



CITY OF  
URBANA

**Request for Proposals: Meeting and Agenda  
Management Software**

**(#2021-24)**

City of Urbana  
400 S Vine St  
Urbana, IL 61801

**Issue Date:** April 23<sup>rd</sup>, 2021  
**Response Due:** May 7<sup>th</sup>, 2021

## Submittal Instructions

- Due Date:** Response are due on Friday, May 7<sup>th</sup>, 2021 at 5:00 p.m.
- Submission:** Responses should be submitted via email (PDF) to William Kolschowsky at [wakolschowsky@urbanaininois.us](mailto:wakolschowsky@urbanaininois.us).
- Submission Requirements:** There is no required format, but responses should include:  
**Response to Specifications:** Responses to this RFP should address each of the required specifications.  
**Draft Contract/ Service Agreement:** Responses should include a draft contract or service agreement that includes all requirements in request, all elements of proposal, and contain a full and valid complement of standard warranties.  
**EEO Form:** Responses should include a completed EEO form available at [http://urbanaininois.us/sites/default/files/attachments/eo-report-form-sep-2015-revision\\_1.pdf](http://urbanaininois.us/sites/default/files/attachments/eo-report-form-sep-2015-revision_1.pdf).
- Communications:** Once the RFP is issued, two-way communication is generally prohibited. Responses to non-routine questions or changes to the RFP will be issued via an addendum to the RFP. Respondents who wish to be notified of addendum should email the address above as early in the submission timeline as reasonable. The City may require a clarification of a response once submitted either via telephone, electronic meeting, or in writing. The City reserves the right to impose deadlines on clarifications.
- Response Validity:** All responses to this request shall be irrevocable for a period of 90 days after the submission due date and many not be withdrawn by the Respondent during this period.
- Assumption of Risks:** The City is not responsible for any pre-contract costs incurred by a vendor participating in this process. Responses to this request become property of the City. Proprietary and confidential material should clearly be marked as such; however, the City shall only be able to comply to the extent allowed by law. The City reserves the right to terminate the selection process at any time, to reject any proposals, and to award contract in the best interest of the City.

## General Response Requirements

### Summary

The City is seeking proposals for Meeting and Agenda Management Software. This software will allow staff to upload items for a meeting, for those items to be routed in a workflow process for review and approval, and will allow for items to be assigned to different meeting agenda.

Response to this RFP should address the specifications below but may include more information that demonstrates the software's capability.

### Individual Specifications

- Contact information:** Provide name, title, email and phone for main contact as well as company.
- Base Features:** Provide a list and summary information about the base features of the software.
- Optional Features:** Provide a list and summary information about optional features of the software package.
- Integration:** If the respondent offers other web-based, government-oriented services, it is encourage to provide information about capability's and integration.
- Detail Support:** Identify the ongoing services and support included with the software including how updates occur and timeliness of support for technical issues.
- Pricing:** Price and duration of each base feature, optional feature, and service and support.
- Implementation:** Detail the cost, duration, level of training provided, the expected City of Urbana staff time requirements and respondent project implementation team.
- Demonstrations:** Video demonstration of software. A pre-recorded video demonstrating the software included with the submittal (via link) is preferred but optional. After the responses are submitted the City may require a mandatory, live demonstration of the software.
- References:** Provide at least 2 references.

## Technical Evaluation Criteria

### Overall

The City will evaluate responses on the totality of the specifications. The successful response will be the software that best meets the City's needs and requirements. The City reserves the right to waive technicalities or to accept or reject any Responses based upon the City's determination of its best interest.

### Individual Evaluation Criteria

**Meeting Creation:** The ease, functionality, and number of meetings that can be created.

**Item Upload:** The ease and functionality of uploading agenda items, including reports, presentations, ordinances and their attachments.

**Approvals:** The ease and functionality of workflows for approvers and reviewers.  
The ability to create custom workflows.

**Agenda Management:** The ease and functionality of managing agendas, including rearranging items within and between meetings, and publishing agendas.

**User Experience:** General user experience by City staff and elected officials.

**Public Experience:** Ability for public to access information, especially on the City's website.

**Optional Features:** The degree that optional features enhance the productivity or transparency of meeting and agenda management.

**End-to-end services:** The degree that the Meeting and Agenda Management software is compatible with other web services (such as website or codification) both from the same respondent and other providers.

**Price:** Annual price, 1x expenses and contract duration are all important to the City.

**Implementation:** Timeline and support offered during software implementation.