



REQUEST FOR PROPOSALS

RFP-MCC-2102

AGENDA AND MEETING MANAGEMENT SYSTEM

Municipality of the County of Cumberland  
1395 Blair Lake Rd  
Amherst NS B4H 3Y4

## **Agenda and Meeting Management System RFP-MCC-2102**

### **1. Background**

The Municipality of Cumberland is a progressive municipal government located in northwestern Nova Scotia. Bordered by the Province of New Brunswick to the north, Cumberland County contains the only land entry points to the Province of Nova Scotia. The Municipality has a population base of approximately 20,000 residents and is the largest rural municipality in Nova Scotia in terms of geographical size. During summer months our population swells with thousands of people enjoying recreational properties and attractions on our Northumberland Strait and Bay of Fundy shorelines. The Municipality is comprised of 9 council members and nearly 100 staff. There are over 20 committees and boards, with the majority meeting every month.

### **2. Invitation**

The Municipality of the County of Cumberland (Municipality) is issuing a Request for Proposals (RFP) for an Agenda and Meeting Management System. The Municipality is looking for a user friendly, commercially available solution that can offer the support and refinement that can only be provided by an established company. It should incorporate hardware, software, integration with existing archives, and user/technical support.

### **3. Inquiries/Contact**

All inquiries and questions regarding the RFP shall be directed to the Acting Manager of Organizational Development & Innovation prior to the submission date by email.

Kellie Seaman  
Acting Manager of Organizational Development & Innovation  
kseaman@cumberlandcounty.ns.ca

### **4. Proposal Submission**

A hard copy of the proposal and an electronic copy on a USB drive shall be submitted in a sealed envelope on or before the closing date and time of April 21, 2021 at 2:00 p.m. Emailed or faxed submissions will not be accepted. Envelopes shall be clearly marked "RFP-MCC-2102 – Agenda & Meeting Management System" and are to be addressed to:

Municipality of the County of Cumberland  
Kellie Seaman, Acting Manager of Organizational Development & Innovation  
1395 Blair Lake Rd  
Amherst NS B4H 3Y4

### **5. Rules**

- a) The Municipality reserves the right to request further information from any proponent.
- b) Additions, alterations, deletions or other irregularities in a Proposal may result in the Proposal's rejection.

- c) Proposals that are incomplete, conditional or obscure or which contain irregularities of any kind may be rejected.
- d) The Proponent agrees that it shall have no claim against, or entitlement to damages from the Municipality by reason of the Municipality's rejection of a Proposal or of all Proposals.
- e) The Municipality may refuse to accept any quotation, waive defects or technicalities or accept any Proposal that it considers to be in its best interest. If only one Proposal is received, the Municipality reserves the right to reject it.

## 6. Scope

The management system will be utilized for all meetings of Council, committees and boards supporting the creation and secure distribution of agenda packages, minutes, the production of video for archive, live streaming and workflow management. The successful proposal will clearly define product, installation, training, documentation, maintenance and support. Ideally the solution would be ready to launch in July, 2021.

## 7. Requirements

The chosen management system should be able to perform the following functions:

- a. Agenda Management
  - Create agendas with customizable templates.
  - Option to print full agenda as one PDF or print item by item.
  - Compatible to publish agendas and minutes on Town of Yarmouth website with links to supporting documents (PDF).
  - Email notification option for Councillors, staff, and/or media.
  - Secure access to confidential meetings.
  - Classify agenda items between public and private In Camera items.
- b. Video Management
  - Unlimited video hosting which includes but is not limited to livestreaming, production of video minutes, and the archive of files.
  - Video hosting compatible with online meeting software (ie. GoToMeeting, YouTube).
  - Playback audio & video files without requiring specialized software.
  - Supports joining meetings or watching livestream/recorded meetings with any device.
  - Agenda items automatically fed to bottom thirds of livestream.
  - Meeting title and date onscreen during livestream.
- c. Minute Management
  - Prepare minutes, including but not limited to recording motions, declaring conflicts, and making notes.
  - Synchronize recorded meetings with timestamps within minutes.
- d. Workflow Management
  - Workflow capability; ability to generate staff tasks from minutes and track progress.
  - Coordination of collaborative reports on organization priorities.

- Manage committee/board members and vacancies.

## 8. Content

The proposal should include the following information:

### 8.1 Executive Summary

- a. Name, address, telephone number, and contact person.
- b. A brief history of the company including how many employees and their roles.
- c. Reasoning why your solution should be selected and what differentiates it from similar products.
- d. Any information that may be of benefit that may not be outlined in the RFP.

### 8.2 References

References from other Municipalities/Towns similar in size that you have provided services.

These should include:

- a. Name
- b. Contact Person
- c. Telephone number and/or email.
- d. Services provided.

### 8.3 Scope of Services

- a. Outline all services that are available with your solution. Make sure to include what above requirements are not met, if any.
- b. Include software and hardware requirements.
- c. Outline how software is maintained and what user/technical support is available.

### 8.4 Implementation Plan

Provide a proposed timeline/schedule that addresses all phases of implementation. Also include:

- a. Key staff that will be assigned to complete project.
- b. Roles and responsibilities of Town of Yarmouth staff and vendor during each phase.
- c. Overall strategy / approach for implementation.

### 8.5 Cost

Outline all associated costs as follows:

- a. Implementation costs including set up, training and any other associated fees.
- b. Price per module.
- c. Annual maintenance/support fees.

## 9. Evaluation Criteria

Proposals will be evaluated on the following criteria:

Products & Features	40%
Pricing	20%
Delivery Schedule	15%
Company Experience & References	15%
Proposal Clarity	10%
Total	100%

## 10. Terms and Conditions

### a. Governing Law

Federal and Provincial laws shall govern the interpretation and performance of any agreement with the Municipality of the County of Cumberland. Any action brought to enforce any provision of an agreement shall be brought in the appropriate courts of the Province of Nova Scotia.

The parties understand and expressly agree that any claims, demands, or actions asserted against the Municipality, its agents and employees shall be brought only in the court system of the Province of Nova Scotia.

### b. Disclosure / Confidentiality

The Municipality and submitting proponents will make every effort to maintain confidentiality relevant to submitted proposals and information provided for in this Solicitation process. News releases by a proponent pertaining to this RFP or any portion of the project shall not be made without prior written approval from the Municipality of the County of Cumberland. Violation of this requirement is deemed to be a valid reason for disqualification of the proponent. The proponent will also not initiate any publicity relating to this acquisition process before the selection decisions are final.

### c. Final Agreement

This solicitation does not contain all terms and conditions necessary for conducting business with the Municipality of the County of Cumberland.

### d. Gratuities

The Municipality of the County of Cumberland may, by written notice to a proponent, cancel any contract if it is found by the Municipality that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the proponent, or the agent or representative of the proponent, to any employee or agent of the project with a view toward securing favorable treatment with respect to the awarding or amending, or making any determinations with respect to performing of such contract.

### e. Insurance and Workers Compensation

The undersigned is to carry and keep in force Public Liability Insurance in a form equivalent in terms of coverage to the industry standard Commercial General Liability for all services provided to and on behalf of the Municipality and the amount of coverage shall be not less than Five Million dollars (\$5,000,000.00) per occurrence and to indemnify and save harmless the Municipality in the event of any damages, suits or actions as a result of damages, injuries or accident done to or caused by them, or their employees or relating to the prosecution of the works or any of their operations or caused by reason of the existence or location or condition of any materials, plant or machinery used there on or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on their part, or on the part of any of their employees, to do or perform any or all of the several acts or things required to be done by them or under them and by these conditions, and covenants and agrees to hold the Municipality harmless and indemnified for all such damages and claims for damages. A copy of the Commercial General Liability Insurance (or certificate of insurance) covering the legal liability of the submitter for injuries to, or death of, persons and/or damage to property of others for limits of not less than five million dollars (\$5,000,000.00) per occurrence for bodily injury and property damage with an insurer and in a form satisfactory to the Municipality will be furnished. Such insurance shall have the Municipality as a named insured and shall contain cross liability coverage and preclude subrogation by the insured against the Municipality.

The undersigned is to carry and keep in force Professional Liability Insurance in an amount not less than \$2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this agreement. The policy self-insured-retention / deductible shall not exceed \$10,000 per claim and if the policy has an aggregate limit, the amount of the aggregate limit shall be double the required per claim limit. The policy shall be underwritten by a company licensed to conduct business in the Province of Nova Scotia and be acceptable to the Municipality. The policy shall be renewed for 3 years after contract termination. A certificate of insurance evidencing renewal will be provided for each and every year.