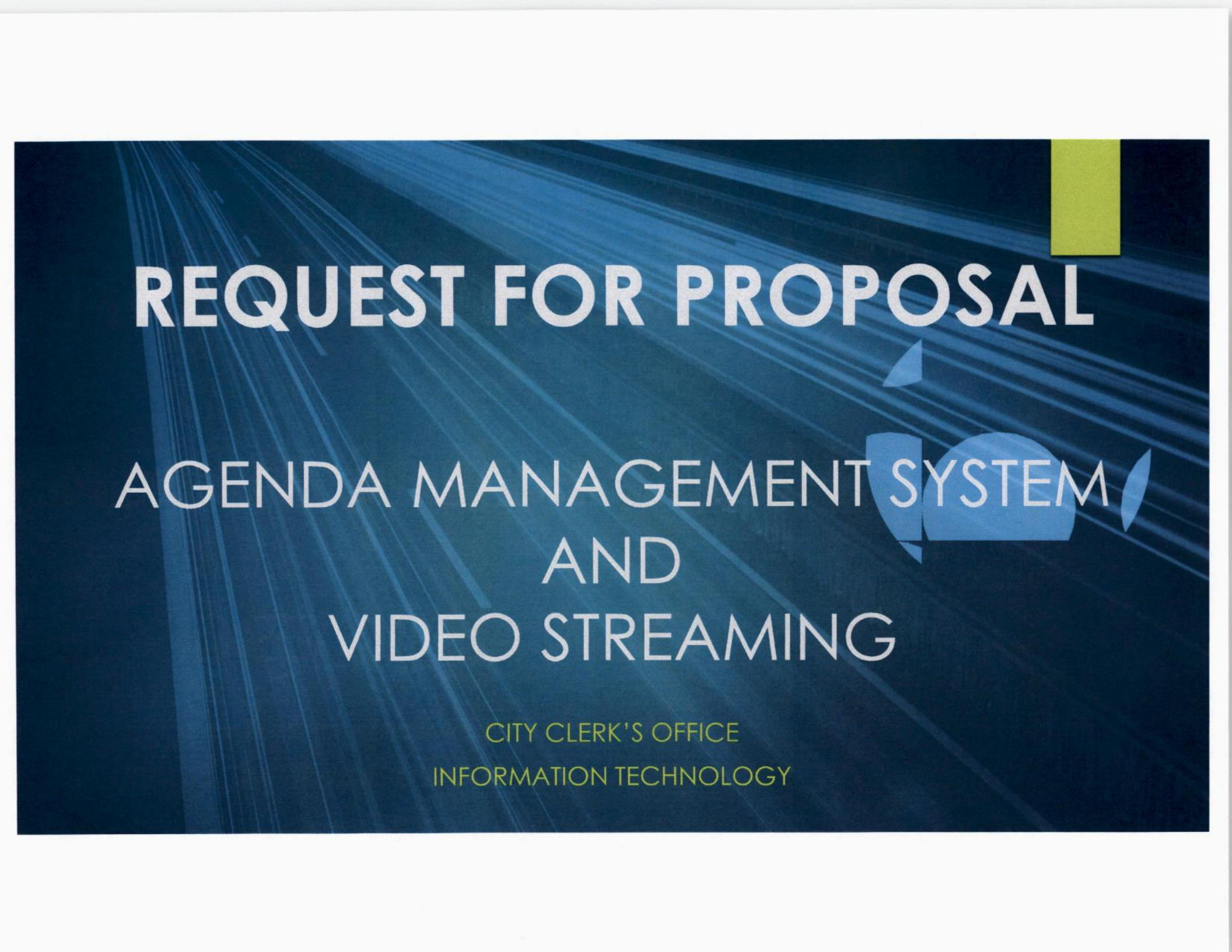




REQUEST FOR PROPOSAL

AGENDA MANAGEMENT SYSTEM AND VIDEO STREAMING

CITY CLERK'S OFFICE
INFORMATION TECHNOLOGY

INTRODUCTION



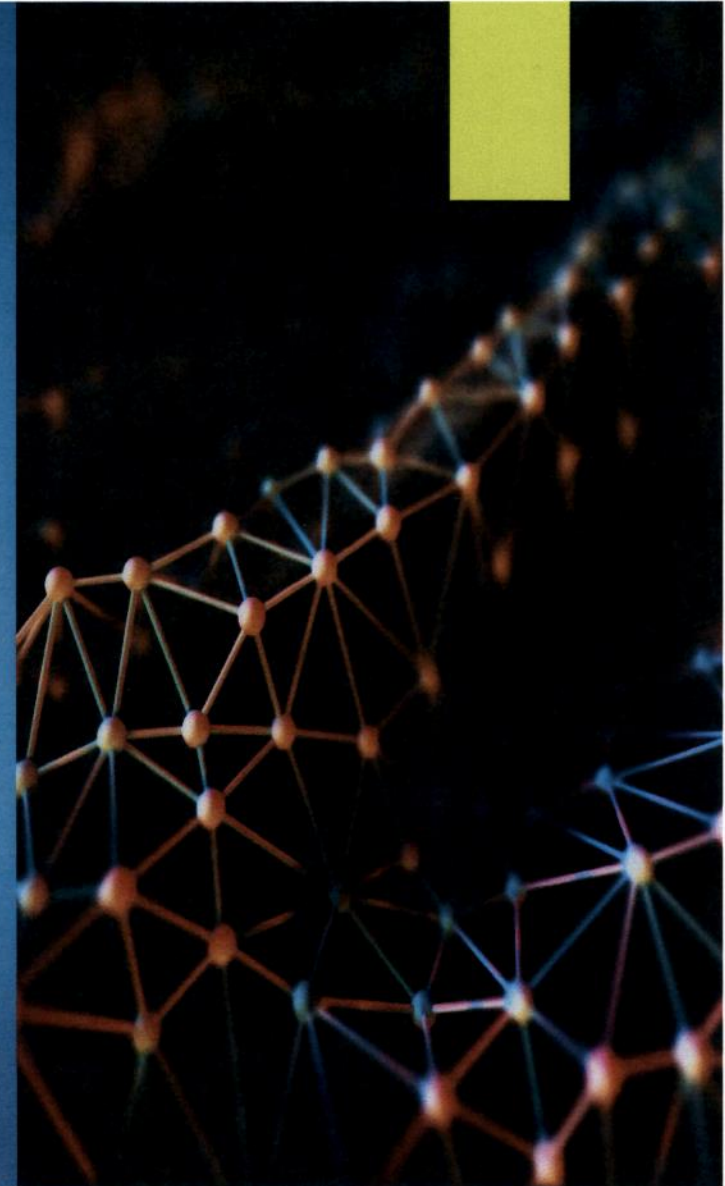
Strategic Plan

Goal 1, Objective No. 7 - Seek Direction from the City Council regarding their desires and timing to consider replacement of Agenda Management System and Video Stream.



City Council

Request was made during Election Season and City Clerk requested that due to the current contract the date was deferred to correspond with end of contract.



History and Overview

HISTORY

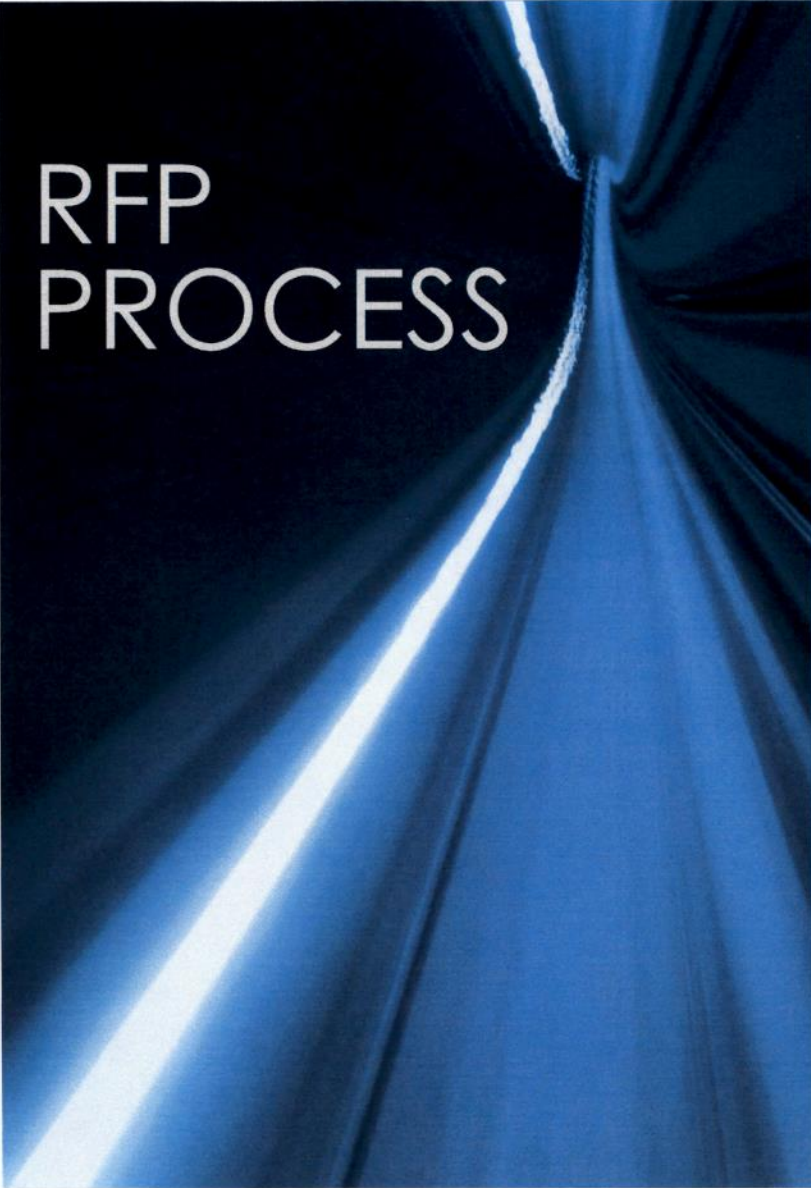
- ▶ Sire Technologies – Entered into agreement 2012 and they were purchased by Hyland Software
- ▶ Novus – City used in 2016, but company was purchased by Granicus
- ▶ Granicus – Upgrade from Novus to Granicus in 2018 and renewed in 2021 thru June 30, 2024.

CURRENT BRIEF OVERVIEW OF PRODUCT

- ▶ Agenda Creation and Online Publishing
- ▶ Meeting Integration and Facilitation
- ▶ Video Services

AREAS FOR IMPROVEMENT

- ▶ Dated User Interfaces for both City Staff to create and manage agendas and constituents to access the system
- ▶ Tedious process required to ensure consistency across all agenda items.
- ▶ In-Application security challenges making it difficult for multiple departments to collaborate on an item
- ▶ Occasional Video and Audio Buffering Issues
- ▶ Constant system maintenance occurring during scheduled meeting times.
- ▶ Several "Black Boxes" within the system make for a difficult system to troubleshoot and maintain alongside the Council Chamber Audio/Visual System.
- ▶ Difficult to use system for electronic note taking, especially for City Council/ Commission members.



RFP PROCESS

The Process

Staff conducted research from League of Cities City Clerk listserve, cities such as Chula Vista, Santa Ana, Yorba Linda, Gilroy, MISAC, and Hawaiian Gardens.

IT Director and City Clerk staff met and prepared questionnaire included as Attachment No. 1, on Staff Report.

Focus on Functionality, Usability, and Product Quality

RFP provides vendors flexibility to elect what to bid on

Provide direction to staff of any additional areas of interest or concern for staff to address or include in RFP