# CITY OF NEWPORT, OREGON

# REQUEST FOR PROPOSALS

# AGENDA MANAGEMENT
# AND
# VIDEO STREAMING SOFTWARE

SUBMIT PROPOSAL TO:

Peggy Hawker, City Recorder/Special Projects Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365

Due Date: October 14, 2015 by 3:00 P.M., PDT

CITY OF NEWPORT, OREGON

REQUEST FOR PROPOSALS
AGENDA MANAGEMENT
AND
VIDEO STREAMING SOFTWARE

## I. BACKGROUND

### A. Proposer Entity

The City of Newport ("City") is seeking a well-qualified vendor to submit a proposal to provide agenda management and video streaming software to the City.

### B. Overview

The City of Newport is a prime tourist destination and the population center of the Central Oregon Coast. Newport is the county seat of Lincoln County, and houses the offices of several federal and state agencies, including a major Coast Guard station, Oregon State University's Hatfield Marine Science Center, NOAA's Pacific Marine Operations Center, the Oregon State Police, Oregon DMV, and Oregon Employment Division offices. The City is home to the Samaritan Pacific Communities Hospital, and the main campus of the Oregon Coast Community College. OCCC is a premier educational institution and unique in its aquarist program. Its aquarist graduates are working in aquarium and research facilities throughout the country. Newport has a population of more than 10,000.

The Yaquina River flows into the Pacific Ocean through Newport's Yaquina Bay. Newport is home to the Oregon Coast Aquarium, one of the country's premier aquariums. A substantial commercial fishing fleet calls Newport home, as do several marine research vessels and a large number of private boats docked in marinas around the Bayfront. Newport is one of three deep-water ports on the Oregon Coast. Tonnage of shipping is second behind Coos Bay.

Newport has often been described as the most authentic City on the entire Oregon Coast. The City boasts numerous fine shops, restaurants, galleries, lodging establishments, and endless outdoor recreational opportunities.

Proximity to Portland and the Willamette Valley provides a strong tourism base, and the mid-latitude of Oregon provides moderate rainfall during the winter and spring months, and mild temperatures.

## C. Source of Funds and Budget

The source of funds for this service is from the City's General Fund budget for Fiscal Year 2015/2016.

# II. RFP SPECIFICATIONS

## A. Goals and Objectives

The objective of this RFP is to award a contract to a vendor that will provide agenda management and video streaming software to the City, consistent with Attachment A, Workflow for Agenda Items, and response to II.B., below, "Questions to Be Answered by Proposers."

## B. Questions to Be Answered by Proposers

1. <u>Web Portal</u>
   a. To what extent can the web portal be customized to meet the client's requirements?
   b. Can the web portal be embedded into the client's existing website?
   c. Is the web portal a responsive/adaptive design?
   d. Does the web portal use standard ports (80/443)?
   e. Does the web portal allow easy navigation between different committees for finding agendas, minutes, audio and video?
   f. Does the web portal include a meeting calendar? If so, can the calendar be filtered/sorted?
   g. Does the agenda management software generate a standard PDF document at the end of the agenda production process? If so, how easy is it to update/replace that document with changes?
   h. Does the web portal display an interactive HTML agenda?
   i. What search capabilities does the web portal include? Can you sort/filter results?
   j. Does the Agenda Management Software (AMS) include links to social media applications such as FB, Twitter etc.?
2. <u>Agenda Management Software (AMS) Features</u>
   a. Does the AMS run exclusively online or can it be run offline?
   b. Is there an app available for tablet devices for viewing and notating agendas? If so, are notations persisted to the most recent version?
   c. Does the AMS use Microsoft Word natively for editing?
   d. Is there a limit to the size of attachment that can be uploaded to an agenda? What protocol is used to upload the attachment? Can the user continue to work in the AMS while the attachment is being uploaded?
   e. Describe the minutes compilation/preparation process utilized by the AMS software.
   f. Describe any vote recording process that is a part of the AMS.
   g. What action item follow-up processes are contained in your software.

h. Describe how the AMS software processes can be adapted to other city boards, commissions and staff.

3. Video Streaming
   a. What format of video streaming is used?
   b. What hardware is recommended/provided for video streaming?
   c. Is live (real-time) video streaming available?
   d. Is video time-stamping available? If so, how is that managed?
   e. How long are video archives made available?
4. Audio
   a. Is audio-only streaming available?
   b. Can audio-only files be downloaded from the web portal?
5. Installation, Support, and Maintenance
   a. What hardware and software requirements are required?
   b. Are there any special firewall requirements?
   c. What installation services are provided to get up and running?
   d. What support is available?
   e. What is the maintenance agreement?
   f. What is the service level agreement?
6. What are the non-recurring charges for initial installation? Please provide a complete itemized list of all components necessary to implement an AMS with video streaming.
7. What are the monthly recurring charges? Please provide a complete itemized list of all components necessary to implement an AMS with video streaming.
8. Eligible Proposers
   a. Are qualified to conduct business in the State of Oregon.
   b. If a corporation, or limited liability company, it is in good standing.
9. Outline your implementation schedule.

## C. Contract

The contract with the successful proposer will be reviewed for legal sufficiency by the City Attorney of the City of Newport, and approved by the City Manager.

## D. Preliminary Schedule

| *Event* | *Date* |
|---|---|
| Release of Request for Proposals | September 28, 2015 |
| Proposals Due | October 14, 2015 |
| Proposal Award Date | October 21, 2015 |
| Vendor Begins Work | As Mutually Agreed Upon by Vendor and City |

## E. Deadline for Submission of Proposals

The proposal must be **received**, via e-mail to Peggy Hawker, at p.hawker@newportoregon.gov, by 3:00 P.M., PDT, on Wednesday, October 14, 2015.

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be accepted. All proposals received after the deadline will not be considered.

## F. Proposal Requirements

The following outlines the proposal requirements. The RFP will be incorporated into any resulting Contract with the successful proposer, along with any terms of the accepted proposal which are not in conflict therewith, as well as provisions which are permissible matters for negotiation, as set forth herein. The contents of the proposal submitted by the successful proposer may become contractual obligations if a Contract is awarded.

All proposals submitted in response to the RFP become the property of the City and will be a public record after the selection process is completed. Each proposal must contain the following:

Each proposal should include the following basic components and information:

□ A cover letter must be submitted with the proposal. The cover letter should be limited to one page and must include the company name, company address, and the name, telephone number, fax number, and e-mail address of the person(s) authorized to represent the firm on all matters relating to the RFP and any contract awarded pursuant to this RFP. A person authorized to bind the proposer to all commitments made in the proposal must sign the letter.

□ The name and contact information of the vendor's primary contact person.

□ Narrative response to the questions in II.B.

□ Other information that may assist the City in making its selection.

□ Each proposer shall also furnish a list of at least five municipal references, within the last five years, including names, addresses, phone numbers, and principal contacts in which the proposer has provided similar services. By submitting a proposal, a proposer consents to City contacting listed references, as well as parties with whom proposer has previously contracted. The results of those contacts will be considered by City in its evaluation of proposals.

## G. Proposal Evaluation and Selection Process

Proposals will be evaluated based upon the following categories, including references and information from entities or persons with whom Proposer has entered into contract(s) within the last five years. Proposals will be scored, and ranked. No single category is determinative, or entitled to greater weight in the evaluation process than any other. The proposal selected as the successful proposal will be based on the following categories. The successful proposal may be eligible for negotiation as to the matters, if any, which are identified as suitable for negotiation in this RFP.

| | |
|---|---|
| Proposer qualifications, experience, and demonstrated ability, including references and contacts with previous customers | 40 points |
| Quality and responsiveness of proposal to Questions to be Answered by the Proposer as detailed in this RFP | 50 points |
| Cost reasonableness and appropriateness as compared to all other proposals to provide the software and ongoing maintenance and upgrades within the City's annual budget | 10 points |

## H. CONTRACT AWARD PROCESS

The City may accept or reject the recommendation of the staff as to the successful proposer, cancelation of the procurement, or related matters.

The successful proposer that is selected to provide the software and services outlined in this RFP shall enter into a contract, approved by the City Attorney, directly with the City of Newport, within thirty (30) days of the Notice of Intent to Award Contract, or such later date as determined by the City Manager.

The City reserves the right to verify the information received in the proposal. If the proposer knowingly and willfully submits false information or data, the City reserves the right to reject that proposal. If it is determined that a contract was awarded or entered into because of false statements, or other incorrect data submitted in response to this RFP, the City reserves the right to terminate the contract, without penalty therefor, and with all rights reserved.

## III. GENERAL RFP AND CITY CONTRACT INFORMATION

The following terms and conditions apply to the agreement entered into between the successful proposer and the City of Newport:

### A. Budget

Total expenditures under this contract shall not exceed the amount budgeted by City. In any event, the City provides no assurance that the total amount budgeted by City will be agreed to by City in its award of contract. However, in the event City requires additional services beyond those agreed to by the parties in the contract, such services will be reduced to writing as an amendment to the contract.

### B. Laws and Policies

In the performance of the work, the selected successful proposer shall abide by and conform to all applicable laws and rules of the United States, State of Oregon.

### C. Costs Incurred by Proposers

All costs of proposal preparation shall be the responsibility of the proposer. The City shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the

preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

## D. General City Reservations

City reserves the right to extend the submission deadline should this be in the best interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

The City reserves the right to withdraw this RFP at any time, and will notify proposers that the solicitation has been canceled. The City makes no representation that any contract will be awarded to any proposer responding to the RFP. The City reserves the right to reject any or all submissions.

If in City's judgment, an inadequate number of proposals are received or the proposals received are deemed non-responsive, not qualified, or not cost effective, the City may, at its sole discretion, reissue the RFP, or execute a contract with the next highest ranked proposer, or to cancel this solicitation, all subject to compliance with applicable laws and the City's public contracting rules.

City reserves the right, subject to the City's public contracting rules and applicable statutes, to reject any and all proposals and to waive any minor informality when to do so would be advantageous to the City.

## E. Addenda to the RFP

Addenda to the RFP will be posted on the city's website at www.newportoregon.gov.

## F. Termination

Any contract awarded pursuant to this RFP may be terminated by the City, with or without cause, upon 30 days prior written notification by the City to the successful proposer.

## G. Proposer's Contact for Information

Proposers may contact Peggy Hawker, City Recorder/Special Projects Director, with any questions regarding the scope of work of this RFP at:

**Peggy Hawker, City Recorder/Special Projects Director**
**City of Newport**
**169 SW Coast Highway**
**Newport, Oregon 97365**
**541.574.0613**
**p.hawker@newportoregon.gov**

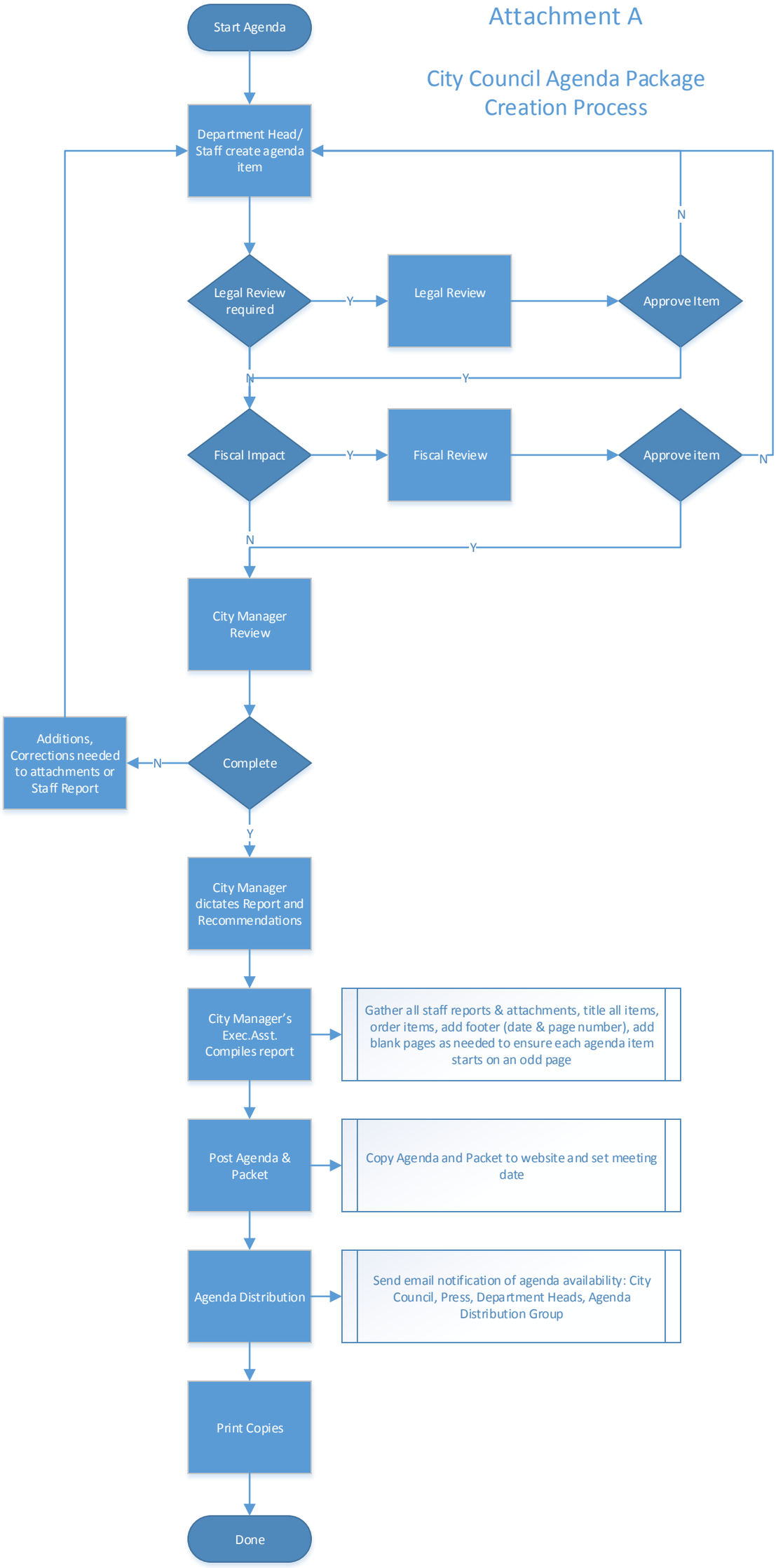
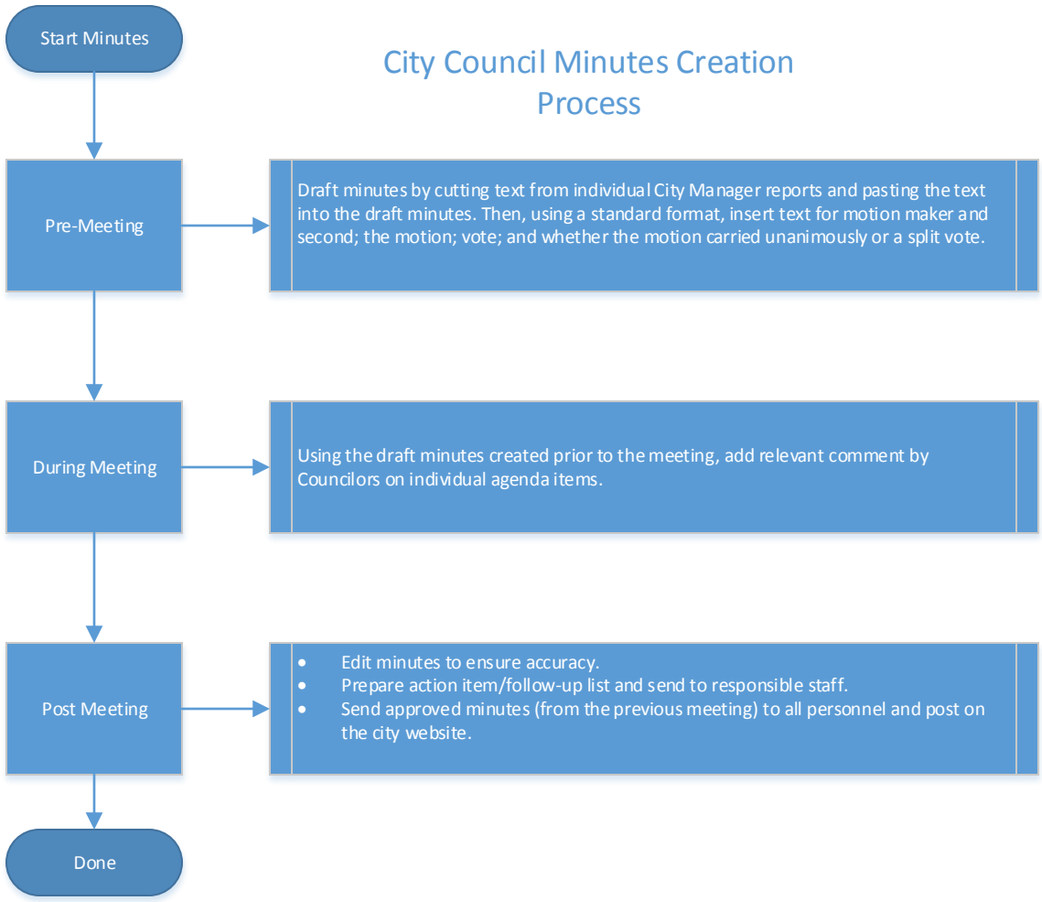
## H. Deadline for Submission of Proposals

The proposals must be **received** by 3:00 P.M., PDT, on Wednesday, October 14, 2015. Proposals must be sent via e-mail, with RFP for Agenda Management and Video Streaming Software in the subject line, to: p.hawker@newportoregon.gov.

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be accepted. All proposals received after the deadline will be returned unopened.

# Attachment A

## City Council Agenda Package Creation Process



# City Council Minutes Creation Process