

CITY OF BELLEVUE RFI 13025
AGENDA PACKET MANAGEMENT SOLUTION
Q&A DOCUMENT RELEASED 02/27/2013

1. Is the City interested in a full legislative suite that takes the agenda to the next step to include Minutes automation? [The City's primary interest for this RFI is related to agenda packet production and management but if there is holistic approach that would provide additional benefit we would consider evaluating our business requirements in future decisions.](#)
2. Is the City interested in associating both Live and Archived Video streaming with the Agenda, Packet and Minutes? [The City currently has this ability and would expect to maintain the functionality going forward.](#)
3. Will the chosen solution be required to have an Open API architecture to allow for seamless integrations with systems already in place and possibilities in the future? [This is not a requirement for the purposes of this RFI.](#)
4. Do you require your provider to have redundant data centers to ensure that there is no single point of failure or impact to the viewing of your meeting webcasts? [This is not a requirement related to this RFI.](#)
5. Do you require unlimited storage and retention schedules of your content? [We would require that the chosen vendor is able to transfer our data to us at an agreed upon time so that we can apply records retention policy to the content according to the City's retention schedule.](#)
6. Would it be your preference to have access to a live customer support person 24 hours a day/7 days a week/365 days a year at no additional cost? If so, is this a requirement? [This would be a preference but not necessarily a requirement.](#)
7. Will the chosen solution be required to provide the ability to subscribe to updates made to files (RSS alerts, emails)? [This is not a requirement related to this RFI..](#)
8. Is the solution required to be integrated with Microsoft Word to allow minutes to be built in Word while leveraging the indexed video of the meeting for reference? [This is beyond the scope of this RFI.](#)
9. Will the chosen solution be required to provide an end-to-end legislative workflow tracking solution, following a file from when it is first drafted through post-meeting revisions and publication? [The RFI requires that the City is able to track the workflow from the request for an agenda item to the publication of the packet. The City also needs the ability to capture and maintain any notes or annotations made to the Council Members' copies of the packets post production.](#)
10. Will the chosen solution be required to provide the ability to subscribe to updates made to files throughout the workflow? [There is a requirement that all participating users will need](#)

to be able to follow the changes to a file throughout the submission and approval process and subscription would be one acceptable way to achieve this requirement.

11. Is it your preference that this system is an enterprise solution that does not limit meeting bodies and users? The primary focus of this RFI is the City Council Packet production, although the City would be open to solutions that could be leveraged beyond that single legislative body.
12. Is the chosen provider required to offer the City reporting tools to track a detailed analysis of the agenda management solution? The provider will need to provide the data and/or tools required to measure the effectiveness of the solution and the City's agenda management processes.