



PROPOSAL SUMMARY FORM

PROPOSAL NUMBER 2017-38
PROPOSAL NAME AGENDA & MINUTES MANAGEMENT SOFTWARE
PROPOSAL DUE DATE AUGUST 15, 2017 – 12:00 NOON
DEPARTMENT ADMINISTRATION / INFORMATION TECHNOLOGY

	GRANICUS DENVER CO	ACCELA SAN RAMON CA	NOVUSOLUTIONS TAMPA FL	PROVOX SYSTEMS MCKINNEY TX	PRIME GOV OREM UT	NAVIANT VERONA WI
RATER 1	87	90	82	82	85	70
RATER 2	96	98	95	78	84	71
RATER 3	75	75	53	68	51	65
RATER 4	70	60	75	69	64	45
RATER 5	84	85	90	90	80	70
TOTAL SCORE	412	408	395	387	364	321

Rock County received seven Proposals for Agenda & Minutes Management Software. One Proposal did not meet the indemnification requirements. The other six Proposals were evaluated based on the following criteria:

- **VENDOR PROFILE - MAXIMUM 5 POINTS**
 - Company Information
 - Client List
 - References
- **FUNCTIONALITY MATRIX - MAXIMUM 60 POINTS**
 - Agenda Preparation Features
 - Agenda Creation/Document Routing Features
 - Meeting Activity Tracking Features
 - Meeting Minutes Features
 - Video, Web, Mobile Component
- **PRICING - MAXIMUM 35 POINTS**
 - Software License Costs
 - Training Costs
 - Configuration & Implementation
 - Total Initial Project Costs
 - Yearly Maintenance/Subscription Costs

The top three ranked firms were asked to provide demonstrations. Additional staff attended the demos along with the original five raters. The ranking after the demonstrations is as follows:

	ACCELA	GRANICUS	NOVUSOLUTIONS
RATER 1 MB	1	2	3
RATER 2 RT	1	3	2
RATER 3 DA	1	2	3
RATER 4 LT	1	2	3
RATER 5 MM	1	2	3
RATER 6 MC	1	2	3
RATER 7 ST	1	2	3
RATER 8 JM	1	2	3
ONE TIME COSTS	NONE	\$ 23,765.00	NONE
ANNUAL COST	\$ 35,860.00	\$ 42,000.00	\$ 17,950.00
ON-SITE TRAINING	\$1,500/DAY IF REQUESTED BUT NOT NEEDED	\$ 5,100.00	\$ 7,500.00

Above numbers represent each Rater's 1st, 2nd & 3rd choice of vendors after the demonstrations, interviews and reference checks.

Software costs include the cost for Agenda & Minutes Software, County Boardroom Software including voting, website software for boards and committee openings.

Request for Proposals was advertised in the Beloit Daily News and on the Internet. Five vendors were solicited that did not respond. One vendor submitted a "No Bid".

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ACCELA

SIGNATURE

DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE