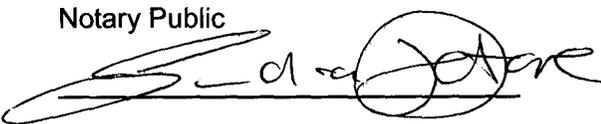
SIRE Technologies
Name of Business

State of Utah
County of Salt Lake

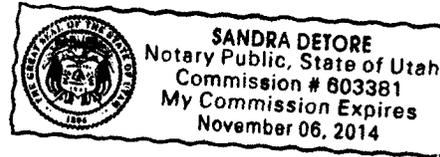
Sworn to and subscribed before me this 16th day of May, 2012.

By: 
Signature

Mike Painter, CFO
Print Name and Title
2211 West 2300 South
West Valley City, UT 84119
Mailing Address

Notary Public


My Commission Expires:



ORIGINAL
Town of Lauderdale-by-the-Sea
Request for Proposal No. 12-05-01
"WEB CASTING AND AGENDA MANGEMENT SERVICES"

Presented by
Granicus Inc
Christopher Voorhees, Account Manger
600 Harrison Street, Suite 120
San Francisco, CA 94107



1. LETTER OF TRANSMITTAL

Christopher Voorhees, Account Manager
Granicus, Inc.
600 Harrison Street, Suite 120
San Francisco, CA 94107

Town of Lauderdale-by-the-Sea
June White, Town Clerk
6401 E Lincoln Drive
Lauderdale-by-the-Sea, FL 85253
P: (604) 952-3644

Dear Ms. White,

We very much look forward to the opportunity to strengthen our long-term relationship with the Town of Lauderdale-by-the-Sea, Florida. Having worked with your staff since 2007, we now better understand your Town's need to continue to streamline and automate the public meeting process in the most efficient and cost effective manner. Furthermore, as your current provider, you'll be able to leverage your existing infrastructure and customizations so that staying up-to-date with the latest technologies is as effortless as possible for your staff. To this end, we are proposing an automated system for your Town that was designed to meet, and often exceed, the basic requirements and future aspiration outlined in RFP for **"WEB CASTING AND AGENDA MANGEMENT SERVICES"**.

Granicus, Inc. is a privately held California corporation headquartered in San Francisco. For more than 30 years, we worked with cities like yours to pioneer paperless agenda packets and streaming video solutions exclusively for government. We work exclusively with governments at every level of government- providing all the software, hardware, infrastructure, services, and expertise to quickly integrate enterprise public meeting solutions into their communications tool set. Today, we are proud to share our nationally recognized success with our family of nearly 1,000 innovative, successful, and award-winning government clients. Our clients now include the United States House of Representatives as well as **Miami-Dade FL, the City of Lauderdale FL, Sarasota County FL, and many more.**

Should you have any questions or if you would like us to clarify and aspects of our proposal, we look forward to hearing from you.

Most Sincerely,



Ed Roshitsh
President, Granicus

Staying Ahead of the Curve

Innovation in Government

The technical environment in every Town, City, and government agency can vary— depending on unique needs of their staff and citizens. With this in mind, our system was created with *built-in flexibility and compatibility* for seamless integration into any existing network configuration and equipment. We have successfully deployed projects for governments of all sizes, from Grey Cloud, Minnesota (pop. 300) to the US House of Representatives and the US Senate.



- **Focus on Government** – with a team that focuses exclusively on government solutions, you won't have to worry whether the solution or support is a Manage and Track the **complete legislative history** of an agenda item from request to drafting through final disposition
- **Experience and Innovation** – the Granicus Team leverages more than 30 years of pioneering agenda management with the innovation of one of the fastest growing Silicon Valley companies.
- The proposed solution is the only solution that includes an integrated **iPad paperless agenda app for members**, iLegislate
- **Agendas and Minutes integrated with Audio and Video**, capture more than the text of proceedings – share the intent behind the decisions.
- Electronic Touch Screen Voting that integrates **Real-time Voting to help create minutes, Request to Speak, and Paperless Agendas**, all-in-one touch screen application.
- The only solution that will allow public access of agendas, minutes, and video on mobile devices such as **Android OS and Apple IOs (iPad and iPhone)**
- The exclusive online **legislative research center** is the most comprehensive and advanced citizen and staff query tool available. This unique system has been recognized by municipalities across the nation for its wealth of information and advanced features to meet the ever increasing requirements of useful open school system.
- **Full text searching capability** both for Staff and public website viewers.

The solution is implemented as an **enterprise wide, site-licensed system** which allows for unlimited users, unlimited records, and unlimited meeting bodies to be managed. You never need to pay for additional 'seats' or increased annual maintenance from adding more records.



Webcasting & Agenda Management Solution Highlights

Staff Efficiency & Public Transparency, All-in-One

From the moment the user logs onto the system, an intuitive and automated workflow for presenting your staff with the most important information and directing your users to prioritized Item is apparent. Our system was built specifically to make your legislative process more transparent and efficient by automating the assembly of your paperless agenda packet assembly from drafting to final online publication.

- **Easy Information Uploading, Indexing, and Storage** - All data fields are automatically indexed by the system. Data fields may be used individually or in combination with other fields for fast information retrieval. To save assembly time, a user can instantly search all text fields for a name, type, ID number, term or other identifier - in one step. The software creates and maintains a dynamic association links between the legislative tracking data described above.
- **Complete Legislative History Tracking** - Our system automates more than just Agenda Creation and Generation. We are the only solution that provides end-to-end legislative tracking system that allows you to monitor and manage the status of agenda items workflow from
- **Fully Configurable Agenda Administration** - Your administrative settings can be customized to reflect the specific workflows, policies, and format of your Town's own agenda. System administrators will be trained on other detailed settings and verifications for drafting, approving, assembling, and creating the agenda.
- **Automated Approval Tracking** - Our system will facilitate and track the sequence of review and approval for an agenda item prior to introduction. Approvers are alerted via email as well as via a pop-up "tickler" messages on their personal home page. Each procedural step triggers email notifications to the appropriate users. All approval sequences can be customized, flexible, and automatic.
- **One Click Agenda Generation** - From the stored data and customized configurations, Lauderdale-by-the-Sea can automatically generate and format agendas for any meeting body of the. This includes agendas for the Town Council, planning and zoning committees, other commissions, and departmental agendas. The entire Agenda assembly methodology is fully customized during implementation and designed to reflect your current template

Key Feature

iLegislate- Paperless Agendas on the Apple iPad

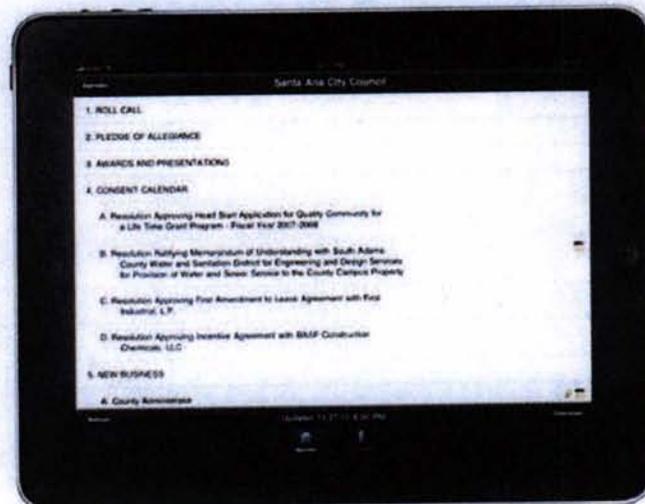
- Convenient access to meeting agendas and supporting documents
- Reduce paper consumption and move to a paperless environment
- Review agendas and attachments offline and on-the-go
- Easily take notes, bookmark and email agenda items
- Review indexed, archived meeting videos



Government agencies spend thousands of dollars annually printing, copying and binding meeting materials. Not to mention the staff costs for collecting, organizing and distributing these materials. Granicus has always strived to help government agencies cut costs with new technologies. With our latest mobile application, iLegislate, governments can review meeting agendas, supporting documents and archived videos, over the iPad® at no additional cost or staff time. In fact, it's been proven to save staff hours in their pre-meeting workflow while improving efficiencies.

iLegislate seamlessly connects agenda data to the iPad and makes it available for offline viewing. Elected members and staff can review agendas and supporting documents, take notes and bookmark items of interest. This mobile technology enables users to review meeting materials before, during or after a meeting from any location, even without an internet connection. All of your data is automatically backed up to the Granicus cloud once an internet connection is reestablished.

iLegislate is compatible with both Apple iPad versions and is available for free through the Apple App Store™.





2. TITLE PAGE

Proposal in Response to the

Town of Lauderdale-by-the-Sea

Request for Proposal No. 12-05-01

“WEB CASTING AND AGENDA MANGEMENT SERVICES”



“Legistar has continues to save time as we have become more adept at using it. The addition of the Web module has also increased our time savings, as people are now able to find the information themselves. While I have not quantified the dollar savings, we are not filling a soon-to-be vacant position, because with Legistar, we have substantially cut our need for staff”

*– Anne Noris,
King County, Washington State*

Presented to:
Town of Lauderdale-by-the-Sea
Town Clerk
June White
4501 Ocean Drive
Lauderdale-by-the-Sea, FL 33308
P: 954-640-4236
E: junew@lauderdalebythesea-fl.gov

Presented by:
Granicus, Inc.
Christopher Voorhees
Account Manager, Florida
600 Harrison Street, Suite 120
San Francisco, CA 94107
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E: chrsv@granicus.com



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4. ORGANIZATION PROFILE AND QUALIFICATIONS

Company History

The Industry Leader

Granicus is licensed to do business in the State of Florida.

Granicus provides award-winning technologies for government transparency, legislative efficiency, and citizen engagement. More than 1,000 local, state, and federal agencies use our solutions to connect with their citizens in meaningful new ways online. They also depend on us to help them drive powerful cost-efficiencies across many areas of their business—including public meetings, the legislative process, open government, and citizen collaboration.

Currently, Granicus manages the world’s largest legislative content network—containing more than 5 million government media files and public records. We have 5,000+ government users leveraging our technology to run their day-to-day government content management and delivery tasks including webcasting public meetings, managing and delivering legislative information, communicating with citizens, and more. Over the past year, more than 50% of the Digital Cities and Counties Center for Digital Government award winners leveraged Granicus solutions for transparency and citizen engagement.

Corporate Headquarters: San Francisco, CA

Satellite Offices: Atlanta, GA | Boston, MA | Chicago, IL | Fort Lauderdale, FL | Fort Worth TX,
| Milwaukee, WI | Phoenix, AZ | Seattle, WA | Washington, D.C.

Mailing Address: 600 Harrison Street, Suite 120, San Francisco, CA 95170

Website: www.granicus.com

Social Media:  Blog |  Twitter |  Facebook |  LinkedIn



Management

Leadership in the Market and in the Office

Ed Roshitsh, President

Ed joined the Granicus team in October of 2009. Prior to joining, he served on the Granicus Board of Directors. Ed has 22 years of experience at technology firms. Previously Ed served as senior vice president of sales and enterprise operations and was promoted in 2008 to executive vice president and COO at Vertafore, a software company focused on insurance agency solutions. Prior to joining Vertafore, Roshitsh held the position of vice president of worldwide sales at Blackbaud where he was responsible for sales, international operations and training. Under Roshitsh's leadership, the sales team grew revenue from \$83 million in 2001 to over \$155 million in 2005. Prior to Blackbaud, Roshitsh was vice president of sales, marketing and services for Data Processing Sciences Corporation (DPS), culminating a ten year period of successive sales career positions at DPS during which he helped grow software and services revenues.

Tom Spengler, Chief Executive Officer

Tom co-founded Granicus, Inc. as Chairman and CEO in 1999. Under Tom's direction, Granicus has risen to the top of the government cloud computing industry. The company has been consistently ranked among the fastest growing companies in the Silicon Valley and North America. Granicus' award-winning software has also been recognized nationally for helping nearly 1,000 government agencies provide a more streamlined and open government. Tom is a frequent public speaker and a certified expert in legislative technologies with over 11 years of experience advising governments on the best ways to use technology to modernize their workflows.

Emery Jones, Chief Financial Officer

As a co-founder of Granicus, Emery's focus is multi-faceted and far-reaching. In addition to building and expanding financial procedures, Emery's client-centered vision is at the base of Granicus' philosophical foundation. Emery brings a wealth of knowledge to his responsibilities in the financial sector. Before co-founding Granicus, Emery owned a successful financial consulting practice in the San Francisco Bay Area, offering financial advice and strategic planning to start-ups and small businesses. Emery received his B.A. in Accounting and Economics at the University of California at Santa Barbara.

Javier Muniz, Chief Technology Officer

As Granicus' Chief Technology Officer, Javier draws on his broad knowledge of networking and application development technologies to provide direction and insight for Granicus application and infrastructure design. Prior to co-founding Granicus, Javier began his career at Sun Microsystems designing and managing remote access components of the Sun global network infrastructure, and later went on to WebTV Networks, a wholly owned subsidiary of Microsoft, where he designed and developed applications used by the Network Operations Center to manage a network of over 600 nodes that supported over 1 million active WebTV subscribers.



Nick Bhatt, VP of Product Development

Nick is an entrepreneur at heart who has worked many successful startups that grew under his watch and became financial successes due to extremely sought-after IPO offerings or acquisitions by large organizations. These include IMNET Systems, Dynamic Healthcare, VideoTek, AutoVista, ADP CSG, and more. Nick is a proven executive with more than twenty years of experience developing technical solutions for increased growth and profitability in dynamic and competitive markets. He has equally extensive experience in software development and IT management with experience working with everything from startup companies to an \$8B multinational, including four successful IPOs/acquisitions. Additionally, Nick has been the principal architect for several major medical applications, including medical imaging solutions, medical records management, insurance claims processing, laboratory and pathology information systems, healthcare claims settlement and payment processing. Nick has a master's degree in Computer Science and Business Management.

Thao Hill, VP of Sales

Thao started at Granicus in 2005. He has over 11 years of experience in legislative information technology and used this knowledge to achieve success in many different roles at Granicus including sales, partnerships, product development, and customer service. Today, Thao heads-up Granicus' Sales team which delivers technology to meet the unique needs of local, state, and federal governments organizations. He is an expert in Granicus technology and helping government agencies advance cost-efficiency, collaboration, and transparency. Previously, Thao worked at Exxon-Chemical as an Advanced Control Systems Engineer and was the Chief Technology Officer for a legislative technology firm in Baton Rouge, Louisiana. During his tenure there, he worked with many state and local legislative clerks to create software and technology to automate legislative processes.

Benjamin Lucchesi, Chief Software Architect

As Chief Software Architect, Ben directs the strategic vision of application development in the Granicus' legislative management platforms. His mission is to continually advance and improve Granicus' software technology, and to make it easier, more cost-effective and more enjoyable for clients to use. Ben has several years of experience in building robust, interactive web and client-server applications. Prior to joining Granicus, Ben was the e-Design Manager at IQ Systems, where he designed and developed custom business solutions for electronic commerce and inventory management applications for major industries. Ben holds a Master's of Science degree in Computer Science from the University of Reno.



Project Team

Granicus currently has nearly 100 employees that are headquartered in San Francisco, CA, with remote offices in Atlanta, GA, North Port, FL, Reno, NV, and other major cities in the US. Below are the Key Personnel that will be dedicated to this project. More detailed information related to the implementation is addressed in section 4.

Name and Title:	Christopher Voorhees – Account Manager
Project Assignment:	Chris has been the Town’s Account Manager since 2007. He has served as the chief communicator of information during the initial project kick off and will continue to help the Town troubleshoot any key issue or tackle pressing Town initiatives in the most timely and professional manner.
Background:	Chris has worked closely with the Cities, Counties, Towns, and Special Districts across Florida, specializing in automated technology and communications solutions for government and businesses.
Name and Title:	Randy Farnes – Product Manager
Project Assignment:	Project Manager
Background:	Randy will serve as the project manager, and has deployed over 100 Granicus Clients. He will provide a project plan to successfully install our Streaming Video Solution. He will ensure the Granicus Implementation steps are executed within the timeframe set forth by the Court. Randy will be the main point of contact during the implementation and deployment of your Granicus solution. Randy is based in our corporate headquarters in San Francisco, CA.
Name and Title:	Rebecca Cleary – Training Manager
Project Assignment:	Lead Platform Trainer
Background:	Rebecca has been involved in training over 100 Granicus clients, and will serve as the lead trainer for the Court. She will ensure that the IT staff, A/V staff, Clerks’ staff, and other related personnel in the project will be trained to use the system at an expert level. Rebecca is an expert in Legislative processes, Parliamentary Procedure, and Robert Rules of Order.

State of Florida

Department of State

I certify from the records of this office that GRANICUS INC is a corporation organized under the laws of California, authorized to transact business in the State of Florida, qualified on July 27, 2006.

The document number of this corporation is F06000004984.

I further certify that said corporation has paid all fees due this office through December 31, 2011, that its most recent annual report was filed on January 4, 2011, and its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the Great Seal of
Florida, at Tallahassee, the Capital, this the Fifth
day of January, 2011*



Jennifer Kennedy
Secretary of State

Authentication ID: 000189384490-010511-F06000004984

To authenticate this certificate, visit the following site, enter this ID, and then follow the instructions displayed.

<https://efile.sunbiz.org/certauthver.html>



RFP FORM A— Qualifications Statement

RFP FORM A

RFP No. 12-05-01 Project No. _____

Proposer: Granicus, Inc.

QUALIFICATIONS STATEMENT

THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE. The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

1. State the full and correct name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)
 - 1.1. The correct and full legal name of the Proposer is:
Granicus, Inc.
 - 1.2. The business is a (Sole Proprietorship) (Partnership) (Corporation).
 - 1.3. The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows: Ed Roshitsh, Tom Spengler, Emery Jones
2. Please describe your company in detail.
Please see "Company History" on Page 8.
3. The address of the principal place of business is:
600 Harrison Street, Suite 120, San Francisco, CA 94107
4. Company telephone number, fax number and e-mail addresses:
(415) 357-3618, (415) 618-0102, christopherv@granicus.com
5. Number of Firms employed:
100
6. Name of Firm(s) to be assigned to this Project:
Granicus, Inc.
7. Company Identification numbers for the Internal Revenue Service:
91-2010-420
8. Provide Broward County Occupational License Number, if applicable, and expiration date:
N/A

9. How many years has your organization been in business? Does your organization specialize in a certain type of web casting and agenda management service?
12 years— since December 17, 1999.
10. In the past three years, have you ever failed to complete any web casting and agenda management work awarded to you? If so, where and why?

No.

11. Provide the following information concerning all contracts **In progress** as of the date of submission of this Proposal for your company, division or unit as appropriate.

We have dozens of deployments currently underway and we maintain solutions for more than 1,000 government agencies in the U.S. and Canada. We have a 997% client retention rate because client success is our highest priority. While we cannot provide a list of our current deployment, we would be happy to discuss this further or provide additional details at a later stage of this RFP.

Name of Project	Contract with:	Contract Amount	Estimated Completion Date	% of Completion to Date

(Continue list as necessary)



RFP FORM B – Reference Form

1. Sarasota County, FL

Main Contact	Bill Mallet, Web Communications Coordinator
Contact Info Provided	(941) 954-4160 or William.mallet@sarasotagov.com
Best Way to Reach Me	Phone
Account Manager	Christopher Voorhees
Client Since	2009
Solution	Open Platform, Government Transparency Suite, and Legislative Management Suite
Solution Details	Sarasota County's solution includes live and on-demand audio streaming for unlimited meeting bodies as well as automated minutes annotation and agenda assembly solutions. With our system, all your public meetings (for the County Council, Work Sessions, Special Meetings, etc) are made available online, 24x7 and associated documentation. Also, more recently, Sarasota County was one first clients to implement iLegislate, the first paperless agenda solution for the Apple iPad. Sarasota's solution also includes Advanced Search, Intelligent Routing, Closed Captioning, Podcasting, as well as Custom Web Design Integrations.

2. Coral Gables, FL

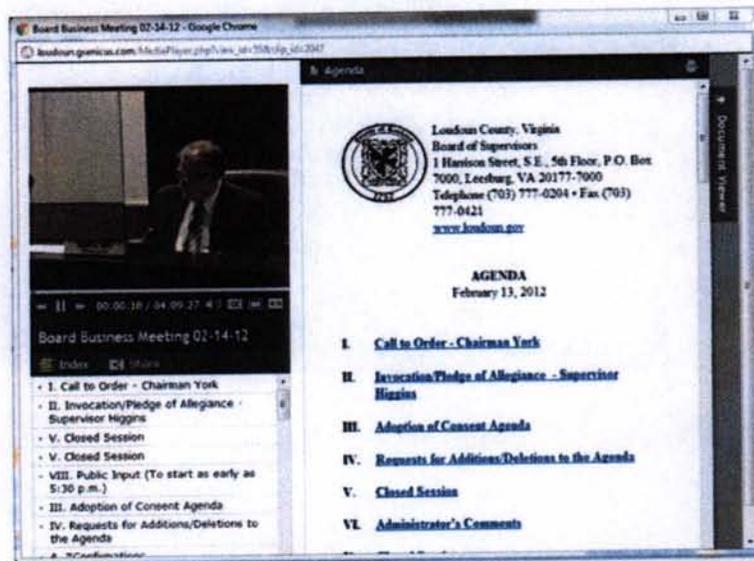
Main Contact	Billy Urquia, Business Applications Developer
Contact Info Provided	(305) 569-1812 or burquia@coralgables.com
Best Way to Reach Me	Phone
Account Manager	Christopher Voorhees
Client Since	2004
Solution	Open Platform, Government Transparency Suite, and Legislative Management Suite
Solution Details	Coral Gable's solution includes live and on-demand audio streaming for unlimited meeting bodies as well as automated minutes annotation and agenda assembly solutions. With our system, all your public meetings (for the City Council, Work Sessions, Special Meetings, etc) are made available online, 24x7 and associated documentation. Also, more recently, Coral Gables was one first clients to implement iLegislate, the first paperless agenda solution for the Apple iPad. Coral Gable's solution also includes Advanced Search, Intelligent Routing, Closed Captioning, Podcasting, as well as Custom Web Design Integrations.

The screenshot displays the Coral Gables Legislative Research Center website. At the top, there is a navigation menu with links for City Home, Live Video Streaming, Legislation, Calendar, City Commission, Departments, and People. Below the navigation is a search bar with a dropdown menu set to 'This Month' and 'All Departments'. A 'Search Calendar' button is visible. The main content area shows a calendar table with columns for Name, Meeting Date, Meeting Time, Meeting Location, Meeting Details, Agenda, Minutes, and Video. A meeting entry for 'City Commission' on 6/7/2011 at 9:00 AM is highlighted, with a detailed description of the agenda items.

Name	Meeting Date	Meeting Time	Meeting Location	Meeting Details	Agenda	Minutes	Video
City Commission	6/7/2011	9:00 AM		Revised Agenda - Addition of Boards & Committees Items - Revised documents for Item H-1 - Additional photos supplied by Commissioner Cabrera related to Item H-1 City Hall, Commission Chambers	Agenda	not available	Video

3. Loudoun County Government, VA

Reference	Chris Rossbach
Contact Info Provided	(703) 777-0476 or chris.rossbach@loudon.gov
Best Way to Reach Me	Phone
Account Manager	Christopher Voorhees
Client Since	2008
Solution	Open Platform Suite, Government Transparency Suite, Citizen Participation, Meeting Efficiency Suite and MobileEncoder
Solution Details	Loudon County has successfully implemented our unlimited live and on-demand streaming video platform for multiple meeting bodies. The County has also implemented our automated live minutes solution and citizen feedback tools. Their solution includes Advanced Legislative Search, Intelligent Routing, Closed Captioning, Podcasting, and Custom Web Design Integrations.



RFP Form B

RFP No. 12-05-01 Project No. _____

Proposer: Granicus, Inc.

REFERENCE FORM

THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE. The Proposer guarantees the truth and accuracy of all statements and the answers contained herein.

Give names, addresses and telephone numbers of four individuals, corporations, agencies, or institutions for which you have performed work similar to what is proposed in this RFP:

1. Name of Contact Bill Mallet, Sarasota FL
Title of Contact Web Communications Coordinator
Telephone Number: (941) 954-4160 _____ Fax Number _____
E-Mail Address William.mallet@sarasotagov.com

2. Name of Contact Billy Urquia, Coral Gables FL
Title of Contact Business Applications Developer
Telephone Number: (305) 569-1812 _____ Fax Number _____
E-Mail Address _____

3. Name of Contact Chris Rossbach, Loudoun County Government VA
Title of Contact _____
Telephone Number: (703) 777-0476 _____ Fax Number _____
E-Mail Address chris.rossbach@loudon.gov

4. Name of Contact Donn Patchen

Title of Contact Cable Station Manager

Telephone Number: (305) 375-3949 Fax Number _____

E-Mail Address dsp@miamidade.gov



5. EXPERIENCE

Leveraging your Existing Granicus Solution

To streamline the integration of Unlimited Video Streaming Agenda and Document Management

It has been a pleasure working closely with your staff for just over five (5) years. Since 2007, we have been building custom open government solutions for your Town. Our work together has provided us with rare insight into inner workings of the Town's unique parliamentary process. Now, not only are the most experienced agenda management solution, but we are also the most familiar with the Town's unique legislative characteristics. By leveraging your current Granicus solutions and our years of experience together, the Town can leap ahead of the pack with the implementation of the latest streaming and paperless agenda management innovations, without having to re-invest in heavy upfront deployment and training costs. We hope to build upon our successful work together and to providing your team with a turnkey solution that will ultimately streamline the current process, **reduce staff workloads and paper production, and keep the Town of Lauderdale-by-the-Sea on the "leading edge" of workflow, agenda and document management.**

Clients in the State of Florida

*Pompano Beach
Port St. Lucie
Highland Beach
Belle Glade
Boca Raton
Pinecrest
Safety Harbor
Sarasota
Lauderdale-By-The-Sea
Clearwater
Cocoa Beach
Coconut Creek
Cooper City
Deerfield Beach
Delray Beach
St. Petersburg
St. Pete Beach
Sunny Isles Beach
Naples
Palm Beach
Palm Bay
Palmetto Bay
Gainesville
Fort Lauderdale
Sarasota County*

Achievements

Granicus has been recognized the past four years for being one of the fastest growing company private companies in the U.S., San Francisco, and the Silicon Valley by Deloitte LLP, the San Francisco Business Times, and Inc. Magazine. Our solutions have also been nationally recognized for helping government significantly improve transparency and efficiency. See more about our awards and achievements here.



Client Testimonials

LaTonda Simmons, Assistant Town Clerk/Legislative Recorder, CA: (Status update to Council)

"Implementation of InSite web-based constituent access for meeting information (agendas and materials). Reduced \$75k annually in general fund expenses."

Larry Herrera, Town Clerk, Town of Long Beach, CA:

"We are currently using the Granicus solution. We already have realized savings over the past three fiscal years, and look forward to further savings and efficiencies. In other words, the future looks very bright for the Town of Long Beach and its residents. In my view, these systems will serve us well over the next 10 to 15 years."

Anne Norris, Clerk of the Council, King Town, WA:

"(Granicus) has continued to save time as we have become more adept at using it. The addition of the Web module has also increased our time savings, as people are now able to find the information themselves. While I have not quantified the dollar savings, we are not filling a soon-to-be vacant position, because we have substantially cut our need for staff."

For further details, please see our full client list here: <http://www.granicus.com/Clients/Client-List.aspx>

6. APPROACH TO PROVIDING SERVICES

A. Anticipated Services and Role of the Firm

Our 100% web-hosted software solutions were designed specifically for governments, like the Town of Lauderdale-by-the-Sea, to spend less time managing the manual artifacts of the legislative process and more time engaging important stakeholders in more productive ways. We make this possible by providing our clients with all the hardware and software necessary streamline and automate everything from online video streaming to paperless agenda creation and publication. Additionally, our user-friendly and easy-to-deploy software solutions were built to make installation and deployment as effortless as possible.

Requirements	Met and/or exceeded by Granicus
1. <i>Data and video storage for all past and future Town meetings, including the Town Commission, Planning & Zoning, Board of Adjustment, Charter Review Board, Candidate Forums, Town Hurricane Seminars and any other meetings the Town deems important to the community. The Town began web casting services in December 2007.</i>	
2. <i>Unlimited viewers and distribution.</i>	
3. <i>Backup of all data and meetings from December 2007 forward.</i>	
4. <i>Fully managed audio and video production services during and post webcast</i>	
5. <i>The capability to support on-demand streaming to popular mobile devices, such as iPhone, iPad, Blackberry and Andorid</i>	
6. <i>Encode video in all of the following file formats: Windows Media format, H.264, MPR and MP3 audio.</i>	
7. <i>Live rewind/fast forward and the ability to clip segements of the video to download, embed or publish to alternate Web sites, such as YouTube.</i>	
8. <i>Support multiple bit rate streaming and high definition streaming players</i>	

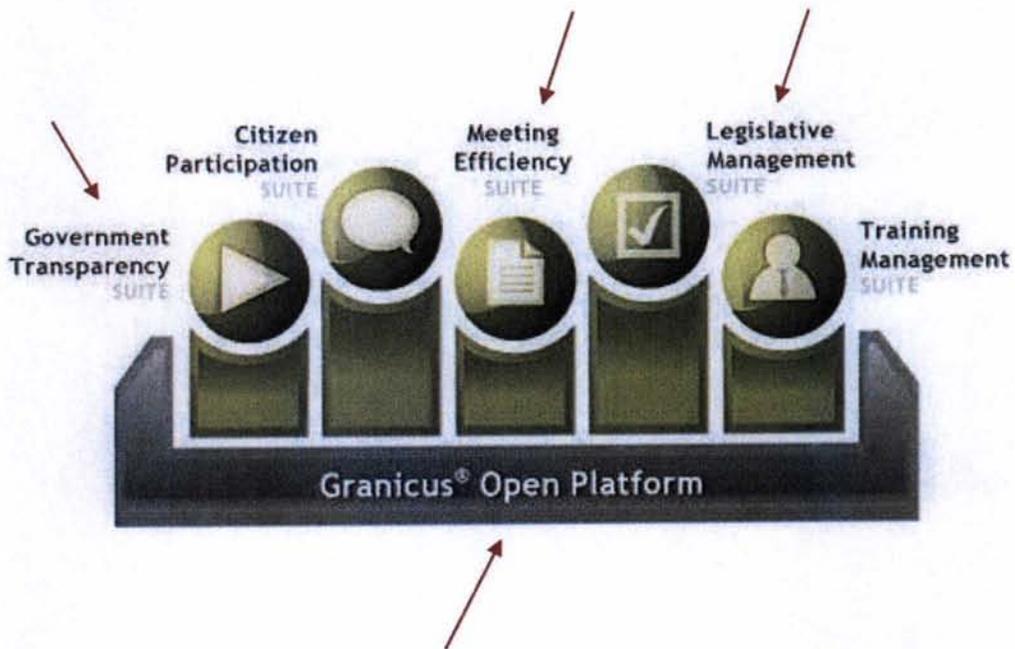


<p>9. <i>Video player that supports standard resolution and widescreen resolution videos.</i></p>	
<p>10. <i>Ability to create CD or DVD formatted copies of archived content within the application.</i></p>	
<p>11. <i>Ability to share on social media Web sites.</i></p>	
<p>12. <i>User-friendly ability to index Web casts live during meetings with agenda items.</i></p>	
<p>13. <i>Allow users to link and display agendas</i></p>	
<p>14. <i>Key word search function with archived video.</i></p>	
<p>15. <i>Web page design services to create a view page and vieo player page that match the Town of Lauderdale-by the-Sea's soon-to-be redesigned Web site.</i></p>	
<p>16. <i>Hosted and supported by fully redundant data centers</i></p>	
<p>17. <i>Documentesd and supported Application Programmatic Interface that allows for integration with other agency software, systems, and Web sites.</i></p>	
<p>18. <i>Security managed by designated system administrator without need for additional programming or customization</i></p>	
<p>19. <i>Ability to secure any live or archived webcast either by IP address range or by username and password authentication.</i></p>	
<p>20. <i>Real-time technical and customer care support, including remote access and remote support of all equipment including the media valut and encoder. Prefer 24-Hour hotline.</i></p>	
<p>21. <i>A designated account manager who servces as the primary account contact responsible for regular support.</i></p>	
<p>22. <i>Online knowledge portal for user support.</i></p>	
<p>23. <i>Complete deployment and confirmation services for all hardware and software.</i></p>	

B. Lauderdale-by-the-Sea's Solution Upgrade

By selecting Granicus, your upgrade will include not only our flexible and turn-key agenda management product, known as the Legislative Management Suite, but we will also include upgrade your existing unlimited webcasting solution. As narrated below, your suites upgrade will include new technologies such as our native iPad Agenda App, Mobile Streaming, and Fully-Managed Hardware.

All Together, Your Upgraded Solution will Include:



With Options For: Citizen Participation Suite and Granicus Electronic Voting (VoteCast)

C. Lauderdale-by-the Sea's Solution Narrative

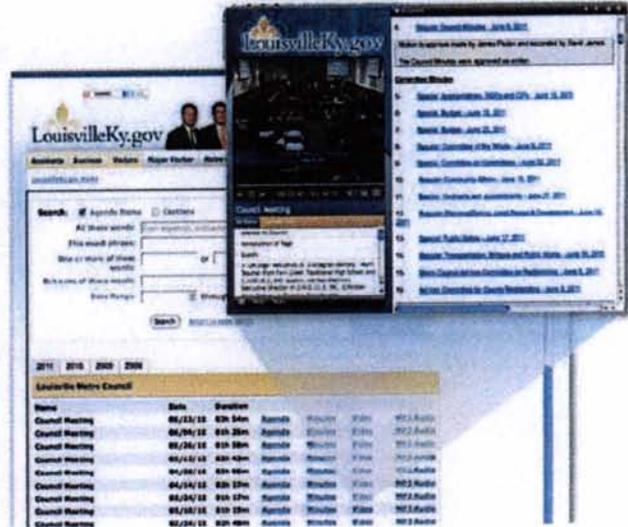
From Unlimited Webcasting to Paperless Agenda Management

i. Webcasting

(The Granicus Open Platform + Government Transparency Suite)

Overview

The Granicus® Open Platform allows you to stream an **unlimited number** of meetings and events online and over mobile devices. With our platform you can play videos in H.264 and Silverlight. While we can start streaming 70 boards and committees you can add additional boards as your needs change and grow, at no additional cost. With us, you can publish all of your content online with indefinite retention schedules with this fully-hosted solution. Also, the Granicus Encoding Appliance gives you unlimited bandwidth and storage as well as local live and on-demand streaming for up to 50 concurrent viewers. Finally, leverage an open architecture and connect in-house or third-party solutions to Granicus.



The Government Transparency Suite gives citizens greater access to public meetings and records online. Take the next step towards greater transparency and link related documents to video, offer a full agenda packet, and provide advanced searching of media archives and documents. Reach a broader audience with podcasting - download audio recordings and videos for listening and/or viewing offline. This Suite also allows you to connect agenda data to the iPad allowing staff and elected members to review paperless agendas and supporting documents as well as take notes all through the device. Plus, Granicus' reporting tools give you a detailed analysis of visitor statistics to help you better understand viewership trends.

Webcasting Features

- Easy to Use Public Website-** Publish live and archived videos to a media portal on your website to make it easy for the public access your content. Enable audiences to share videos over social networking sites or through email to drive greater visibility and viewership. The Granicus media digital player comes standard with the ability to rewind, fast forward, clip segments and share videos to the social grid.





- **Agenda Index Points** – Deliver a rich user experience by synchronizing and cross-linking materials to the video. Citizens can watch indexed videos, browse agendas and view supporting materials — staff reports, memos, and ordinances — all within a single multimedia player.

Supporting documents are displayed alongside the video. Viewers can use jump-to points and links within documents to watch those discussions.

The screenshot shows a video player interface for a City of Orange meeting. The video frame shows a woman speaking at a podium. To the right, there is a sidebar with an agenda titled "4. REPORTS FROM MAYOR CAVECCHE" and "5. REPORTS FROM COUNCILMEMBERS". Below the agenda, there are sections for "RECOMMENDED ACTION" and "U.S. Postal Service Commission Study". The interface includes navigation controls like play, stop, and volume buttons.

- **Advanced Search "Drill Down"**- Empower residents to find the information they need through a self-service search engine. Search across public meeting archives – meeting or event data including agendas, minutes, notes, motions, votes and captions. With advanced filters for date range, data type and more, the public is able to accurately define their search criteria to find the information they need.
- **The Granicus Open API and SDK** - We can provide a fully-documented and supported Application Programmatic Interface (API) and Software Developer Kit. This open architecture enables customers and developers to seamlessly integrate existing or future enterprise systems with Granicus. Developers typically use the API to add, update, extract, delete and ultimately customize how information is presented.

- **Downloadable Media & Alerts**
 - **Downloadable Media** - Offer downloadable podcasts for citizens. Media files can be easily delivered as downloadable audio (MP3) and video (MP4) formats. Reach more citizens using mobile devices, dial-up computers, and popular media networks including iTunes.
 - **RSS** - Viewers can setup RSS subscriptions to receive automatic notifications when the most recent content is available – specific files, agendas or minutes. This feature simplifies the ability for citizens to get real time updates straight to their inbox.
 - **User Search Alerts** - Just as RSS subscriptions allow residents to receive updates on specific information.

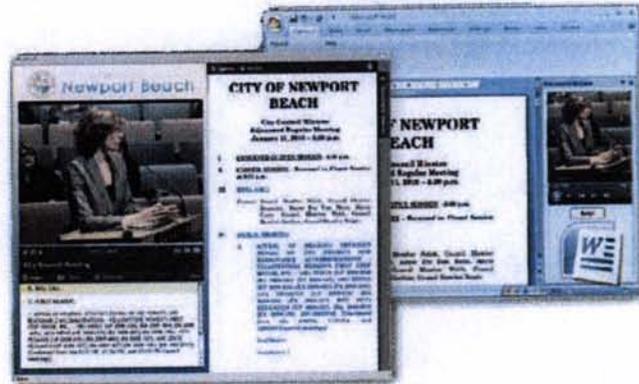
The screenshot shows the "City of Williamsburg eMeetings" website. It features a search bar at the top right and a main section titled "City of Williamsburg Streaming Media Archive". Below this, there is a table of recent meetings with columns for Name, Date, Duration, and links for Agenda, Minutes, and Video. A search bar is also present below the table.

Name	Date	Duration	Agenda	Minutes	Video
City Council Work Session	November 27, 2011	4:00 pm	Agenda		
Planning Commission Work Session Agenda 11-9-2011	November 29, 2011	4:00 pm	Agenda		
City Council Meeting	November 15, 2011	2:00 pm	Agenda		

i. Automated Minutes Annotation (The Meeting Efficiency Suite)

The Meeting Efficiency Suite is a live meeting workflow solution that combines minutes with a meeting's recording. Capture and publish minutes, saving staff time and cutting administrative costs. Record roll-call, agenda items, speakers, motions, votes, and notes through a simple interface. After the meeting, finalize minutes quickly and easily in Microsoft Word™. With VoteLog, allow the public to track legislation, ordinances and even voting member records through your website. This Suite you can seamlessly integrate with agenda solutions already in place.

- Meeting preparation tools
- Live minutes automation
- Quick notes and text expansion
- Minutes editing and publishing
- Generate linked minutes

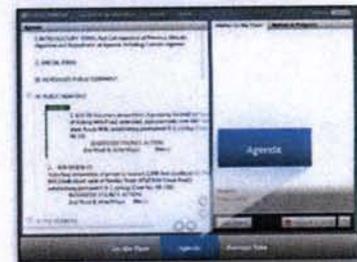


Paperless Access to Meeting Materials: Touch-screens provide paperless access to the agenda and supporting materials—decision-makers have all the information they need at their fingertips. Review agenda items, suggested action, motion, mover, seconder and any available documents for each item.

Speaker Requests (Optional) : Elected members can request to speak at any time during the meeting using an electronic speaker queue built into the display. Seamless transitions between speakers allow each member to monitor the time remaining and speaker name, minimizing disruptions during the meeting

Electronic Vote Automation (Optional) : Ensure that voting is organized, fair, and accurate. Using an electronic process, votes are simultaneously recorded and tallied up. Previously cast votes can be referred to at anytime.

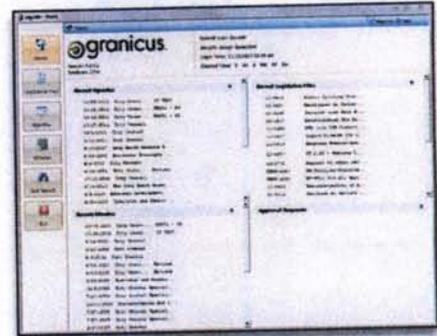
Meeting Room Public Display (Optional) : The Clerk has complete control over the live meeting data entry, notes and actions. All of this meeting data (e.g. current item, vote results, speakers, etc.) can be pushed to the public display interface. The public display is designed to keep people in the meeting chamber, TV viewers and your web audience up to speed on meeting action. See the example to the right.



ii. Paperless Agenda Management

The Legislative Management Suite

Intuitive User Interface: Our Paperless Agenda Solution includes an intuitive and automated methodology for managing legislative information. The home screen displays the appropriate tools based upon that individual's security permissions, the most recent agendas, minutes, and legislative files that the user has been working on as well as any items pending their approval. This main menu provides immediate access to general reports and statistical data, as well as instant search features.



Easy to Use and Learn: Granicus provides comprehensive online help features at all screen levels that is logically organized and easy to use. Help information dynamically displays topics related to the current function the user is working on and allows the user to do general searching for help information.

Users can find topics from the tree menu or keyword search and find "how to" instructions on all functions. The "Help" key provides categories including topics specific to the form or function they are using, technical support for error message capture, the ability to submit a new feature request (Wish List), and other help functionality. "Help" consists of both tutorial assistance and helpful tips that have primarily been provided by other Granicus users.

Legislative File Assembly

Create a Legislative File: Legislative files are the building blocks of our entire legislative management system. These items are used to build all documents assembled and published through the system (agenda items, resolutions, minutes, etc).

The system generates a unique ID tracking number for each new legislative file. Separate, automatic numbering may also be used for enacted ordinances, resolutions, general file numbering, or the operator may enter a unique identifier.

All data fields are automatically indexed by the system and may be used individually or in combination with other fields for fast information retrieval. With dynamic entries, search is easy. Users can instantly search all text fields for a name, term or other identifier in one step. Granicus creates and maintains a dynamic link between the legislative tracking data described above and the text for each action file. The text of each legislative file may include the title, an analysis or summary, the body of the document, a fiscal note, staff recommendations, suggested motions, and any other supplementary notes and background information.



Legislative files may include:

- File Type and current File Status
- File Number and/or separate Legislative ID
- Introduction, Final Action and Variable Dates
- Associating Costs of Matter
- Controlling Committee
- Legislative Sponsor or Author (one or more)
- Requesting Department/Organization
- Variable User Defined Data and Date Fields
- File Name and Description (variable length)
- Indexed Keywords (one or more)

Draft a Legislative File: The Granicus system includes a complete file text drafting component that allows the Lauderdale-by-the-Sea to store and use any number of different templates. The drafting editor includes a complete set of drafting tool including predefined boilerplates available for a specific file type. Additionally, a user can draft a new agenda item based on text from a different file altogether (e.g. a similar past file, an outside Word file, or other imported text). Other standard features include file version control, user definable data fields, spell checking and more.

The system allows multiple staff members to compile information on an issue simultaneously. Meaning, one department or Town staff member may be drafting the text of a request, while another is simultaneously linking supporting materials or attachments.

Additionally, the Lauderdale-by-the-Sea can define required fields that must be completed in order to process the request, such as a dollar amount. This control not only facilitates the pre-introduction review steps but helps reduce any redirects associated with missing or incorrectly drafted information.

Drafting Tools: System-Based and MS Word: The Lauderdale-by-the-Sea has the option of using a simple text or Microsoft Word editor and may switch between either at any time. In most cases, the Lauderdale-by-the-Sea may use its existing Word templates for consistency and easy transitioning. Either text editor option will provide Townstaff with approved text or word processing templates. In addition to managing any number of different file types, the Lauderdale-by-the-Sea can define different Word templates for each file subtype.

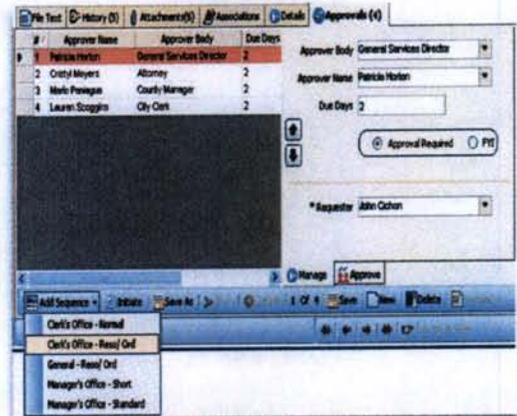
Online Submittal of Agenda Items: Submit agenda items through a simple browser-based form for Council or committee consideration. Departments, Council members and even outside organizations or groups can be given authorization to submit agenda items for Council and Committee consideration from anywhere.

A public logon can also be created to allow citizens to submit their own requests directly to the Town. A designated staff member would review these submissions for completeness and to determine which meeting body or department the item should be directed to. The system will then handle the request automatically.



Agenda Item Approval Tracking

Our approval tracking system is a fully-integrated and automated workflow module that facilitates the collaborative review and approval of an item prior to introduction on the agenda. For example, a purchase request may be made by a staff member, drafted by another person, approved by his immediate superior, and then sent to additional persons for their review and approval before being sent to the clerk for introduction on the appropriate agenda. Town will play a significant role in configuring the electronic collaboration of agenda preparation to effectively streamline the process for each Lauderdale-by-the-Sea meeting type (Councils, Commissions, Public Hearing, Study Session, Etc).

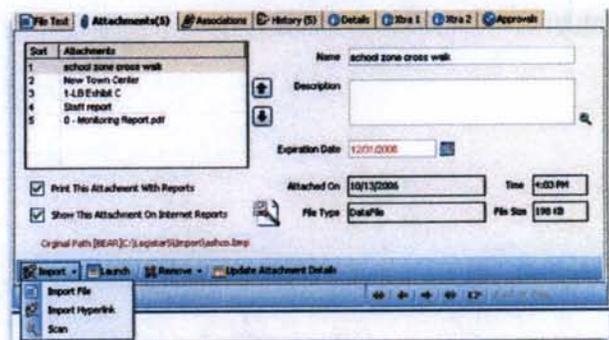


Reviews and approval responses can be done through a browser-based form. Whether using the standard system file form or the browser-based form, Granicus automatically manages the approval workflow in real-time.

Approval Notifications based on Lauderdale-by-the-Sea Business Rules: Approval sequences may be modified to include or remove approvers. Each procedural step triggers email notifications to the appropriate users. Approvers are alerted with an email notice as well as a pop-up message on their main menu. Approvers simply need to click on the item to begin the review process. Standard system approval sequences are stored and personal user sequences can be reused or shared.

Customized Approval Access: Approvers can review all item details, supporting documents, make edits and approve or deny the request. Each reviewer must approve the item in sequence before it goes to the Clerk. Any disapproval will halt the process and send the item back to the originator. Approvers can cancel, pause and restart the approval process as well as research, display or print the approval history. The system also allows for FYI reviewers who can access the item but cannot modify it or affect the approval sequence.

Office Attachments: Once legislation has been entered, the system operator can create a reference to associated files through attachments that can be viewed concurrently with the original legislative file text or data. Attachments include documents, spreadsheets, URL links, images, or any other file type that is supported by the user's operating system. Our system supports any file type included in the latest Microsoft Office™ suite (2011).



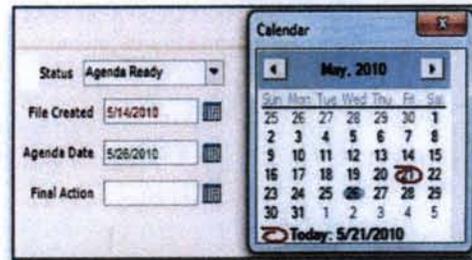
Calendar Management

Overview: Our Paperless Agenda Solution will give the Lauderdale-by-the-Sea the ability to schedule, store, and track all dates, times, and locations of the your Town meetings. The Lauderdale-by-the-Sea can schedule as far into the future as needed and publish all dates to their public legislative portal. This feature also allows users to manage items and automatically include them on the appropriate agenda without having to predefine agenda dates for all meeting bodies.

Preparing Agenda Items Based on Dates/Schedules: The system will automatically place an item on the appropriate meeting body's calendar based on the controlling body and the status of the item. This feature gives the Clerk flexibility in managing item placement as well as guaranteeing that items will be acted on and never misplaced. When assigned, file agenda dates are color coded to provide a quick visual reference that indicates past, present or future agenda assignment dates.

The calendar function provides three options for placing an item on an agenda:

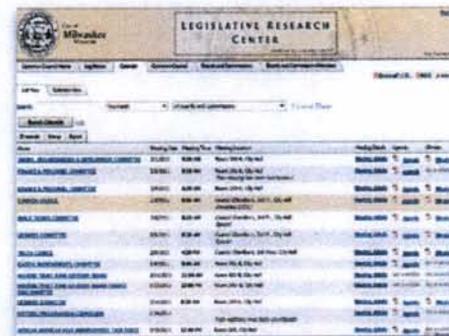
- The requestor may open the calendar icon and select a specific date, if known
- The requestor may enter a general date and the system will automatically place the item on the next appropriate meeting agenda on or after that date
- The requestor may leave the agenda date field blank and the system will automatically place the item on the next appropriate meeting agenda once all the approval criteria is met



An item will not be placed on the agenda unless the appropriate approvals have been logged or until other another defined item status is set by an authorized individual.

Calendar Publication: End users will have immediate access to a dynamic calendar of all Council meetings or other scheduled meetings and events. Staff, Council/Committee members and citizens can view schedules along with agendas and minutes through an Internet browser.

The fully-integrated calendar uses a dynamic link to the meeting records stored in the Granicus system. Simply add a new meeting, and the scheduled event automatically appears in the online meeting calendar for the correct date. Users can search available data, sort the calendar by a particular meeting body, and view events for a particular day, month or an entire year.

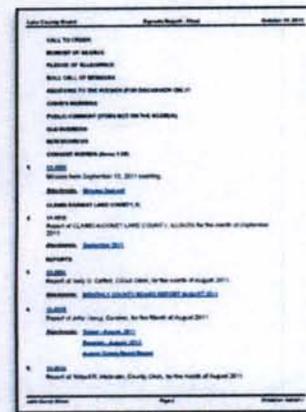
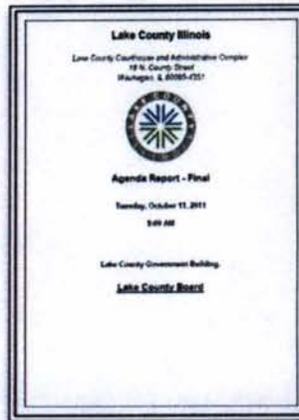




Automated Agenda Assembly

Customize Agendas for Each Meeting Body:

The Town's agenda management solution includes the ability to automatically generate and format unlimited agendas for any Lauderdale-by-the-Sea meeting body including the Council, committees, commissions, and departmental agendas. The entire agenda assembly methodology is identified and defined by your current workflow during implementation.



The system will automatically gather and compile the appropriate data for each meeting body's agenda.

Unlimited Agenda Templates: The Lauderdale-by-the-Sea can define different agenda formats (header, agenda sections, etc) for each group creating an agenda. A formal agenda with a cover page, numerous section headings and numbered items can be created for the School District, while a simpler format with fewer sections can be created for a committee.

Paperless Agenda Application for the Apple iPad®

Allow staff and elected members to review paperless agendas, supporting documents and take personal notes all through an iPad.



Legislative Task and Activity Tracking

In addition to the agenda item approval tracking, our system tracks the path of each ordinance, resolution, and other legislation with a series of historical records marking the life of the issue through the legislative process. Each historical record can be described by legislative actions - referrals, responses on a referral, reasons that an action was taken, or any discussions or background information that led up to that action.

For each tracked agenda item, the system captures the following data in the historical record:

- Meeting body or department taking the action
- Action taken and date Verbatim action notation and full minutes text
- Version of the text file that was current when the action was taken
- Target of the action (e.g. to whom a referral is being sent)
- Date returned (used for referrals)
- Due date, if any (used for referrals)
- Mover, seconder, and individual votes

Records Request and Research

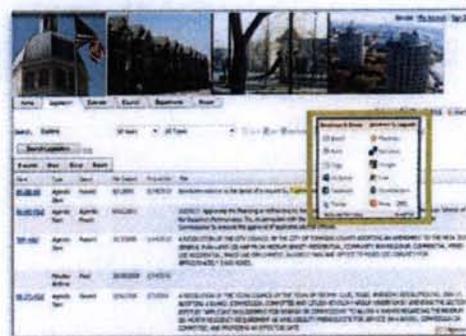
Legislative Portal: Many clients use the legislative portal as a query-only tool to provide quick access to information for staff. It is available 24/7 through your website and is easy to use, even for non-technical users or researchers. In addition to being able to view agendas and minutes, each legislative item is hyperlinked to the most current details of that item including the complete text, history, current status and supporting documents.

Public and Private Access: The Town has a great deal of flexibility in configuring the system's appearance. Configurations include the website header, graphics, fonts, skins, and messages that match the look and feel of Town's website. The legislative portal is accessible through an Internet browser and is intuitive and flexible. The general public, businesses, media and others can access, search, track and share public data through this page. Authorized Townstaff members may have extended functionality through a secure personal login. Authorized users have the ability to add attachments to a meeting agenda record including approved minutes of the previous meeting to the current meeting.

Search Legislation and Subscribe to Online Notifications

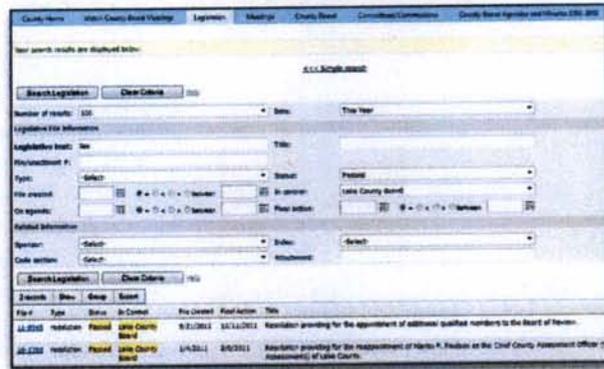
The public legislative portal includes a number of intuitive search and communications tools that allow users to be notified when information of interest is published. Users can also provide feedback to representatives or share search results over social networking sites. Subscription and share features include:

- **RSS:** Our web portal also includes standard RSS feeds. Staff and citizens can subscribe to content and receive notification when it's updated like legislative history changes to items. This valuable feature further simplifies the ability for staff and citizens to get real-time updates on items of interest.
- **Social Bookmarking:** Social bookmarking is available for Council Members and users, allowing them to store, organize, search, and manage agenda bookmarks. Our customized web portal allows users to save web page links that they want to keep and/or share. These bookmarks can be saved privately, shared only with specified people or groups





- Advanced Search:** Granicus provides Advanced Search capabilities that were modeled after Google Search. Granicus search allows you to search all legislative data, including meeting videos if available. Filter searches by date, item status, department or meeting body, and more. Results take the user to the specific record or the point in the meeting video when the searched topic was discussed. The search engine allows users to perform an unlimited number of search parameters at the same time and do complex inquiries in a single pass. These search qualities are available both internally for staff and to the public via your online legislative research portal.



- Private Comments:** Lauderdale-by-the-Sea has the option to turn on the private comments function and allow any viewer to enter opinions or notes on a topic. Private Council member notes can also be entered but are only viewable to that member. All notes can be compiled for a concise report that is only available to that Council member.

System Reports

Automated Reporting: Reports are automatically generated based on the data entered into the system. Once data has been added, the system uses its built-in sort and formatting routines, defined by the documents they are intended to produce, to abstract the correct information and produce all requested documents in specific formats - Agendas, Certifications, Notices, and Minutes.

Some standard report types are listed below. The operator may also specify the printing of any subset(s) of pages of a report, rather than the entire report.

- Pending Items List
- Subject Matter Index
- Voting Record
- Mailing Labels
- Agenda Report
- Minutes Report
- Meeting Referral Notice
- Agenda Item Reports

These and other system generated reports may be previewed, directed to a printer, saved to a local directory or, exported in PDF or HTML format for later use or transmission to other departments via electronic mail or media transfer. In addition, a number of table and status reports are included with the system and can be generated on demand by system users.

D. Lauderdale-by-the-Sea Implementation Plan

Pre-Implementation

Overview

Primarily responsibility of the system installment and configuration will fall under the responsibility of the Town of Lauderdale-by-the-Sea's designated system administrator in coordination with Granicus staff. In this case, the System Administrator, during installation, will be highly involved in the project management, configuration and deployment of a successful solution. Lauderdale-by-the-Sea technical staff will also be required to ensure that our expanded solution fits seamlessly into your current environment. Auxiliary staff persons and system users will be required *only* for system training, unless otherwise desired. Organizational structure and responsibilities vary greatly from town to town. **While we do not anticipate our implemented solution to increase staffing or largely change job descriptions, we do believe it will allow staff to do more with less and save an incredible amount of time when preparing and publishing a complete agenda packet.**

Anticipated Client Team

Outlined below are the key project team members and tasks and timelines for implementations. The goal is for the client to build a successful project team and for all involved to understand the timeline so realistic expectations are set from the start.

- *Project Manager/System Administrator:* The Project Manager/System Administrator should be a person who is closely involved with the legislative process of your jurisdiction - from the approval process of legislation to the creation of minutes. This person often also serves as the System Administrator of Legistar and should consider themselves computer savvy. The Project Manager/System Administrator is responsible for maintaining the administration tables in Legistar.
- *IT Lead:* The IT Lead works closely with the Project Manager to ensure that Legistar is deployed properly and helps solve IT issues that might arise.
- *Clerk:* It is important that the Clerk is an integral part of the Project Team to be the expert on the legislative process of your Council - from the approval process of legislation to the creation of minutes. This person will also be responsible for indexing the video during the meeting if video/audio recording is involved.
- *Committee Representative:* The Committee Representative will be the expert on the committee process of agenda and minutes creation.
- *Backup System Administrator:* This Backup System Administrator will serve as the backup to the Project Manager/System Administrator and preferably has a solid understanding of the legislative process of your jurisdiction - from the approval process of legislation to the creation of minutes as well as a good level of technological skills.
- *Video Indexer:* This Video Indexer will be indexing/time-stamping the video in LiveManager if the Clerk cannot. This person can be the Clerk's staff or a member of the A/V team depending on your

Installation Milestone Leading Up to “Go Live”

Based on our unique understanding of the custom processes and requirements for local governments, we are recommending a hosted webcasting and agenda management solution that will best satisfy your needs for an unlimited content archive and a seamless video/document display. We will provide extensive project management and transitional services so that installing a Granicus solution is timely, efficient, and simple.

Task #	Deliverables (Confirmed Upon Award)	Timeline: Estimated Calendar Days
1	Project Review with McHenry Staff and Granicus Project Management	1
2	Project Kick Off	1
3	Department and Clerk Business Process Review	21
4	Project Plan and Schedule Review	7
5	Equipment Ordering and Staging	21
6	Hosted Site Provisioning	7
7	On-Site System Installations	3.5
8	Software Configurations	3.5
9	Data Conversion Analysis (if necessary)	3.5
10	Define System Integration Interfaces	7
11	Review and Revision of Scope of Work	3.5
12	Administration Tables, Documentation, and Training Manuals Completed	7
13	Functional System Demonstration	3.5
14	Integration Interface Testing	7
15	Training	28
16	Functional Acceptance	7
17	Final Data Conversion Completed	7
18	System Cutover	1
19	Final System Acceptance (see below for further details)	28

Online Implementation Training Class

Online Training is scheduled around your training days to ensure you learn skills you can quickly apply. Trainees must join the session from a computer with internet access and where LiveManager is installed if video streaming and indexing is being utilized. For the optional Government Transparency Suite Upgrade, the Instructor-led Online Training Series includes three 2-hour sessions for every eight users. Customized training programs rolling together Open Platform, Government Transparency, and the Legislative Management Suite can be created upon award to streamline training.

Training Timeline- 4 weeks or longer depending on how many meetings you have a month).

User Training 3 x 2 hour call

Online Training #1 – Basic Pre/During Meeting Steps (usually 1-5 days *before* “test meeting”)

Online Training #2 – Basic Post Meeting Steps (usually 1-5 days *after* “test meeting”)

Online Training #3 – Review Basic Steps (usually 1-5 days *before* “go-live meeting” if Government Transparency or “test meeting” if Meeting Efficiency)

On-site Implementation Training

Legislative Management Suite’s implementation is roughly 14-16 weeks long and includes professional service hours for building your database alongside your Project Team through five 2-hour Needs Analysis Calls, four 3-hour training sessions for online administration training, and five days of onsite user training. Your Project Team will be required to complete tasks to build your database after each Needs Analysis Call; incomplete tasks will affect the timeline. If additional training or project management is necessary for deploying your Legislative Management Suite, the cost of these services will be determined pending evaluation of your new system.

For the optimal training experience for Legislative Management Suite, onsite training must take place in a computer lab, where each trainee has their own computer with internet access. There will need to be Microsoft word and a full version of Adobe on each computer for full functionality. There can be a maximum of 12 trainees in each onsite training session. The standard training plan allows for up to 36 drafters, 36 approvers, 12 agenda creators, and 12 minutes takers – if there is adequate room in a computer lab for this head count. The client can use a train-the-trainer approach for training additional staff or can purchase additional onsite training days.

Training Timeline- Total Training Time: 14 weeks

Database setup, validation and training is complete 12 weeks after the Kick Off Call occurs, with an additionally scheduled 2 week parallel operations in place before a go-live



User Training

Phase 1: Needs Analysis Calls - 5x, 2-hour calls
Used to gather information for database setup. Additional time is spent on database entry after each call. This time is billed as Project Management time in Salesforce.

Phase 2: Administration Training (Online) - 4x, 3-hour calls
A deep dive for System Administrators into the People, Bodies, Legislative Files, workflow definitions, valid action types, vote, attendance, and Approval Tracking.

Phase 3: User Training (Onsite) - 1x, 4.5 days
A hands-on user training focusing on drafters, approvers, agenda preparation, exporting to MediaManager, publishing to Insite, recording in LiveManager, minutes processing in and publishing the video. Our trainers will bank 4 hours of training time to conduct follow-up training for your team online after parallel operations have begun.

On-Going Training

Overview

Granicus provides ongoing support as we build a lasting relationship with your team. Through our Customer Service Portal, we provide many resources designed to help you all become expert Granicus users. Before getting started with your instructor led training, we recommend you watch the On-Demand Training videos pertaining to your solution. Watching these videos help jump start your learning and get you ready for your upcoming training series.

User Guides and Documentation

Our Support Resources page will give you access to your solution's User Guides and other tools to help get you started. Granicus shall provide a digital version of all documentation and training materials for all participants in the training sessions.



Support Resources

Downloads		
Name	Version	Format
Granicus Application Installer		MSI 584 KB
Granicus CD Creator	v2.0.2.2	MSI 532 KB
Granicus DVD Creator		MSI 17.7 MB
Granicus Footedial Controller (beta)		MSI 526 KB
Granicus Video Uploader		MSI 1.96 MB



7. COMPENSATION

Pricing for Lauderdale-By-The-Sea

(Includes Population Discount)

Your Granicus solution was based on Lauderdale-by-the-Sea's paperless. Our pricing reflects our commitment to supply customers with the highest value and quality software and support. Lauderdale-by-the-Sea's solution pricing is detailed below to supply customers with the highest value and quality software and support. Lauderdale-by-the-Sea's solution pricing is detailed below.

Total Pricing for Solution Upgrade*	Units	Upfront	Monthly
Total Upfront Solution Costs	1	\$24,325.00	\$0.00
Maximum Travel Expense		\$2,000.00	
Total MMS (Monthly Managed Services)	1	\$0.00	\$1,470.00
2012-2013 Fiscal Year	1	\$43,965	
Beyond Year 1 – Continuing MMS	1	\$0.00	\$1,470.00
TOTAL		\$26,500.00	\$1,470.00

- All suites require the Granicus Open Platform
- All suites (except Meeting Efficiency add-ons) include hardware and software
- Sales tax may apply depending on your organization's tax status and the tax laws unique to your state, county and/or municipality

***Pricing Includes the Open Platform , Government Transparency, Meeting Efficiency, and Legislative Manamgenet Suite, as described in proposal. Further there are no additional costs associated with the following, included, features:**

- Unlimited (in excess of the minimum three or four meetings/month) data storage.
- Ability to include meeting notes, meeting minutes creator, recommendations and presentation slides.
- An iPad and Android application to download and review the most recent agenda.
- Ability to subscribe to keyword notifications (RSS feeds).
- Cross-link agenda alongside streaming video with option to integrate minutes, staff reports and index points.
- Graphical reporting of live viewers including those viewing mobile web casts.
- Graphical reporting of archive viewership, most popular webcasts and viewership.
- Ability to choose different video player sizes, including wide aspect ratio video players.
- Proposed payment conditions and schedule.

Standard Software Pricing (Tier 1)

Hosted Software Suites	Up-Front	Monthly
Open Platform Suite	\$125.00	\$975.00
Government Transparency Suite	\$0.00	\$1,340.00
Meeting Efficiency Suite	\$6,200.00	\$1,490.00
Meeting Efficiency Suite with VoteCast Touch	\$39,190.00	\$3,075.00
Legislative Management Suite	\$24,200.00	\$1950.00
Performance Accelerator Suite	\$3,375.00	\$835.00

Meeting Services Pricing

Webcast Meeting Services	Unit	Price
Granicus Webcasting with Onsite Support (1st Hour)	Hour	\$1,200.00
Granicus Webcasting with Onsite Support (ea. additional hour)	Hour	\$400.00
Closed Captioning (Remote, Live)	Hour	\$150.00
Minutes Annotation (Remote, Post-Meeting)	Hour	\$210.00
Certified Transcript	Hour	\$210.00

One Camera Shoot	Unit	Price
1 Camera w/ Operator 1st Hour Per Day (Includes Setup/Onsite/Strike)	Hour	\$400.00
1 Camera w/ Operator (each additional hour)	Hour	\$150.00

Two Camera Shoot	Unit	Price
2 Cameras w/ Operator 1st Hour Per Day (Includes Setup/Onsite/Strike)	Hour	\$850.00
2 Cameras w/ Operator (each additional hour)	Hour	\$250.00

Three Camera Shoot	Unit	Price
3 Cameras w/ Operator 1st Hour Per Day (Includes Setup/Onsite/Strike)	Hour	\$1,295.00
3 Cameras w/ Operator (each additional hour)	Hour	\$400.00

Three Camera Shoot - 2 Robotic 1 Stationary	Unit	Price
2 Robotic Cameras, 1 Stationary w/ Video Engineer 1st Hour per Day (Includes Setup/Onsite/Strike)	Hour	\$2,750.00
2 Robotic Cameras, 1 Stationary w/ Video Engineer (ea. add. hour)	Hour	\$325.00

Up to 16 Mic Audio Recording	Unit	Price
16 PTT Mics and Audio Engineer First Hour per Day (Includes Setup/Onsite/Strike)	Hour	\$850.00
16 PTT Mics and Audio Engineer (each additional hour)	Hour	\$250.00



8. ADDITIONAL INFORMATION

General System Specifications, Compatibility, and Integration

Remote Management

Granicus maintains and monitors all aspects of the appliance. All software patches, Windows updates, and Granicus software updates are performed by Granicus. Remote support, management, patching, reporting and logging are performed using LogMeIn. If other connection methods such as a VPN connection are required due to security policies please discuss these with your Granicus representative. Installation of 3rd party software that is not specifically approved by Granicus may detrimentally impact the server's performance. In extreme cases, the server may need to be reimaged to restore normal operations; in this case, a reimaging fee may be charged.

Video Streaming Technical Requirements

Video streaming typically requires the use of media plugins. While the necessary plugins will often come pre-installed, you may need to install or enable plugins to watch streaming video. We recommend installing the Adobe Flash Player and Microsoft Silverlight plugins if they are available for your system. While we recommend certain platforms and web browsers, many other operating systems and web browsers can successfully stream videos. For example, Mozilla Firefox and Google Chrome are both known to work on many platforms. Please note that not all features are available to all web browsers on all platforms.

Recommended Platforms:

Microsoft Windows	version XP SP2 or newer. <i>Recommended browser: Microsoft Internet Explorer, version 7 or newer.</i>
Mac OS X	version 10.5 or newer <i>Recommended browser: Apple Safari, version 5 or newer.</i>
iOS	version 4.2.1 or newer (only available for on-demand content)
Android	version 2.2.1 or newer (only available for on-demand content) Please note, performance on Android devices may vary depending on the version, phone manufacturer, and carrier.

Software Technical Requirements

Our webcasting platform is managed through our hosted software program known as MediaManager. The administration feature in MediaManager is a central hub for preparing and publishing content in your Granicus solution. In addition to publishing content, you can manage user access and view usage reports. MediaManager administration requires use of a system that meets the following specifications:

Computer	Windows Based PC
Browser	Internet Explorer 7 or newer
Internet Access	Access to client MediaManager site (clientname.granicus.com)

MediaManager allows system administrators to have granular control over the actions that users are allowed to perform. In addition to meeting the system requirements that are listed above, each user must have been granted access rights to the tools that they wish to use.

Hardware Technical Requirements

The Granicus Encoding Appliance (necessary and provided with the solution to enable unlimited video streaming) is designed and built to provide government organizations with a complete streaming solution. Each pre-configured appliance is delivered ready to stream. Simply connect power, network and an audio/video source. Full appliance control is available through a web browser or locally installed client application.

Physical Specifications

The Granicus Encoding Appliance will mount in virtually all 4 or 2-post racks. It front mounts much like a switch or router. It requires 2U (3.5") of rack space is 14" deep and weighs 25lbs. Optional rail and tower conversion kits are available. Sound output is less than 40db. Ideally installation will be in a secure, climate controlled environment.

Dimensions	13.9"D x 19"W x 3.5"H 2U High
Mounting	Front Mount Rail Kit (optional) Tower Conversion Kit (optional)
Weight	25Lbs
Sound Output	Less than 40db

Front View



Rear View



Power Requirements

Power requires a single 120volt NEMA 5-15 plug. Power under load is 167 Watts and 1.39 Amps.

Power Requirements	120volt NEMA 5-15 plug Power under load is 167 Watts and 1.39 Amps			
		Idle	Load	Startup
	Watts	53	167.1	102
	Amps	0.441	1.393	0.85
	kVA	0.529	0.167	0.102
	BTU/hr	181	570	348

Ideally installation will be to an uninterruptable power supply (UPS) supplied by the customer. A UPS such as the APC Smart-UPS SC 450VA will provide approximately 40 minutes of run time. Appliance functionality requires the device be powered on at all times.

Streaming Formats

Live streaming is currently in the Windows Media format with streaming to devices that support Windows Media Player or Silverlight.

On-demand streaming is in both H.264 and Windows Media formats covering Flash, HTML5 & Silverlight. Platforms supported include PC, Mac, IOS (iPhone, iPad) and most Android devices.

Live Encoding Formats	Microsoft® Windows Media® (<i>Silverlight</i> ®)
On-Demand Encoding Formats	Microsoft® Windows Media® (<i>Silverlight</i> ®) H.264 Adobe® Flash® H.264 HTML5
Bandwidth	600Kbps Live and On-Demand Streams

24x7x365 Support & Maintenance

Customer Satisfaction is the backbone of our Company and Client success is how we rate our own success. In the past eleven years we've had a 98% customer retention rate, a rate that is unheard of in the Software-as-a-Service industry. Granicus goes above and beyond traditional support models by leveraging systems management technology to constantly monitor every component of your solution. Our professional support team is available 24/7. The majority of our staff is located in our San Francisco headquarters, however we also have satellite support units in Chicago IL and Atlanta GA.

24/7 Technical Support

Support Team Headquarters

**600 Harrison Street, Suite 120
San Francisco, CA 94107**

Our Support Team consists of staff that spans all time zones in addition to our primary San Francisco location. We are available to you 24/7/365 days a year. We have members readily available across all time zones and cities including Atlanta GA, Chicago IL, and San Francisco CA.

Reach a Technical Support Engineer (Available 24/7)

Phone: 415-357-3618, (Press 1)

Email: customercare@granicus.com

(For urgent matters, please call our technical support team to speak directly with a technical engineer familiar with your account)

Customer Service Portal

Granicus has one of the most comprehensive online support portals, www.granicus.com/csp. The Customer Service Portal includes the following features:

- **Knowledge Base** – search articles about Granicus products and services.

Direct link: <http://granicus.force.com/help/helpHome>

- **Online Training** – Regular live and on demand resources to learn more about your Granicus solutions

Direct link: <http://www.granicus.com/Services/Training.aspx>

- **Support Resource Center** – Find product-specific downloads, manuals, reference guides, and release notes to make your work easier.

Direct Link: <http://www.granicus.com/Services/Support-Resources.aspx>

- **Granicus Blog** – Provides a community for our clients to share ideas and get the latest tools, tips, and strategies to achieve success with Granicus.

Direct link: <http://blog.granicus.com/>





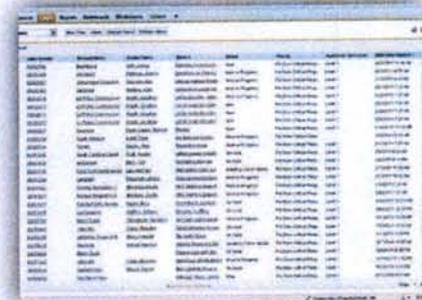
Expedited Response Times

Granicus Customer Care organization is structured so that as cases are reported and time elapses, continuous review and escalation occurs leading to ultimate resolution of the problem discovered. Service is provided depending on the urgency of the issue. All of our cases are resolved in the timeliest fashion according to the severity of the problem.

Hardware Managed Maintenance Model

Granicus can provide the Delta Corporation with the warranty provided by the manufacturer with respect to the Managed Hardware for an initial three year period. At the end of the initial three years, the continuing hardware needs of the Client will be re-evaluated in accordance with evolving technology. The key features of the Managed Hardware are as follows:

- Robust support for hardware, O/S, and applications
- 7x24x365 phone, chat and email support from certified experts
- Replaceable parts include next day onsite installation and replacement
- Escalation management



RFP Form C

RFP No. 12-05-01 Project No. _____

Proposer: Granicus, Inc.

PRICE PROPOSAL FORM

THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE. The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

Name of Proposer: Granicus, Inc.

Name of authorized representative of proposer: Ed Roshitsh

Project Cost

Please ensure your DELIVERABLES include and all costs associated with this project.

Instructions: List and show the project cost for each deliverable your firm will provide per the requested scope of work. Include the monthly fees associated with each proposed deliverable. Please include all costs for all any new training, new equipment and your monthly service fees.

Fees should be detailed to the extent possible per deliverable, with estimated out-of-pocket expenses separate from the proposed fees for professional services.

The Total Project Cost SHALL include all fees and reimbursements for out of pocket costs. The Town will not reimburse for any costs not actually incurred and paid for by the Contractor and included in its proposal. Reasonable proof thereof will be required.

- 1 If the firm selected is new to the Town, please list any and all costs associated with providing new servers (media vaults and encoders) and any other needed equipment.
- 2 If the firm selected is new to the Town, detail any and all onsite or online training costs (regardless of format) for the Town Clerk's Office and Public Information Office.
- 3 If the firm selected is new to the Town, detail any and all costs associated with the transfer of video and other indexing data from Granicus to the new system.
- 4 Detail any associated costs with the following service options (if there are no additional costs, please, state so):

- Unlimited (in excess of the minimum three or four meetings/month) data storage.
- Ability to include meeting notes, meeting minutes creator, recommendations and presentation slides.
- An iPad and Android application to download and review the most recent agenda.
- Ability to subscribe to keyword notifications (RSS feeds).
- Cross-link agenda alongside streaming video with option to integrate minutes, staff reports and index points.
- Graphical reporting of live viewers including those viewing mobile web casts.
- Graphical reporting of archive viewership, most popular webcasts and viewership.
- Ability to choose different video player sizes, including wide aspect ratio video players.
- Proposed payment conditions and schedule.

By: 

Name: Ed Roshitsh

Title: President

RFP FORM D

RFP No. 12-05-01 Project No. _____

Proposer: Granicus Inc.

PROPOSER'S CERTIFICATION

THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE. The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

I have carefully examined the Request for Proposal referenced above ("RFP") and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the RFP. I agree that my proposal will remain firm for a period of 120 days in order to allow the Town adequate time to evaluate the proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

The firm and/or Proposer hereby authorizes the Town of Lauderdale-by-the-Sea, its staff or consultants, to contact any of the references provided in the proposal and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this proposal.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Town or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

If this proposal is accepted, a contract will be executed as proposed, in a form approved by the Town Attorney.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted

vendor list. I further certify, under oath, that neither the entity submitting this sworn statement, not to my knowledge, any of its officers, directors, executives, partners, shareholder, employees, members or agents active in the management of the entity has been convicted of a public entity crime subsequent to July 1, 1989.

Granicus, Inc.

Name of Business

State of California

County of San Francisco

Sworn to and subscribed before me this 15 day of May, 2012.

By:

[Signature]

Signature

Ed Rashitsh, President

Print Name and Title

600 Harrison Street

San Francisco, CA 94107

Mailing Address

Notary Public

[Signature]

My Commission Expires:

