

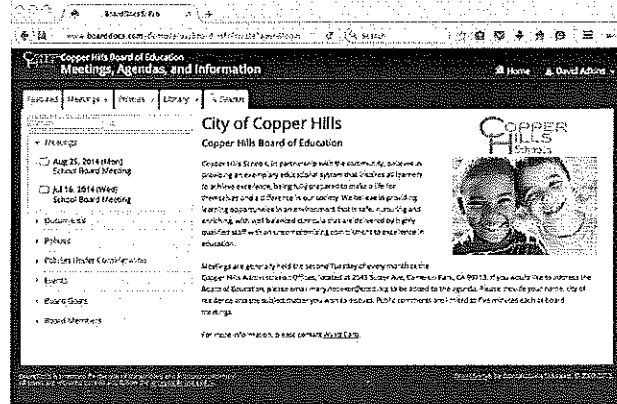
AGENDA ITEM SUMMARY
GLADES COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT: Digital Recording and Agenda Software for the BOCC Meetings	
DEPT/DEPT REQUEST: County Manager	
BACKGROUND/DETAIL OF REPORT: Board Docs – Offers Agenda software only, with note taking capability. Fee's: Pro - \$1,000.00 start up and \$10,000.00 a year. Pro Plus - \$1,000.00 start up and \$14,000.00 a year. BIS – Offers Digital Recording only and 1 (one) license. Fee's: \$9,246.05 for the first year with an annual fee of \$350.00 per license/year, \$2,950.00 for Hosting and \$750.00 for Service and Support equaling in \$4,050.00 a year following the first year. ICompass – Offers digital Recording, Agenda Software. Fee's: Meeting Manager Pro annual fee of \$3,500.00 Audio Manager Annual Fee \$2,550.00 with add on options of Board Manager \$1,000.00 annual, public Records Request Tracker \$400.00 annual, and contract Tracker of \$400.00 annual. With final annual fee's being \$6,050.00 or \$7,850.00 with add on.	
BUDGET IMPACT: Yes / No – If Yes, how much? From where? Up to \$15,000.00	
COORDINATION WITH: County Manager and Clerk of Court	
MOTION(S): I Move to Approve/Disapprove using _____ for a fee not to exceed _____ and authorize the County Manager to sign documents on behalf of the Board.	
REQUEST BY: County Manager	Meeting Date: November 14, 2017

Executive Overview

Introduction

BoardDocs® Pro is a state-of-the-art, cloud-based Board Management Service from Emerald Data Solutions™. Developed specifically for public governing bodies, BoardDocs provides a means of immediately publishing and revising agenda items, supporting documents, and policies and procedures via the Internet. Staff Members can quickly and easily create, approve and track agenda items and other correspondence. BoardDocs services offer governing bodies a simple way to eliminate paper-based and less advanced electronic processes while maintaining a searchable, legal repository for all documents.



BoardDocs improves governance by making documents readily available to governing bodies, designated staff and the public in a professional, easy-to-access format. Staff maintains total control over who sees what information - and when. Governance stakeholders have immediate and ubiquitous access to their data via most Internet-connected devices. No third-party apps are required because BoardDocs is platform-independent and looks, feels and functions the same across both mobile and stationary devices.

BoardDocs goes far beyond email, PDF quick-fixes and general-purpose cloud services like Google Drive. It is a turn-key, state-of-the-art solution that includes all supervision, labor, materials, hosting, hardware, licensing, training, technical support, upgrades and documentation necessary to implement and maintain an effective electronic board document management system. With BoardDocs, there's no need to incur the cost of purchasing and supporting a thick client infrastructure; the organization need only provide Internet-connected devices to access the service.

Benefits Summary

In addition to dramatic improvements in governance processes and board effectiveness, our subscribers consistently report substantial annual cost savings, time-of-staff savings of up to 75%, increased transparency with stakeholders and multiple environmental benefits.

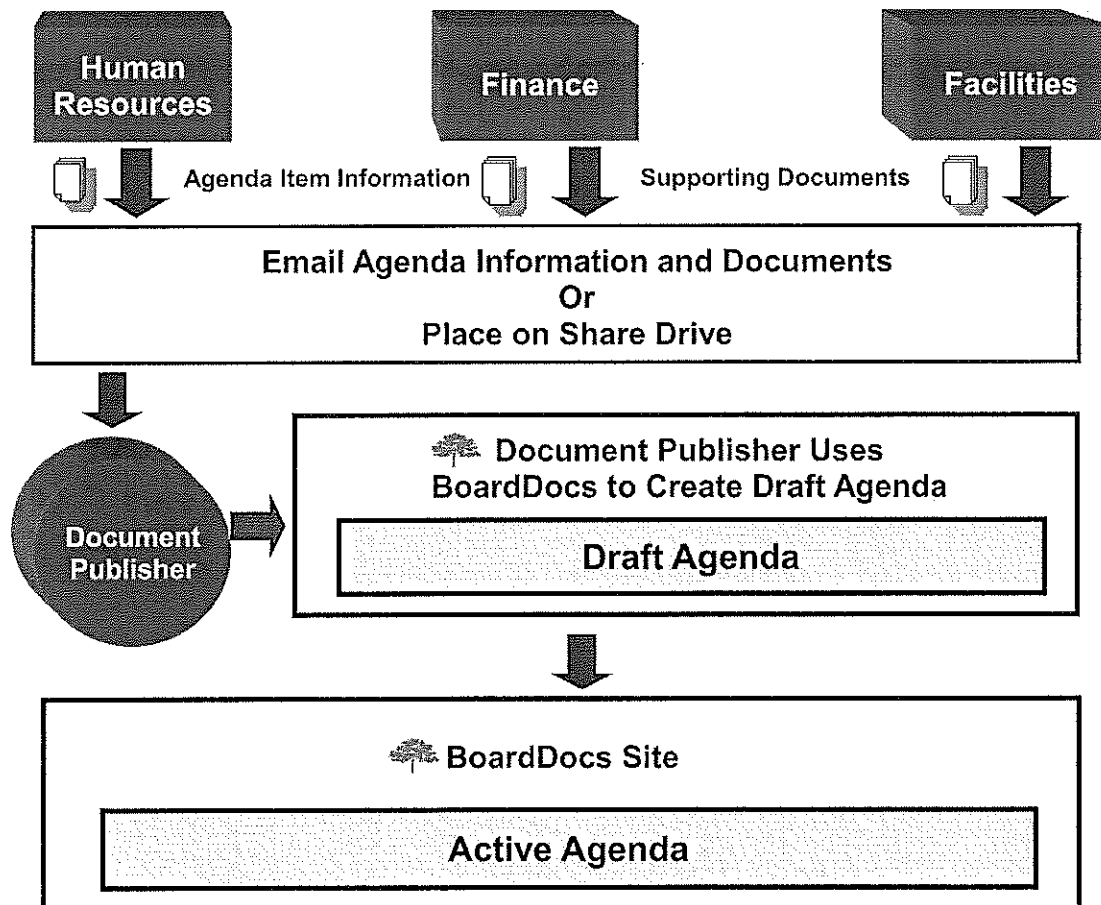
Document Submission, Creation and Publishing

With BoardDocs, the people that create the packet are the ones who manage it. And, since BoardDocs services provide centralized data storage, stakeholders can always be confident that there is only one valid copy of agenda information to be viewed or managed. There is no confusion regarding whether or not the information being viewed is current, because everyone is looking at the same documents.

Document Submission Options

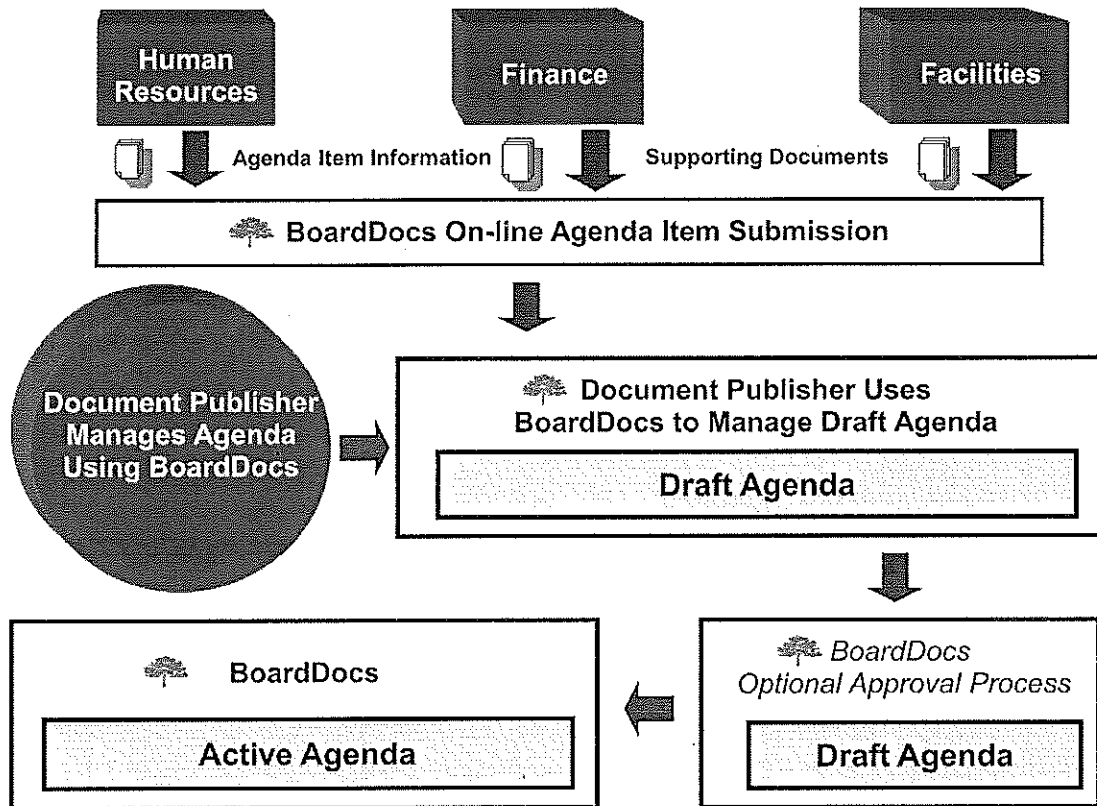
BoardDocs Pro is easily customized to meet your organization's document workflow requirements. Data can be collected and entered into the system in three ways:

Smaller organizations may prefer to designate a single person or a small group of people to gather electronic versions of their documents and enter them into the system. Using this simple method, these "document publishers" receive agenda item information and supporting documents via email or network share and create the agenda items using BoardDocs Pro document publisher software. This method often gives the document publisher(s) the ultimate control over all facets of the agenda item creation process.



BoardDocs Pro Formal Proposal

The second option provides an easy way for designated staff members to create and submit their own agenda items using the BoardDocs Pro advanced user interface. As the items are submitted, the document publisher acts as the gatekeeper by ordering, checking and finalizing the agenda items.



Mid-sized and larger organizations will often choose to use online submission of agenda items due to a geographically dispersed staff or to accommodate the large volume of information that needs to be included in packets. This option also benefits submitters of regular or reoccurring reports as it provides a way for submitters to easily create, duplicate and manage their reports in a private work area.

BoardDocs Pro Formal Proposal

The third option is similar to option two, but adds the ability for document submitters to select from one of several customizable approval trees that the item must proceed through prior to reaching the document publisher. Any number of approval trees can be set up where serial lists of approvers can be maintained. Once an agenda item is submitted and an approval tree is designated, an email message is sent to the first approver in the tree and the document publisher is notified. The approver then has several options:

- They can review the item and approve it
- They can edit the item and approve it with changes
- They can reject the item and send it to the original submitter
- They can send it back to any previous approver

Once approved, the correct staff member is notified via email and the item can no longer be edited by previous staff members. The next approver will have the same options and the agenda item will continue to move through the approval tree until everyone has approved the item. The document publisher can monitor this process and review the approval queue for each user. At any point, the document publisher can force approval of an item, as well as re-start the approval process.

Each document is securely stamped with the workflow history of the creator and each approver so that members of the governing body will know who signed off on each item prior to it being placed in the packet.

Final Publishing

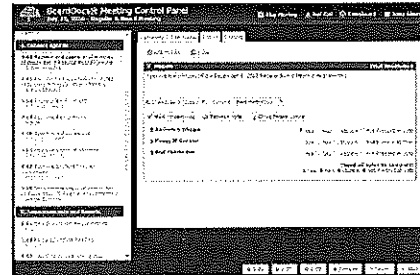
While any designated staff member can submit agenda items to draft meetings using a browser, only document publishers can activate meetings. Access is ultimately managed by the document publisher at the meeting, agenda item and sub-agenda item level. Additional workflow rules are used to release meeting information and documents based on role and by date.

The formatting of the submitted items is up to the submitter and the document publisher. Rich text formatting is available to all users, and when cutting and pasting from standard applications, formatting is preserved. By using attachments, any type of file format is supported to provide backup information. By allowing users to control the formatting and presentation of each agenda item, the organization can define exactly how the information will be presented to the board, staff and/or the public.

Meeting Management

Meeting Control Panel

BoardDocs Pro provides comprehensive tools for meeting management. The core of our meeting management is the Meeting Control Panel (MCP). The organization can designate any staff member or even a member of the governing body to be the meeting moderator. Because the MCP is a Web App, there is no software to install. Using the MCP, designated meeting moderators have the ability to move agenda items in and out of consent, re-order the agenda, record motions, record voting, enable online voting and take notes for inclusion in the minutes.



“Follow Me” Technology

With BoardDocs Pro “Follow Me” technology, it’s easy to be sure that everyone is on the same page. As the meeting moderator moves through the meeting, the governing body members can follow along. They simply click on the blinking agenda item at any time and are immediately taken to the current agenda item.

Voting

BoardDocs Pro is easily customizable and can collect actions in two ways. Organizations can designate a moderator to record the action details during or after the meeting, or the built-in online voting system can be used. Through the Meeting Control Panel, the action information and any additional notes are stored in each agenda item and made available to the public and authenticated users at the appropriate times.

BoardDocs Pro supports multiple motions per agenda item, multiple votes per item, real time modification of motions, automatic vote tally and provides the ability to override the results to meet virtually any voting scenario.

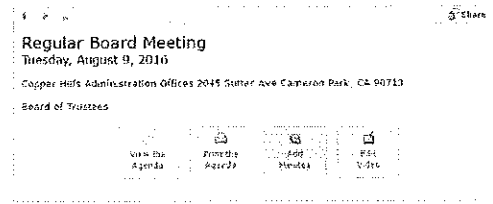
BoardDocs Pro also supports consent agenda items. Using the consent feature, the board can vote on several agenda items at once and BoardDocs Pro populates the resulting vote in each agenda item. Items can be removed from or added to the consent agenda in real time, during the meeting, with a simple click by the meeting moderator.

ScoreBoard

No matter how action information is recorded, BoardDocs Pro can share the results with the public in real time. ScoreBoard is an automated screen that follows the progress of the meeting and keeps the public up-to-date with the actions of the board. It is typically displayed on large screens in the board room during the meeting.

Minutes

BoardDocs Pro uses the action information stored in each agenda item to generate draft minutes of the meetings. Once the minutes are generated, the document publisher can format and edit using the BoardDocs Pro integrated editor. When complete, the minutes are placed in the system as an agenda item and attached to a future meeting. Once approved by the board, they are automatically released to the public and associated with the correct meeting.



BoardDocs Pro Features and Benefits

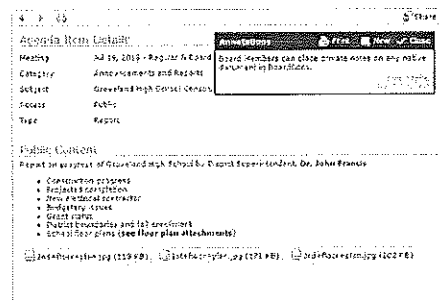
Ease of Use

BoardDocs Pro is currently being used by tens of thousands of users nationwide. This industry-standard solution provides an advanced user interface where stakeholders can access information in an intuitive manner. All information associated with agenda items, policies and library items can be consolidated in a customizable and easy-to-use electronic packet. Using the packet, designated stakeholders get an instant snapshot of all policies under consideration, current meetings, upcoming events, important documents and can even track progress of selected board goals.

Emerald Data Solutions has conducted a tremendous amount of research and taken recommendations from thousands of board members to assure that every governing body can easily navigate the service. We provide on-site training, user-friendly documentation, video tutorials, electronic manuals and online help. Plus, if any BoardDocs user ever needs additional assistance, Emerald Data Solutions provides 24-hour, live, toll-free technical support at no additional charge.

Annotations

BoardDocs Pro provides support for governing body members to enter private notes on any native BoardDocs Pro document. The notes are stored separately from the organization's data in a private notebook on BoardDocs' servers. While most solutions store annotations together with the organization's data, BoardDocs Pro's private annotation solution is unique. By maintaining the information in a separate database, the organization is not required to provide the annotations in response to a FOIA request.



Meeting Video

Meeting video allows stakeholders to go well beyond documents and actually view what happened during each agenda item in a meeting. This feature simplifies the task of associating and managing meeting video by providing easy-to-use tools that automate the process involved with delivering video over the Web. Users can easily associate their video with each meeting and tag individual agenda items to any part of the video, all while displaying them through the organization's existing BoardDocs interface.

Stakeholders can then use BoardDocs' powerful search tools to search for any agenda item within a meeting. Once the item is found, the stakeholder is presented with the highest fidelity experience of what actually happened during the meeting, including the agenda item, background information and video - all from one simple interface.

Advanced Web Application Technology

BoardDocs' advanced Web technology provides an extremely rich user experience by delivering custom interfaces across multiple platforms without the need to install custom software or special end-user configurations. Recognizing the power of the individual to design their own Web experience, BoardDocs technology moves document management away from the IT department and to the individuals that actually create and manage the packet.

In the end, this technology helps governing bodies operate more effectively by eliminating paper, replacing less advanced electronic solutions and streamlining board packet processes. Organizations save money, time and increase transparency for their stakeholders. With BoardDocs, organizations of all sizes can significantly improve the way they create and manage board packets, access information and conduct meetings.

Client Requirements

BoardDocs Pro readers and publishers can access the BoardDocs user interface via most contemporary Web browsers, from virtually anywhere, on just about any Internet-connected device. There are no thick client applications to install, update or maintain. The organization is only responsible for supplying any client hardware and network infrastructure necessary to connect to BoardDocs services via the Internet.

Dedicated Database

BoardDocs uses a dedicated database and code base for each client. By using separate databases, access control lists and code for each client, Emerald Data Solutions can assure that no other BoardDocs subscriber will have unauthorized access to any organization's private data. This also prevents data corruption from spreading throughout the system.

Integrated Solution

BoardDocs is the only solution to provide online meetings, library, goal tracking, events, video and policy solutions in one product. Other solutions require separate products for policies and agenda items. BoardDocs provides for all governance document needs in one simple system. This allows our clients to use one service for the features that boards need the most to support and streamline their governance activities.

Hosting and Technology Partners

Our hosting environment is supported by technology partners who are regarded as the best-in-class providers of their services. Application services are provided by clusters of Oracle/Sun servers, behind four F5 enterprise load-balancers that are connected to redundant, high-speed network connections. These clusters are hosted at three SSAE 16/SOC1 audited (formally SAS 70) dedicated hosting centers located in Denver, Co Sterling, VA and Toronto, Canada. All feature emergency backup environmental systems for continuous, 7 x 24 operation. At each site, data is kept on dual, fully-redundant fiber arrays with redundant connections to all servers and independent copies of the data are kept and stored on dual Raid 5+1 configured arrays at each site, so hardware failure is extremely unlikely. Additionally, each week night, between 11:30 PM and 3:00 AM, production data is copied to a NAS-attached array. This backup is kept for 1 week, except for Friday's backup, which is stored for 3 additional weeks.

Storage

BoardDocs provides document archives and instant access for at least 20 years of information. If, after 20 years the amount of information does not exceed 20 GB, additional data will be stored until the limit is reached. Data exceeding the 20-year limit will be archived on optical media and provided to the organization.

Customization

BoardDocs service includes customization at no additional charge. Through customization, BoardDocs is ideal for both large and small organizations. While each organization has different agenda, formatting and workflow needs, our customization functionality assures that your processes will not be driven by the software. Rather, our technology will work to support your existing meeting format, agenda and workflow.

Search and MetaSearch

BoardDocs provides the ability to perform searches against the full text of any document in the system – including attachments. The document publisher determines what documents or parts of documents users can access. Through MetaSearch, BoardDocs also provides the capability to perform searches of public agenda items and policies from similar organizations using BoardDocs services. By using this exclusive feature, staff and governing bodies can research policies and procurement on a national basis, incorporate findings into their own efforts, develop best practices, and ultimately save a great deal of time and money.

Custom Interface

BoardDocs supports the branding of public and private Web apps with the subscriber's information. Organizational logo support is provided for the apps and all printed documents. At any time, the subscriber can further modify the public and private Web sites with custom verbiage and designated documents. The public areas of BoardDocs are designed to integrate with the organization's Web site, and link back to it.

BoardDocs features several ways for subscribers to access data in the BoardDocs Pro database outside of our standard interface, including RSS and XML access to all public data. Using XML and RSS, dynamic information can be integrated into existing Web sites or custom queries can be made from most popular third-party reporting tools. Custom interfaces to the BoardDocs Pro data can also be created.

Ownership of Data, Backups, Object and Source Code

While BoardDocs maintains the data on behalf of each subscriber, we believe that the organization should have an up-to-date, local copy of all data. Our customers retain all ownership of content posted to their database and have exclusive control of who can access the data and when. Designated staff control access while the system and centralized storage ensure that there is only one valid and current copy of the information.

Technical Support

BoardDocs provides live, 7 x 24, US-based, no-charge technical support for all document publishers and authenticated users for the life of the agreement. The technical support is available via toll-free phone number with a guaranteed response time of two hours and a 24-hour resolution.

User Reports

BoardDocs is able to provide reporting on when users log in and access documents. If this information is provided to the organization, it will then be available to anyone via FOIA and Sunshine regulations. Most public governing bodies do not want this information collected or released to anyone.

User Accounts

Authenticated users will need an individual user ID and password. Initially, passwords and user names will only be shared with designated document publishers. After the implementation, changes to user names and passwords can be managed by designated staff using BoardDocs Manager.

Maintenance and Updates

Emerald Data Solutions provides ongoing maintenance, including minor fixes and updates to the software for the term of the agreement. Updates and fixes are automatically applied daily, as necessary, without user intervention. Emerald Data Solutions is continually responding to the needs of our subscribers and partners by improving our service and adding new features. This process is continuous and has taken BoardDocs from a simple paperless meeting solution to a comprehensive, sixth-generation board management solution.

Emerald Data Solutions will inform the customer and provide version upgrades as they become available at no additional charge. All version upgrades will be scheduled in advance and performed only after approval by the organization. Since BoardDocs is 100% Web based, there is no need to manage client software or install updates on workstations.

Training and Implementation

We have found that video or Web training is not sufficient to ensure complete success. As a result, every implementation of BoardDocs is performed on-site.

Emerald Data Solutions will assign a dedicated Implementation Specialist and Technical Analyst to assist in the implementation of the solution. The Implementation Specialist will conduct three on-site training sessions based on our proven curriculum. Each attendee will receive documentation, customized for the subject matter of their training session. Additionally, the organization's IT staff will receive a comprehensive IT Implementation Guide.

The training sessions will be scheduled on two consecutive days and will consist of the following:

Document Publishers – This session is to be attended by the designated document publisher(s). The instructor will lead a six- to eight-hour session where the attendee(s) will publish an entire meeting and learn how to load and manage the data and how the data is presented by BoardDocs Pro.

Senior Staff – This consultative session will explore the processes and workflow in preparing information to be managed using BoardDocs Pro. This two-hour session should be attended by the senior cabinet and their administrative assistants.

Governing Bodies – Each member will attend a one – two hour, instructor-led session where they will learn how to access the information from any Internet-enabled location and how to participate in a meeting using BoardDocs Pro.



BoardDocs Pro Formal Proposal

Other than a \$1,000, one-time start-up fee to cover travel expenses, there is no charge for initial training and implementation. Emerald Data Solutions will provide subsequent visits for training, on-site support or attendance of meetings at the organization's request. For these visits, Emerald Data Solutions will only submit travel expenses, including airfare, ground transportation and hotel, for reimbursement. The BoardDocs Web site also features documentation and video tutorials if any user would like a quick refresher on how to use the system. Emerald Data Solutions maintains support and training staff throughout the country, so help is never far away.

Still Need "Some" Paper?

If some of your organization's stakeholders still want to use paper, BoardDocs Pro provides an easy way to print individual agenda items, a customized agenda or even the entire packet.

Organizations can easily customize any report by adding logos, headers, footers and formatted text to their printed documents.

BoardDocs Plus

Need a Solution for Multiple Governing Bodies?

BoardDocs Plus is a new service enhancement that enables organizations with multiple public governing bodies to provide a separate, distinct and comprehensive suite of BoardDocs services to each group via one subscription.

BoardDocs Pro can support unlimited types of meetings for different committees; however, by adding Plus, each governing body can have separate confidential meetings, separate document managers and separate administrative access. With BoardDocs Plus, BoardDocs services can provide agenda item-level security so only authenticated users in each group can access meetings, agenda items or even parts of an agenda item.

About Emerald Data Solutions

Emerald Data Solutions is employee-owned and has been providing technology solutions to public and private organizations since 1989. Emerald Data Solutions is exclusively dedicated to the development and delivery of BoardDocs board management services. BoardDocs was initially developed in 2000, and since the national introduction of BoardDocs Pro in 2002, over 2,000 organizations have chosen BoardDocs for board management services.

Features and Costs Summary (ISP/Hosted)

The BoardDocs Pro service includes the following features:

- BoardDocs Board Management Solution
- BoardDocs Policy Services Development and Publication Solution
- BoardDocs Library with Support for Events, News, Board Goals and Board Member Pages
- Integrated Board Goals Management and Tracking
- Development, Publication and Tracking of Strategic Plan
- Separate, Customizable Packets for the Board, Staff and Public
- Private Document Annotations for Governing Body Members
- "Follow Me" so Governing Body Members Will Never Get Lost
- Advanced Document Workflow with Support for Unlimited Number of Document Submitters
- Customizable Approval Trees and Collaborative Annotations
- On-line or Manual Voting with Support for Virtually Any Type of Vote
- Automated Minutes Generation and Release
- Access to BoardDocs MetaSearch for national procurement and more
- Search Functionality for Consolidated Searches on Any Content
- Automated Public ScoreBoard, with Voting Results and Speaker Timers
- Integrated Audio Player - Listen to Meetings Indexed by Agenda Item
- Meeting Video simplifies the task of managing and associating videos for private or public meetings
- User and Security Administration via BoardDocs Manager
- XML Capabilities to Dynamically Drive BoardDocs Data Into Your Organization's Web site
- Social Sharing via Twitter, Facebook and Email
- 7 x 24, Secure, Power-redundant Hosting with Daily Backups
- Up to 20 Years of History with DVD Archiving of Data beyond 20 Years
- 100% Web-based for access from Windows, Macintosh, Linux, iPad and other mobile devices
- No Extra Charge On-site Training
- 7 x 24, Toll-free, US-based End-user Technical Support
- No Extra Charge for Customization
- Access to All Software Enhancements, Including Version Updates and Fixes for the Term of the Agreement

BoardDocs Pro Formal Proposal

COST SUMMARY	
BoardDocs Pro Document Management System – One-time start-up fee	\$1,000
Option 1 BoardDocs Pro Document Management System – Recurring Cost: (Includes maintenance/support, installation, training, updates, upgrades, implementation and customization)	\$12,000 per year
Option 2 BoardDocs Pro <u>Plus</u> Document Management System – Recurring Cost: (Includes maintenance/support, installation, training, implementation, updates, upgrades and customization) Provides separate confidential meetings, separate document managers and separate administrative access for unlimited meeting groups of the same organization.	\$20,000 per year

In some states, BoardDocs Pro service fees are invoiced by a designated billing agent. Services are invoiced at the beginning of each annual term. The delivery of BoardDocs services is exclusively defined by the BoardDocs End User Agreement (EUA).

Company Contact Information

Corporate Office, Payments and Legal Notices:

Emerald Data Solutions, Inc.
519 Johnson Ferry Rd. NE
Suite A100
Marietta, GA 30068

Other Information:

Federal Tax ID: 80-0003127
DUNS: 131937562
(800) 407-0141 x 3514
email: boarddocs@boarddocs.com
<http://www.BoardDocs.com>

Susan Whidden

From: Laura Vautour <LVautour@boarddocs.com>
Sent: Thursday, November 2, 2017 12:33 PM
To: Susan Whidden
Subject: RE: BoardDocs Tech info for today's demo at 11am
Attachments: 2017.03 BoardDocs Pro Formal Proposal.pdf

Hello, I thought I had, but if you did not receive it I apologize!

I am able to offer the following pricing for Glades County:

BoardDocs Pro:

\$1,000 one time start up fee
\$10,000 yearly subscription (normally \$12,000)

BoardDocs Pro Plus for multi board:

\$1,000 one time start up fee
\$14,000 yearly subscription (normally \$20,000)

I'm attaching the proposal here, please note that it only contains the standard pricing, not the pricing I'm quoting here.

When do you expect to make a decision?

Laura Vautour
BoardDocs eGovernance Specialist
(800) 407-0141, x3521
www.BoardDocs.com

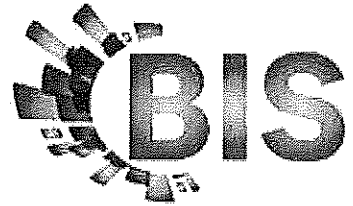
From: Susan Whidden [mailto:SWhidden@MYGLADES.COM]
Sent: Thursday, November 2, 2017 11:37 AM
To: Laura Vautour <LVautour@boarddocs.com>
Subject: RE: BoardDocs Tech info for today's demo at 11am

Did you ever send over the quotes?

From: Laura Vautour [mailto:LVautour@boarddocs.com]
Sent: Tuesday, October 17, 2017 11:02 AM
To: Susan Whidden <SWhidden@MYGLADES.COM>
Subject: RE: BoardDocs Tech info for today's demo at 11am

Hi! Sorry, just having a problem on my end with the password, I am connecting now, thanks!

Laura Vautour
BoardDocs eGovernance Specialist



BUSINESS INFORMATION SYSTEMS, INC.

1350 N.E. 56th Street, Suite 300
Ft. Lauderdale, FL. 33334

BIS Digital – DCR2 Integrated Solution(s)

Account Glades County

Quote Number Q-8012355-10.31.2017

Opportunity Name: Glades County Digital Recording and web hosting_____

Thank you for allowing BIS Digital, Inc. to present our current proposal for the product supply, installation and training of our Digital Conference Recorder (DCR2), multi-channel recording solution. BIS Digital's ability to design and implement a fully integrated A/V workflow solution around the DCR2 standardized product family makes BIS unique. BIS provides a total turnkey solution based upon the requirements of our users that include design and planning, installing, programming, training with on-going support and service.

BIS Digital Overview:

BIS was founded in 1982 and is headquartered in Ft. Lauderdale, Florida. BIS direct sales and service representatives are in Florida, Michigan, Ohio, Indiana, Tennessee, Georgia, Alabama, South Carolina, North Carolina, Virginia, West Virginia, Kentucky, Maryland, District of Columbia, Arkansas, Texas and the Caribbean. Our primary business are solutions focused within the Judicial & Courtroom Management, Meeting Management within the City - County – State Governments; Public Safety, Law Enforcement and Emergency Operations Management.

Since 1982, BIS Digital, Inc. as our core business “captures the record” with our DCR2, digital AV recording software for city, county and state meeting rooms, along with providing other customized software, hardware and multi-media solutions. BIS also provides the ability for voice, video, presentations and virtual Video Conference participation into or out of the room and into the captured digital recording. BIS Solutions, from concept to completion, use Audio Video Integration, Digital Sound Systems, Camera Video, Live Broadcast & CATV Production, Enterprise Smart Room Control technology, Digital multi-channel audio video recording software, hosted Video Conferencing, HDMI Presentation Technology with HDBaseT Output, AV furniture, and Remote Translation which includes Language Interpretations and American Sign Language. BIS has provided these technologies to over 6,000 customers.

Training & Support will be provided at the completion of the installation. BIS Digital is fully aware of how important this is. We will provide training to all employees that will be interacting with this technology and we will be available to answer any questions or provide support to any issues that might arise after the completion of the installation. Additional on-going training can be offered with an on-site service or remote service agreement.

BIS Digital has been providing 24/7 support to our digital customers since 1990. Installations, training and sales support is provided by certified BIS Digital technicians. BIS Digital does not use subcontractors.

Onsite service or Remote service agreements may be included within this proposal or may be available upon request. Multiple year service agreements are also available.



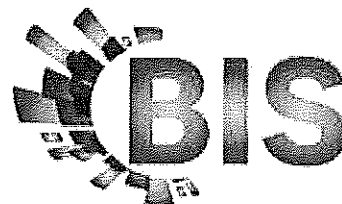
BUSINESS INFORMATION SYSTEMS, INC.

1350 N.E. 56th Street, Suite 300

Ft. Lauderdale, FL. 33334

Meeting Management Solutions

1. Audio Video Integration Solutions
 - a. Digital, AVB & Network Sound Systems
 - b. IP & Network HD Video, PTZ Camera, Live Broadcast & Production
 - c. HDMI Presentation Technology Systems with HDBaseT Output
 - d. In-house custom engineering and programming
2. BIS Enterprise Room Control Solutions
 - Software Based IP Command Controllable Room Control Systems
 - a. IP, Network, Server, PC – Tablet – Smartphone control ready
 - b. Who's Next (to speak) Module - Visual Voting Module
 - c. Communicates with BIS AV Integration solutions
3. DCR2 - Meeting Minutes - Digital Audio Video Recording Solutions
 - a. Records up to 32 separate channels of audio
 - b. Records up to 4 separate channels of video
 - c. Records all Annotations and Attachments
 - d. Audio & Video Records to one single file
 - e. Operates by combining dual integration: an Agenda in (MS word.doc) and BIS recording software to create and finalize the minutes of a meeting.
4. Boardsync Agenda Management Host Solution
 - a. Agenda Management with Unlimited or Limited Templates
 - b. Committee Management & Visual Voting Modules
 - c. Unlimited users, bandwidth & storage
5. Boardsync Web Hosting / Live Stream Solutions
 - a. Web Hosting - branded & custom hosted site to publish on-demand events, complete with audio & video recordings, agendas, meeting minutes, & other documents with unlimited users, bandwidth & storage
 - b. Live Streaming - on PC, Mobile, Tablet, & Smart Phone Devices
6. Hosted Video Conferencing Technology
 - a. Virtual Video Meeting, Conference or Training with audio, video & HDMI presentations
 - b. From 25 individual participants per remote call up to 100s per remote call

**BUSINESS INFORMATION SYSTEMS, INC.**1350 N.E. 56th Street, Suite 300
Ft. Lauderdale, FL. 33334

Date Tuesday, October 31, 2017

Quote Number Q-8012355-10.31.2017
Glades County DCR2 with web hosting

Sales Consultant Richard Merrill
800-834-7674 ext. 4524 / richard.merrill@bisdigital.com

Primary Contact Paul Carlisle, County Manager
500 Ave J
Moore Haven, FL 33471
(863) 946-6125
pcarlisle@myglades.com

Billing Address Glades County / A-1016472
500 Ave J
Moore Haven, FL 33471

Shipping Address Same

Users To Train Yes

Wiring Required No

Installation Notes Customer will provide recording PC

Item	Code	Qty	Unit Price	Total Price
DCR2 2ch Digital A/V Recording Software (incl. 12 month SAS)	DCR2-2S	1	\$2,345.00	\$2,345.00
MX248 USB Audio Mixer (2 Channel)	BIS-MX2-USB-2	1	\$1,100.00	\$1,100.00
Microphone Cable (5ft)	BIS-MIC-CBL-5	1	\$16.05	\$16.05
Portable USB Conference Microphone Kit	BIS-M-CMUSB	1	\$285.00	\$285.00
Annual Video Web Hosting Yearly Subscription	WH-VMYS	1	\$2,950.00	\$2,950.00
Web Hosting - Custom Portal Design & Implementation	WH-CPD	1	\$2,500.00	\$2,500.00
Discount	DISC	1	(\$1,000.00)	(\$1,000.00)



BUSINESS INFORMATION SYSTEMS, INC.

1350 N.E. 56th Street, Suite 300
Ft. Lauderdale, FL. 33334

REMOTE Installation and Training (per system)	SIT-R	1	\$300.00	\$300.00
Annual DCR On-Site Service & Support (Contract to be issued upon installation)	NMNT-DCR	1	\$750.00	\$750.00
			Sales Tax Rate	%
			Total (Excluding Sales Tax)	\$9,246.05

Minimum Specifications for BIS Digital Recording PC Systems

DCR2 Specifications

2/4 Channel Audio Only

- 8GB RAM
- 1TB Hard Drive
- Intel Core i3 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 2.0 Ports
- Microsoft Windows 7 or 8.1 or 10 Professional 64-bit

4/8 Channel Audio or Audio and Video (4 Video Channel Max.)

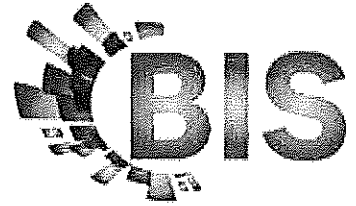
- 12GB RAM
- 2TB Hard Drive
- Intel Core i5 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 3.0 Ports
- Microsoft Windows 7 or 8.1 or 10 Professional 64-bit

4/8 Channel Audio or Audio and Video (8 Video Channels)

- 16GB RAM
- 2TB Hard Drive / 8 MB Cache / 10,000 RPM
- Intel Core i7 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 3.0 Ports
- Microsoft Windows 7 or 8.1 or 10 Professional 64-bit

Live Stream & On-Demand Requirements

- BIS Digital, Inc. recommends customer can transmit continuous stream of 300kbps or more for optimal performance.



BUSINESS INFORMATION SYSTEMS, INC.

1350 N.E. 56th Street, Suite 300
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All specifications are subject to change without notice. All computers sourced from third parties must first be approved by BIS Digital prior to purchase

Equipment Supply

BIS Digital will furnish the equipment as specified herein. Revisions to this contract are made by approved written "Change Order". BIS reserves the right to bill for equipment as stored materials when delivery or installation is not possible. There are no additional implied or expressed operations of the system other than stated within.

Electrical Installation

The customer provided electrical contractor will install all AC power, relay switches & conduit as required for the proposed systems. If required, the customer provided electrician will be responsible for providing and hanging all rigid electrical junction boxes, conduit and installing same. BIS Digital has recommended and asked for Dedicated Electrical Power to be installed at the head-end, controlled end-user equipment or at the same location of final control(s). Dedicated Power shall be the responsibility of the end-user and any external noise or factors creating noise within the systems not exposed by installed electronic equipment shall not be BIS Digital, Inc. responsibility and shall not be reason for any hold-backs whatsoever by any party.

Equipment Installation and Head End Connections

BIS Technicians will install all specified equipment and make all final circuit terminations in the head-end equipment racks. The customer will provide all custom carpentry or custom room preparations as required prior to the installation. The customer will provide scaffold or high reach for all installation work in ceilings over fourteen feet. All network connection(s) are to be provided by the customer. Any changes, alterations or deviations from the Equipment and installation obligations specified herein involving extra cost for labor or material will be executed only on written orders for the same. The cost of any added labor or material will become an extra charge over and above the total specified on the Agreement.

**BUSINESS INFORMATION SYSTEMS, INC.**

1350 N.E. 56th Street, Suite 300

Ft. Lauderdale, FL. 33334

Order Summary

Date	Tuesday, October 31, 2017
Quote Number	Q-8012355-10.31.2017
Account Name	Glades County
Total (Excluding Sales Tax)	\$9,246.05

Terms and Conditions

Effective Period	This proposal is a firm offer for 30 days from quote date Tuesday, October 31, 2017.
Tax Status	Sales tax will be added to invoice unless Tax Exempt Form is on file with BIS Digital.
Payment Terms	Deposit: All orders above \$5,000 require a 50% deposit. Once the order and deposit is confirmed {received} by BIS Digital, scheduling of the installation / and shipment of goods will occur. Balance: The remaining balance is to be paid on the completion of the installation. {delivery of goods at customer site}
Restocking Fee	20% restocking fee will be charged for all cancelled orders
Site Preparation	Customer is required to supply all conduit and cable pulls not listed on this quote. Customer will be responsible for any additional wiring or installation supplies needed during installation.
Training	BIS Digital will provide full training of all system users per agreed training schedule.
Limited Warranty	All BIS supplied new systems (Hardware & Software) are covered for 90 days following date of installation/delivery. Warranty does not cover On-Site Technical Support, Shipping costs, or Software upgrades (See Software Assurance below).
Software Assurance	Annual Software Assurance entitles user to unlimited software upgrades throughout the one year term, at the cost of \$350 per license/year.

This signature and Purchase Order number states acceptance to the above price, terms and conditions, authorizing BIS Digital, Inc. to order, install and bill for the above equipment:

* Accepted by: _____
Name Title

Signature Date

*** Accounts Payable Information * Required for order to be processed***

A/P Contact: _____
Name Phone Number

Email Address Fax #

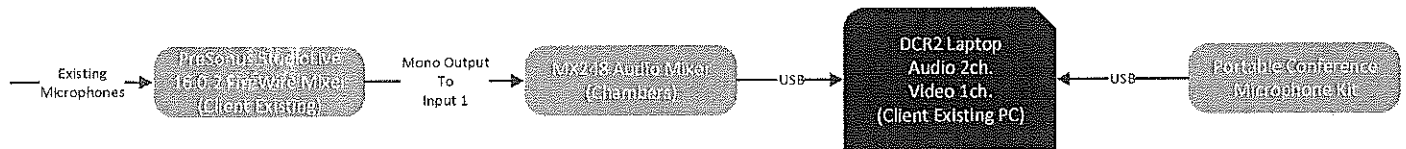
Is a Purchase Order required for processing? _____ PO # _____

Wiring Legend:

- Audio: _____
- HDMI: — — — — —
- VGA: - - - - -
- Composite: ··········
- Network: ~~~~~~
- USB: ————

Glades County (FL) Q-8012355

*** Where Applicable





iCompass

Features

Meeting Manager Pro

Pricing	
Annual Fee	\$3,500
No One-Time Fees	✓
Unlimited Users	✓
Unlimited Data Storage	✓
Unlimited Instructor Training & Coaching Sessions	✓
Unlimited Video Training	✓
Satisfaction Guarantee - No Risk Purchasing	6 MONTHS (100% Refund)
Other Feature	
Other Feature	
Company Background	
100% Focused on Local Government	✓
Serving Local Government Since	1999
Customer Reference Rating (😊 - Love It, 😐 - Works, ☹ -)	😊
Other Feature	
Other Feature	
Security	
100% Cloud Based Software	✓
Date Storage Location for US Customers	Dallas, TX
Date Storage Location for Canada Customers	Toronto, ON
User Level Security	✓
Group Level Security	✓
Folder Level Security	✓
Agenda Item & Attachment Level Security	✓
Meeting Type Level Security	✓
Confidential Meeting Type Level Security	✓
Confidential Attachment Level Security	✓
Other Feature	
Other Feature	

Implementation & Support	
24/7/365 Customer Support	✓
Phone Support	✓
Email Support	✓
Unlimited Instructor Training & Coaching Sessions	✓
Unlimited Video Training	✓
No Desktop Software Installation Required	✓
Other Feature	
Other Feature	
Agenda Management	
Published Agendas	Unlimited
Attachment File Size	Unlimited
Unlimited Meeting Types	✓
Library of Best Practice Agenda Templates	✓
Configurable Agenda Templates	✓
Configurable Staff Report Templates	✓
Drag & Drop File Upload	✓
Drag & Drop Agenda Building	✓
Agenda Approval Routing	✓
Configurable Approval & Workflow Routing	✓
Staff Report Builder	✓
Staff Report Versioning/Track Changes	✓
Automatic Staff Report Creation with Attachments	✓
Confidential Attachments Control	✓
Staff Report Approval and Workflow Routing	✓
On the fly editing/updating of workflow routing (e.g., out of office, cancel approval etc.)	✓
Approver's are able to Edit Staff Reports & Attachments	✓
Meeting Decisions Tracking and Reporting (decisions, dates, follow up actions etc.)	✓
Staff Report Tracking (Creation Status, Dates, Date/Time etc.)	✓
One Click Publishing (print, email, push notification, web and elected official publishing/notifications)	✓
Automated Facebook and Twitter Updates	✓
Email Notifications	✓
Configurable Email Templates	✓
Microsoft Office Compatibility (word, Excel, PPT, etc.)	✓

Item Tracking & Reporting Templates (Resolutions, Ordinances, Correspondence, etc...)	Optional
Other Feature	
Other Feature	
Minutes Management	
Online Minutes Manager	✓
Pre-populated Minutes	✓
Pre-populated Action Sheets	✓
Roll Call Tracking , Motions and Vote Logging	✓
Minutes Approval Routing	✓
Assign Meeting Follow-Up Tasks	✓
Other Feature	
Other Feature	
Digital Voting	
Live Digital Voting from any Device	✓
Public Display of Vote Results	✓
Vote Results Automatically added to the Minutes	✓
Request to Speak	✓
Public Access to Voting History	✓
Other Feature	
Other Feature	
Agenda Review & Annotation App	
Agenda Review and Annotation Available for Elected Officials, Staff and Public	✓
Agenda Review and Annotation on iPad	✓
Agenda Review and Annotation on PC/Laptop	✓
Agenda Review and Annotation on Android, other Tablets and any Web Browser	✓
Offline Access	✓
Other Feature	
Other Feature	
Citizen Engagement	
Online Transparency Portal	✓
Agendas, Minutes, & Video Website Integration	✓
Meets Accessibility Standards	✓
Online Public Access on any Device	✓
Social Sharing of Content	✓
Automated Posting of Agenda (Agenda, Agenda Packet, PDF and Digital Versions)	✓

Printer Friendly Versions of Agenda & Agenda Packet	✓
Printer Friendly Versions of Minutes	✓
Public Document Access & Search (Agendas, Agenda Packets, Additional Resources)	✓
Board Member Photos & Bios	✓
Auto Updating Public Meeting Calendar	✓
Email Subscriptions & Notifications	✓
Ideal viewing for all mobile devices (Responsive Design)	✓
Voting History and Attendance Reporting	✓
Other Feature	
Other Feature	
Document Management	
Drag and Drop File Management	✓
Internal Document Access	✓
Public Document Access	✓
Automatic OCR (Optical Character Recognition) of PDF Documents	✓
Advanced Context Searching Across all Documents	✓
Integrated Favorites for Public and Internal Users	✓
Social Media Sharing	✓
Other Feature	
Other Feature	
Records Management	
Public and Internal Access to Records Database	✓
Cross Departmental Structure / Availability	✓
Record Classification Tracking	✓
Record Destruction Tracking	✓
Case File Management	✓
Searching Record Content and Meta Data	✓
Laserfiche Integration	✓
Sharepoint Integration	✓
Manage Paper and Electronic Records	✗
Records Management Dashboard	✗
Record Classification workflow - including Classification Wizard	✗
Imported Retention Schedule	✗
Smart Lists and Searches	✗
Paper Archive Tracking	✗
Record Label Printing	✗

Public Records Request Tracking	Optional
Online Public Records Request Form	Optional
Contract and Agreement Tracking	Optional
Other Feature	
Other Feature	
Board Management	
Online Board Application	
Searchable Applicant Database	
Dashboard View of Upcoming Vacancies	
Track Board Member Terms, Expirations, Appointments and Vacancies	
Auto Calculated Years of Service	
Staff Reminders for upcoming Term Expirations	
Automatically Update and Generate Board Rosters	
Board membership information, Postings and Online Applications from any device	
Automate tracking and Approval of new Board Applicants	
Generate Agenda Items from Application Submissions	
Email and Printable Letter Templates for Board Member Correspondence	
Auto Adds Users to Roll Call	
Auto Updates Voting for Meeting Types	
Other Feature	
Other Feature	
Video Management	
iCompass Portal Integration	
Unlimited Video Storage	
Hardware Video Encoder Included	
24/7 High Definition (HD) Live Streaming	
High Definition (HD) Live and OnDemand Video	
Standard Definition (SD) Live and OnDemand Video	
Live Recording Indexing to Agenda/Minutes Content	
On Demand Recording Indexing to Agenda/Minutes Content	
YouTube Integration	
Encode up to 5.2 Mbits/s	
Automatic Video Optimization (Variable Bitrate)	
Viewer Analytics & Reporting	
Mobile Device Compatability	
Unlimited Viewing Bandwidth	

Rich Video Content Search	
360 Degree and 4k Video Support	
HD SDI input support	
Local Intranet Viewing	
Other Feature	
Other Feature	

		Vendor 1	Vendor 2
Audio Manager	Video Manager HD	Product 2	Product 3
\$2,550	\$5,600		
✓	✓		
✓	✓		
✓	✓		
✓	✓		
✓	✓		
6 MONTHS (100% Refund)	6 MONTHS (100% Refund)		
✓	✓		
1999	1999		
😊	😊		
✓	✓		
Dallas, TX	<u>YouTube.com</u>		
Toronto, ON	<u>YouTube.ca</u>		
✓	✓		
✓	✓		
✓	✓		
✓	✓		
✓	✓		
✓	✓		
✓	✓		

[illegible]

✓	✓		
✓	✓		
	✓		

[illegible]

✓	✓		
✗	Optional		
✗	Optional		
✗	Optional		



iCompass

Quote for
Glades County, FL

Prepared for: Paul Carlisle, County Manager

Thursday, October 19, 2017

Prepared by:
Joshua Fruecht, MPA, CMC
Account Executive
iCompass Technologies, Inc.



iCompass

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Welcome to iCompass!

Thank you for affording us the opportunity to provide you with this quote for the *iCompass Meeting Manager Pro and Audio Manager* solution. Should you require any additional information, require clarification or would like to schedule a proposal review meeting, please feel free to contact me at your convenience.

We Can Help - iCompass is an Industry Leader

iCompass has been helping local governments improve efficiency since 1999 by providing:

- **INDUSTRY LEADING** implementation speed.
- **UNLIMITED** support, coaching and training
- 'Easy as That' fees which offer **BEST OVERALL VALUE**

iCompass provides cloud-based *Agendas, Minutes, Video and Records Management* for Municipal Clerks who are swamped with never-ending tasks related to managing their meeting process, records administration and tracking responsibilities.

iCompass automates *Agendas, Minutes, Video and Records Management* workflows in one system, and facilitates open governance through comprehensive and seamless access to information. It provides real-time pulse and complete visibility into what's going on across the entire organization.

iCompass routinely has its customers up and running in two (2) meeting cycles via our '*Easy as That*' Training Program. Our customers' immediate ROI is also realized in part due to our true all-inclusive pricing model, cloud-based service, no IT involvement, no expensive consultants, and no over-built systems.

iCompass Technologies
STRENGTHENING OPEN & EFFICIENT GOVERNMENT

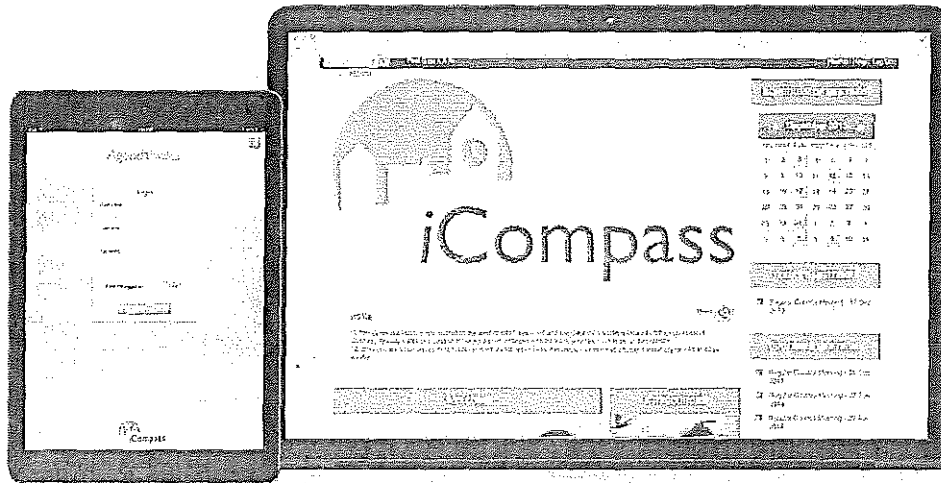
TOLL FREE 1-800-260-7409 • FAX 250-851-9402

www.icompasstech.com • info@icompasstech.com

 @icompasstech



Our Best-in-class Local Government Solutions



Meeting Manager Pro – streamlines the creation, approval and distribution of agenda packets, minutes, meeting decisions/actions, and management of records.

Includes the following modules:

- **Meeting Manager** (unlimited Meeting Templates)
 - Agenda & AgendaNotes (iPad®, Web and PC versions)
 - Minutes
- **Action Tracking**
 - Meeting Tracker + Report Tracker
 - Output Document Capability (1 for each Tracker, if applicable)
- **Records Center**
 - Records Center Custom Banner
 - Records Center Connector
 - Records Center Enterprise Search
- **SharePoint Connector, Laserfiche Connector**, (if applicable)



iCompass

Highlights:

- Increased visibility into the entire meeting process through a 'dashboard' view of all agendas, minutes and actions created, approved, distributed, and stored
- Reduction of the repetitive 'copy and paste' process when preparing, approving and distributing agendas, minutes, related forms and actions
- Creation of agenda items electronically
- Last minute changes can be easily and quickly accommodated
- Multiple types of attachments can be used, and there is no limit to how many
- There is no limit to the number of templates, and you have complete control to make changes to existing templates or create new ones
- Automatic page re-numbering, even for last minute additions to the agenda
- Built-in approval process with e-mail notification
- Final agendas, minutes, and related documents can be quickly and easily posted to a designated website (via the *Records Center* module) for public and/or staff access
- Ability to project HTML split screen view of agenda during meetings
- Hard copies of agendas, minutes, forms and actions lists can be printed any time
- Minutes are pre-populated for quick on-the-fly minute taking during meetings
- Capture and tracking of meeting decisions and action item follow-up
- Ability to manage and provide online access to historical and archived records for both the public and/or staff using the *Records Center* module
 - Automatically OCR documents as they are inputted into the system
 - Drag and drop file management
 - Document destruction logging
 - Manage access levels and security options
 - Document searching and sharing
- Powerful search capabilities
- Flexible access levels and security options

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 @icompasstech



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AgendaNotes (iPad®, Web, and PC Versions)

AgendaNotes (Web Version) Highlights:

- Access to any electronic agenda as soon as it is published
- View the agenda and attachments on any device
- Add notes to agenda headings and items
- Hot links straight to your notes for quick review
- Easily print the agenda and your notes at any time

AgendaNotes (iPad® Version) Highlights:

- Access to any electronic agenda as soon as it is published
- Download the agenda and attachments to an iPad®
- User security maintained through login / password controls
- Highlight text with a swipe
- Place sticky notes right on reports and attachments
- Free hand circle and mark-up your entire agenda
- Auto sync grabs updates and agenda items on the go
- Hot links straight to your notes for quick review
- Easily print the agenda and your notes at any time

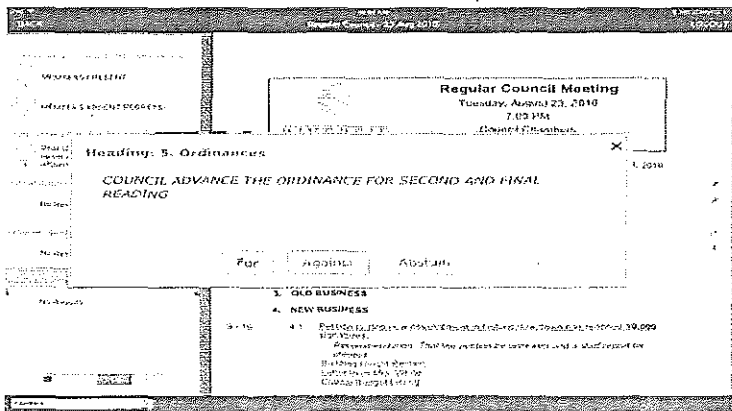
AgendaNotes (PC Version) Highlights:

- Access to any electronic agenda as soon as it is published
- Download the agenda and attachments to a Windows compatible laptop or desktop computer
- Add notes to agenda headings and items
- Easily print the agenda and your notes at any time
- Hot links straight to your notes for quick review
- Options to download some or all attachments – great for dial-up users



iCompass

Digital Voting (Web, iPad®, and PC Versions) – provides communities with the ability to easily utilize electronic voting during meetings. Elected officials and voting members can cast their vote with one-touch via a tablet or computer and the results instantly display to the public in real time.

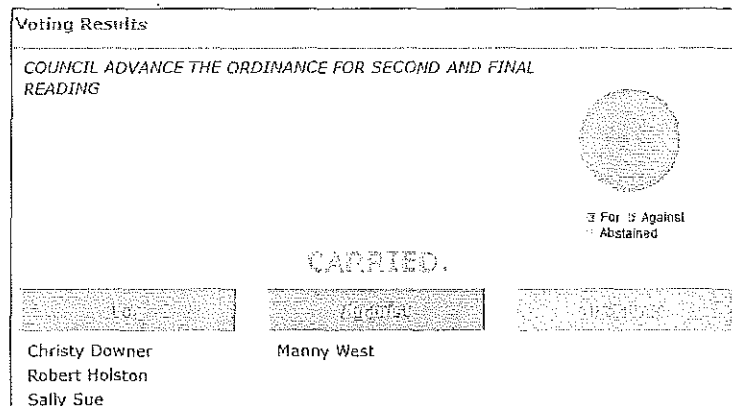


Request for Votes
After voting is initiated, members cast their vote using the AgendaNotes app (iPad®, Web, and PC Versions)

Vote Results

Vote results are displayed in real time during the meeting. A record of each vote is automatically added to the minutes, making it simple for the clerk to manage motions, votes, and their results in one place.

Voting history can also be accessed via the Online Transparency Portal for the public and staff to review.



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@icompassstech



iCompass

MeetingManager City of Boise

Minutes: R

CALL TO ORDER

ADOPTION OF MINUTES

ADOPTION OF RESOLUTIONS

Resolution Number	For	Against	Abstain	Present
Resolution 1	1	0	0	1
Resolution 2	1	0	0	1
Resolution 3	1	0	0	1
Resolution 4	1	0	0	1
Resolution 5	1	0	0	1
Resolution 6	1	0	0	1
Resolution 7	1	0	0	1
Resolution 8	1	0	0	1
Resolution 9	1	0	0	1
Resolution 10	1	0	0	1
Resolution 11	1	0	0	1
Resolution 12	1	0	0	1
Resolution 13	1	0	0	1
Resolution 14	1	0	0	1
Resolution 15	1	0	0	1
Resolution 16	1	0	0	1
Resolution 17	1	0	0	1
Resolution 18	1	0	0	1
Resolution 19	1	0	0	1
Resolution 20	1	0	0	1
Resolution 21	1	0	0	1
Resolution 22	1	0	0	1
Resolution 23	1	0	0	1
Resolution 24	1	0	0	1
Resolution 25	1	0	0	1
Resolution 26	1	0	0	1
Resolution 27	1	0	0	1
Resolution 28	1	0	0	1
Resolution 29	1	0	0	1
Resolution 30	1	0	0	1
Resolution 31	1	0	0	1
Resolution 32	1	0	0	1
Resolution 33	1	0	0	1
Resolution 34	1	0	0	1
Resolution 35	1	0	0	1
Resolution 36	1	0	0	1
Resolution 37	1	0	0	1
Resolution 38	1	0	0	1
Resolution 39	1	0	0	1
Resolution 40	1	0	0	1
Resolution 41	1	0	0	1
Resolution 42	1	0	0	1
Resolution 43	1	0	0	1
Resolution 44	1	0	0	1
Resolution 45	1	0	0	1
Resolution 46	1	0	0	1
Resolution 47	1	0	0	1
Resolution 48	1	0	0	1
Resolution 49	1	0	0	1
Resolution 50	1	0	0	1
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Resolution 70	1	0	0	1
Resolution 71	1	0	0	1
Resolution 72	1	0	0	1
Resolution 73	1	0	0	1
Resolution 74	1	0	0	1
Resolution 75	1	0	0	1
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Resolution 79	1	0	0	1
Resolution 80	1	0	0	1
Resolution 81	1	0	0	1
Resolution 82	1	0	0	1
Resolution 83	1	0	0	1
Resolution 84	1	0	0	1
Resolution 85	1	0	0	1
Resolution 86	1	0	0	1
Resolution 87	1	0	0	1
Resolution 88	1	0	0	1
Resolution 89	1	0	0	1
Resolution 90	1	0	0	1
Resolution 91	1	0	0	1
Resolution 92	1	0	0	1
Resolution 93	1	0	0	1
Resolution 94	1	0	0	1
Resolution 95	1	0	0	1
Resolution 96	1	0	0	1
Resolution 97	1	0	0	1
Resolution 98	1	0	0	1
Resolution 99	1	0	0	1
Resolution 100	1	0	0	1

REPORTS OF COMMITTEES AND CITY STAFF

Minutes

A record of each vote is automatically added to the minutes, making it simple for the clerk to manage motions and their results.

Voting History

Voting history can also be accessed via the Online Transparency Portal for the public and staff to review.

Meeting: 10/10/2017
Meeting Report: 10/10/2017
City Council

Meeting: 10/10/2017
Meeting Report: 10/10/2017

Meeting Item	Meeting Date	Description	Action	Vote	Result
City Council Meeting - 10/10/2017	10/10/2017	1. Approve the City Council's 2017-2018 Budget	City Council approved the 2017-2018 Budget, subject to the City Council's 2017-2018 Budget Resolution.	For	Unanimous
City Council Meeting - 10/10/2017	10/10/2017	2. Approve the City Council's 2017-2018 Budget	City Council approved the 2017-2018 Budget, subject to the City Council's 2017-2018 Budget Resolution.	For	Unanimous
City Council Meeting - 10/10/2017	10/10/2017	3. Approve the City Council's 2017-2018 Budget	City Council approved the 2017-2018 Budget, subject to the City Council's 2017-2018 Budget Resolution.	For	Unanimous
City Council Meeting - 10/10/2017	10/10/2017	4. Approve the City Council's 2017-2018 Budget	City Council approved the 2017-2018 Budget, subject to the City Council's 2017-2018 Budget Resolution.	For	Unanimous
City Council Meeting - 10/10/2017	10/10/2017	5. Approve the City Council's 2017-2018 Budget	City Council approved the 2017-2018 Budget, subject to the City Council's 2017-2018 Budget Resolution.	For	Unanimous
City Council Meeting - 10/10/2017	10/10/2017	6. Approve the City Council's 2017-2018 Budget	City Council approved the 2017-2018 Budget, subject to the City Council's 2017-2018 Budget Resolution.	For	Unanimous
City Council Meeting - 10/10/2017	10/10/2017	7. Approve the City Council's 2017-2018 Budget	City Council approved the 2017-2018 Budget, subject to the City Council's 2017-2018 Budget Resolution.	For	Unanimous
City Council Meeting - 10/10/2017	10/10/2017	8. Approve the City Council's 2017-2018 Budget	City Council approved the 2017-2018 Budget, subject to the City Council's 2017-2018 Budget Resolution.	For	Unanimous
City Council Meeting - 10/10/2017	10/10/2017	9. Approve the City Council's 2017-2018 Budget	City Council approved the 2017-2018 Budget, subject to the City Council's 2017-2018 Budget Resolution.	For	Unanimous
City Council Meeting - 10/10/2017	10/10/2017	10. Approve the City Council's 2017-2018 Budget	City Council approved the 2017-2018 Budget, subject to the City Council's 2017-2018 Budget Resolution.	For	Unanimous

iCompass Technologies
STRENGTHENING OPEN & EFFICIENT GOVERNMENT

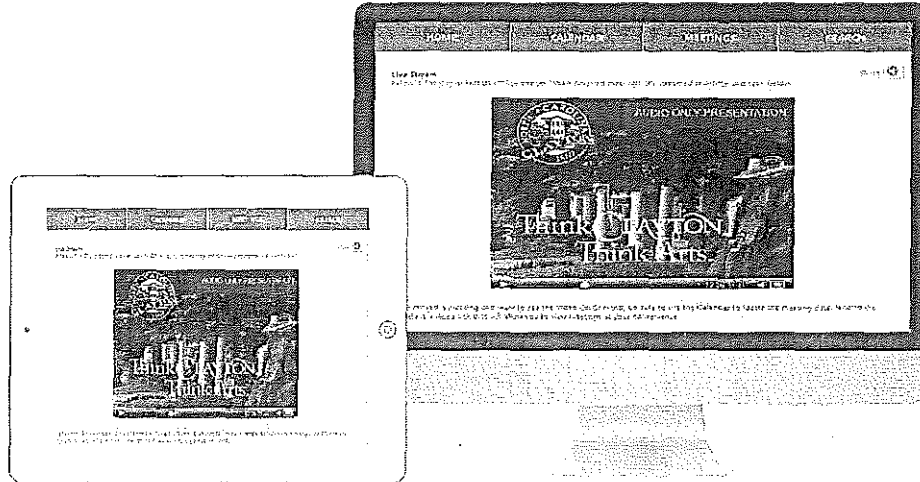
TOLL FREE 1-800-260-7409 • FAX 250-851-9402

www.icompasstech.com • info@icompasstech.com

@icompasstech



Audio Manager (Live Streaming & On-Demand) – provides unlimited live streaming and on-demand audio on any device with indexed meeting recordings.



What is Included?

Audio Manager accounts come with live streaming and on-demand audio for unlimited meetings that can be accessed on any device and the *iCompass Encoder*!

The *iCompass Encoder* is a hardware device designed to provide your citizens with access to live streaming on any device. There's no hardware to purchase, no support contract to worry with, no upgrade fees, and no worries. Should there be an issue with the encoder or when we release an upgrade that requires new hardware, you'll simply receive a new encoder!

'Easy as That' Video Setup

After you sign up with iCompass your *iCompass Encoder* will arrive at your door, pre-configured and ready to stream. Simply plug in your audio, video, and network connections and we'll take care of the rest.

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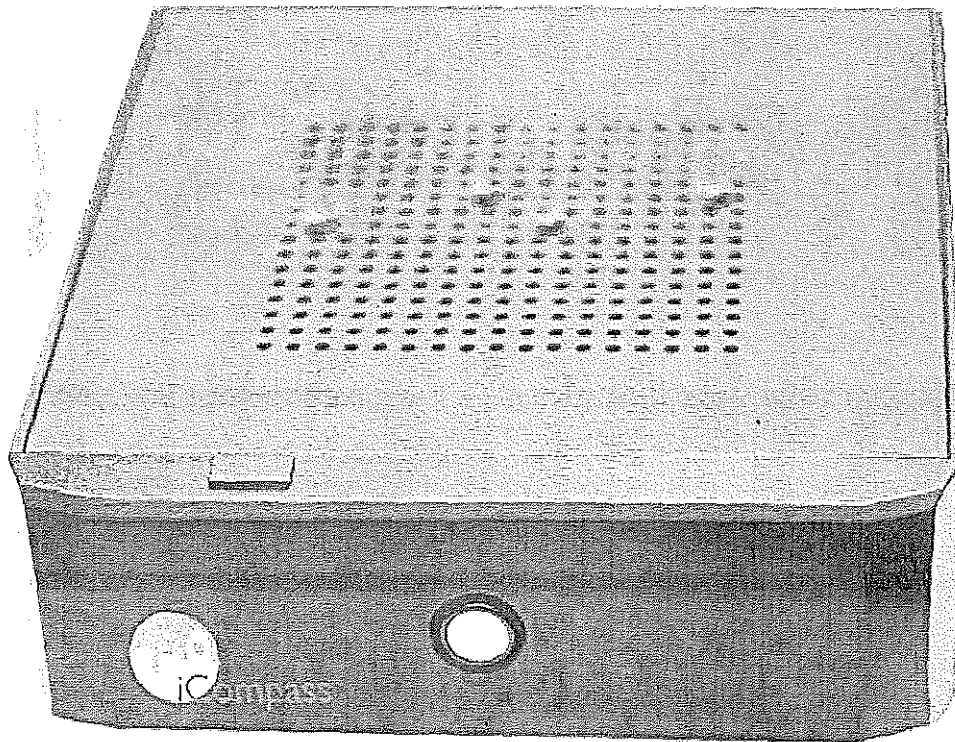
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iCompass Encoder

The *iCompass Encoder* has a small footprint and can be configured from one to three channels.

It is a finely tuned "headless" appliance, meaning that a keyboard and monitor is not required. Management of the Encoder all takes place in your browser, either locally, or in the through the iCompass platform.



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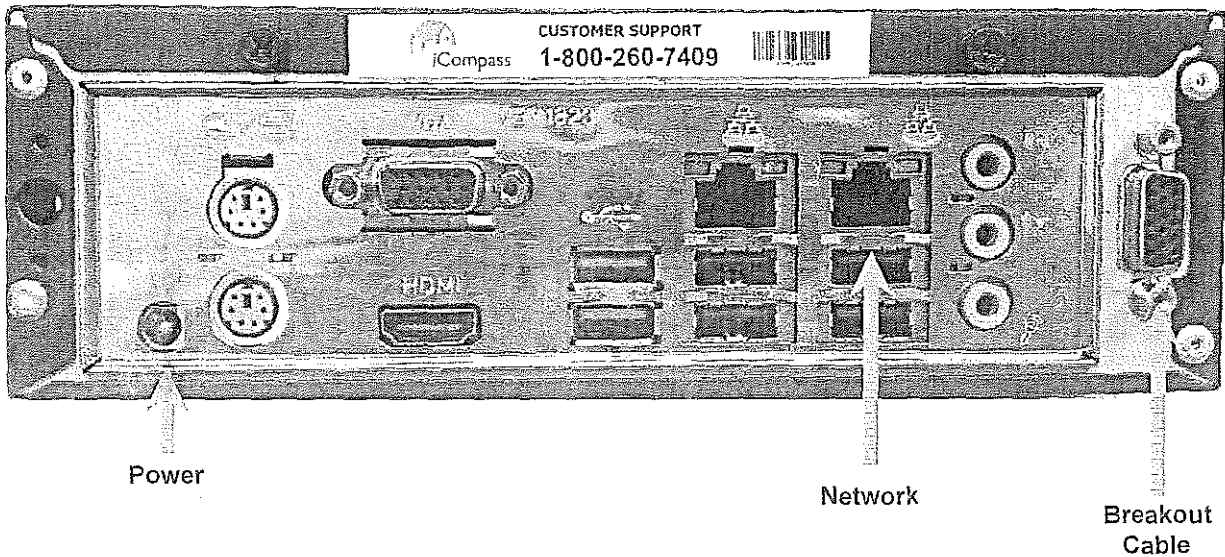
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iCompass

iCompass Encoder Connections

There are three primary connections in setting up your *iCompass Encoder* as illustrated below.



How Do I Connect My Audio?

Connecting your video couldn't be easier. On the back of the encoder we connect a "breakout" cable that has 3 RCA connectors. Yellow for video and Red and White for audio.

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Technical Specifications

What Is h.264?

MPEG4/h.264 is a newer standard for video compression that is supported on most modern mobile devices as well as both PC and Apple computers. When paired with AAC, a standard for audio compression, you can rest assured that your media will reach the widest possible audience — desktops, laptops, smartphones and tablets.

How Your Media Is Delivered?

There's no need to create a mobile version of your Live Stream or OnDemand programs, because our Content Delivery Network (CDN) provider, EarthChannel, does all the "heavy lifting" to assure that your media is delivered to your viewers, regardless of what computer, or device they may be using. There's no custom app to install or download – it just works!

Desktop viewers will be delivered media via Adobe Flash Player, one of the most widely supported browser plugins. Since Flash is not supported on mobile devices, iCompass automatically changes the method of delivery to native h.264/AAC and takes advantage of the built-in player found on most modern mobile devices. Using this method of media delivery, your viewers will have a consistent and unified experience regardless of what platform they choose.

What is a Content Delivery Network?

A content delivery network (CDN) is a system of distributed servers (network) that delivers audio and video content to a user. iCompass uses EarthChannel as its Content Delivery Network (CDN) provider in order to serve content to end-users with high availability and high performance.

What About HTML5?

Currently, the HTML5 spec does not support streaming video which prevents the possibility of delivering your streaming media without a plugin. As media support in HTML5 evolves and becomes more mature, our hope is that true streaming will be supported in the future. If and when it does, iCompass will be ready.

The "Sweet Spot"

You never know what kind of bandwidth your mobile viewers will have when they choose to view your media — 3G, LTE, 4G, No G? For that reason, your encoder profile has been custom designed to provide viewers with the highest quality video, at the lowest data rate. We have finely tuned the *iCompass Encoder* and profiles to ensure that you reach the widest possible audience with the fewest possible technical issues and highest possible quality.

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iCompass

Unlimited Support, Coaching & Training

Unlimited Support:

- The Customer may designate up to 3 individuals who will be registered with iCompass as authorized Champions eligible for free and unlimited support throughout the duration of the relationship.
- Only authorized Champions will receive support – inquiries from others within the Customer's organization will be directed to the authorized Champions.
- Support requests will be documented and e-mailed to the authorized Champion making such requests (as well as added to the Customer Resource Center) so as to minimize support requests in the future.
- 1-800 telephone and e-mail support during the business hours of 5:30 AM to 5:30 PM (Pacific Time), Monday-Friday (not including stat holidays).
- Support calls will be answered by a human being 24 hours/day, 7 days/week.
- iCompass will respond to incoming Support calls within 10 mins of our Customer Success Team receiving them, and we'll do so by phoning the Customer back.
- "Support" is defined as follows: *"iCompass providing the Customer assistance either over the phone or via e-mail related to the Customer's use of the Services."*

Unlimited Coaching Sessions:

- The Customer may request an unlimited number of Coaching Sessions for designated individuals throughout the duration of the relationship.
- An authorized Champion must make such requests.
- Each Coaching Session will last between 15 and 30 minutes.
- The Customer will commit to making best efforts to provide iCompass with a minimum of one week's notice of any cancellation or rescheduling of Coaching Sessions. The Customer may cancel or reschedule a Coaching Session twice with less than one week's notice without penalty. After the second occurrence, there will be a \$200 fee charged to the Customer for each subsequent occurrence.

Unlimited Training Sessions:

- The Customer may request an unlimited number of free Training Sessions for designated individuals throughout the duration of the relationship.
- Such training will be provided via our *'Easy as That' Training Program* - On-line, workshop style training with an instructor leading each module.
- An authorized Champion must make such requests.
- The Customer will commit to making best efforts to provide iCompass with a minimum of one week's notice of any cancellation or rescheduling of participation within Training Sessions. The Customer may cancel or reschedule participation within a Training Session twice with less than one week's notice without penalty. After the second occurrence, there will be a \$200 fee charged to the Customer for each subsequent occurrence.

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Other 'Best in Class' Customer Resources:

- Monthly educational webinars
- iCompass Customer Resource Center which includes a growing collection of quick reference guides and videos
- iCompass Template Libraries for easy searching and review of sample documents from dozens upon dozens of other iCompass customers. Such documents include agendas, minutes, forms, classification schemes/retention schedules, etc.

Unlimited Storage Space

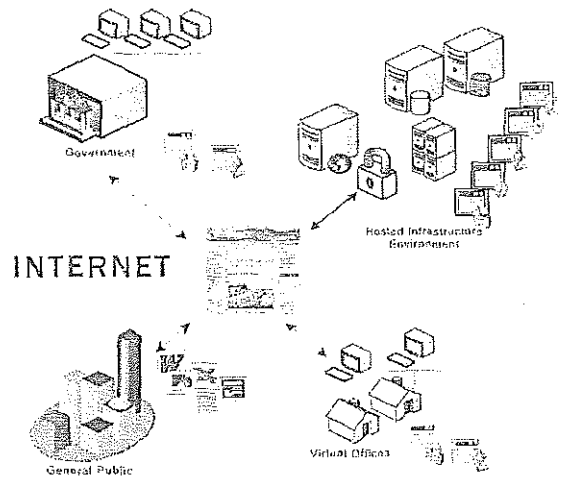
Unlimited storage for meeting documents in our state of the art network facility provides continual back-up and redundancy to ensure your files are always at your fingertips. With Records Center your additional documents are also online, searchable and available to staff and the public 24/7.

Our Cloud Delivery Model - Software as a Service (SaaS)

Our *iCompass* solutions are delivered over the Internet and our customers only require a web browser to access and use them. ***Overall, the SaaS model is a much lower-cost delivery of software services - you no longer have to over spend or build in-house!***

Key Benefits:

- Joining a community of other Small Local Government municipalities for best practice improvement.
- All feature updates included.
- Constant redundant back-up of all information.
- Video streaming services provided via Content Delivery Network (CDN).



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'Easy as That' Fees

Meeting Manager Pro

- Includes *Meeting Manager Pro, Agenda Manager, Minutes Manager, Action Tracking, Document Center, Digital Voting Records Center, Records Center Connector,*
- Includes *Laserfiche, SharePoint, and Granicus Connectors* (if applicable)
- Unlimited storage for meeting related documents
- Includes automatic Optical Character Recognition (OCR)
- Includes unlimited meeting templates (agendas & minutes)
- Includes 2 trackers created in *Action Tracking (Meeting Tracker + Report Tracker)*
- Includes 'Easy as That' Training, implementation, & support
- Includes unlimited users within your organization
- Includes all regular upgrades to the modules

Audio Manager

- Includes Live Audio Streaming & On Demand Audio Recordings
- Includes Live & On Demand Audio Indexing
- Unlimited Bandwidth, Storage and Viewers
- Cross-Platform Media Player (PC / Mac / Mobile)
- Encoder Included

AgendaNotes

- Includes *AgendaNotes* (iPad®, Web and PC versions) for unlimited users

Digital Voting

- Includes Digital Voting (iPad®, Web and PC versions) for unlimited meeting types
- Includes historical access to voting history for each elected official or board member.

Online Transparency Portal

- Meeting schedules, agendas, minutes, voting and attendance records are all included.
- Linked to website
- Delivers information to the public automatically
- Automatically refreshes with the latest information once it is complete
- Meeting schedules, agendas, minutes, voting and attendance records are all included.

Annual Fee

\$3,500

\$2,550

Included

Included

Included

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Optional Add-On Services

Board Manager

- Includes Board Manager
- Track and manage board members, terms and online applications
- Board Member Photos & Background Information
- Email Notifications & Reminders
- Board Manager Dashboard

Public Records Request Tracker

- Includes Public Records Request Tracker & Configuration
- Track and manage follow-up items and related files
- Email Notifications & Reminders
- Public Records Request Tracker Dashboard

Contract Tracker

- Includes Contract Tracker
- Track and manage contracts, agreements and related files
- Email Notifications & Reminders
- Contract & Agreements Dashboard

Annual Fees
\$1000
\$400
\$400

Terms and Conditions

- The annual fees outlined herein are guaranteed for thirty (30) calendar days from the date of issuance.
- The annual fees outlined herein are based on a one year auto renew contract.
- The annual fees includes hosting in the facilities of our managed hosting service partner, technical support (e-mail and 1-800 support), maintenance, on-line training sessions, regular upgrades to the software and storage space.
- All annual fees are payable up front.
- Your license will include unlimited users from your organization.



iCompass

6 Month Money Back Guarantee

iCompass wants our customers to feel safe in committing to a future of electronic agendas and records management. The iCompass 'Easy as That' implementation model provides a quick and stress free on-boarding experience. We are driven to provide the best customer experience possible. If at any point you become dissatisfied in the first 6 months you can walk away with a full refund.

Conclusion

Again, thank you for affording us the opportunity to provide you with this quote for our *Meeting Manager Pro & Audio Manager* solutions. With almost 16 years of experience serving over 500 public sector customers, we trust that you will find great value in our services.

Please feel free to contact me if you have any questions, require any further clarification or wish to schedule a proposal review meeting. I can be reached at 863-877-2843.

Sincerely,

Josh Fruecht, MPA, CMC
Account Executive
iCompass Technologies, Inc.

iCompass Technologies

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