

Request for Proposal

For

Agenda Preparation, Document Management, Meetings
Management, Streaming Video and Archiving for the
City Council of New Orleans

Pre-Proposal Conference: September 19, 2011, 2 pm

Date Due: October 17, 2011, 11 am

Contact Information Concerning RFP:

Clerk's Office

ATTN: Peggy Lewis, Clerk of Council

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Posted: August 15, 2011

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RFP for Agenda Preparation, Document Management, Meetings Management, Streaming Video and Archiving

I. General Information

The City Council of New Orleans seeks a technology services company to provide a turn key, comprehensive, scalable, and flexible agenda preparation and document management system plus an internet video streaming and meetings management solution for New Orleans.

II. Goals of this System

The City Council of New Orleans currently enjoys a streaming media solution with voting and archiving from Granicus. The City is seeking one vendor to provide a complete video and agenda prep and document management system providing the additional functionality which streamlines the preparation of the agenda, manages the ongoing process of moving items to appropriate later dates, as well as creates and makes available on the web an electronic agenda package with all meetings-related ordinances, resolutions, motions, reports, etc. Additionally the system should manage the documents from creation, routing, meeting submission, for signature and eventual web access after passage at the meeting. It is envisioned that the system serves all city departments, boards and commissions and the New Orleans City Council as required for these purposes.

The system should make public meeting information more accessible, transparent and provide cost savings to the city by reducing the use of paper and streamlining the document

and agenda creation process. In addition, the system should provide the public with full information about upcoming meetings, should show video of the meetings and of votes taken and manage the meetings live and it should provide a searchable archive to meetings video, votes and related documents as discussed and/or approved.

III. Interface Requirements for the RFP

Your proposal should work within the City of New Orleans current computing environment. To accomplish this, the system must be able to work on the City's network (or provide for how to create a separate City Council network) and existing computers or the proposal must include the necessary upgrades in either as required. The respondent must be able to implement and support the system including planning, training and documentation.

Our current computing environment consists of:

- Wide-Area Network consisting of over 100+ in City Hall where the proposed system will be primarily used;
- Our network supports services across the city WAN for all local government agencies primarily running on a Cisco-based backbone with Microsoft Servers and some applications residing on an IBM mainframe;
- 1600 client (desktop) workstations primarily operating on Windows XP with 5500+ active users; and
- In the Council Chambers, existing voting stations, touch screens and display screen;
- Any server capacity required must be acquired in this process, though the server currently used in the Granicus solution may serve these purposes.

The City of New Orleans uses a number of software applications critical to its core operation and mission. We expect that the proposed Agenda Preparation and Document Management, Meetings Management, Streaming Video and Archiving System will need to interface or integrate with the following systems in order for the City of New Orleans to maximize its investment in its current applications and the purchased EDMS:

- Microsoft SharePoint; and
- Microsoft Office; and
- Active Directory.

The system must integrate into two city websites: the City of New Orleans (nola.gov) and the City Council of New Orleans' (nolacitycouncil.com).

The video system must support mobile devices and replicate the install for Granicus which includes 15 voting computers and screens plus a plasma screen a meetings management laptop and a meetings management workstation, a video encoder for the Chambers, plus two additional encoders with workstations, and a mediavault on site, a complete field production application and the ability to support delivery of content to mobile devices.

IV. Expectations of the City Council of New Orleans

Qualifications / Experience

The City Council of New Orleans prefers a provider who can deliver the entire solution. If the proposal by your firm requires the use of sub-contractors, partners, and/or third-party products or services, you must clearly state this in your proposal. The City Council of New

Orleans requires that the firms submitting proposals shall have primary project and service liability for all products and services which shall collectively meet the RFP requirements. Your firm shall remain solely responsible for the performance of all work, including work that you sub-contract. The City does not wish to become an early customer for a company, but rather needs a considerable installed base and experience in serving this particular kind of client as the resources in City Hall (post Katrina) do not allow a lot of staff focus and support. As a result, the City is seeking a company with a large number of installs in our size city as that familiarity will allow an efficient project execution for New Orleans.

Training

Because of thin staffing at the technical level and limited technology expertise on behalf of users in New Orleans, training is considered an essential element of this project. On-site training will be required by the approved vendor for all users in New Orleans that will utilize the technologies. The City has invested a considerable amount in training for the use of the Granicus system. Vendors should take that into consideration when proposing a new system.

Training will need to be done in a sufficient manner so that all members of the City Council and appropriate staff will understand the vital functionalities of this system, as will all relevant City of New Orleans staffers, and staffers at boards and commissions who regularly participate in the New Orleans City Council meetings. Departments and boards and commissions are outlined below, though the list is not intended to be comprehensive, but it does represent the most frequent departments, and Boards and Commissions to submit legislation or use the system for their own meetings.

City Departments

Mayor's Office

CAO - Budget

CAO - Capital Projects

CAO - OMI

Law Department

New Orleans Fire Department

New Orleans Police Department

Civil Service

Homeland Security

Parks and Parkways

Safety and Permits

Mayor's Office of Technology

Property Management

Human Services

Council Offices

Council Fiscal Office

Council Research

Seven City Council Offices

Clerk of Council

Council Utilities Department

Boards and Commissions (not a complete list)

Mosquito Control Board

City Planning Commission

Vieux Carre Commission

Historic District Landmarks Commission

Alcohol and Beverage Control Board

New Orleans Public Library

Board of Zoning Adjustment

Sewerage and Water Board

Neighborhood Conservation District Committee

Airport

Regional Transit Authority

It is intended that the respondent (working with the City) will create a workflow process and implement the workflow for managing submissions from the above. Earlier work on this process description was done by the Clerk's staff and is available. It is also intended that the meetings held by the New Orleans City Council and its committees as well as the City Departments and Boards and Commissions be supported in their meetings including: document creation, agenda preparation, video streaming and meetings management and post-meeting dispensation, enjoying all of the features of the system. Currently the City Council and its committees, the City Planning Commission, the Alcohol and Beverage Control Board, the Board of Zoning Adjustment (coming on line now), the Neighborhood Conservation District Committee use the Granicus streaming media system.

Timeline

The City Council of New Orleans hopes to complete phase one of the implementation by June 15, 2012 and to complete the final phase of the implementation no later than March 15, 2013. This would include all implementation steps, integration development, system testing, training, and any other steps identified by the chosen vendor.

V. Scope of Work

Neither this section nor any part of this RFP is intended to be all inclusive. Therefore, respondents should include in their responses any items they deem relevant and important to the project or The City of New Orleans.

The proposed solution shall be of an expandable, modular design to readily incorporate additional enhancements in the future. It should be configurable with no need for costly customization. It should be developed, tested, and maintained using a high-quality software development methodology for long-term reliability and technical efficiency. The solution needs to offer data integrity in a secure, redundant, always available system with business continuity, disaster recovery, data backup and restore, archive retention and disposal practices. Below is an overview of the features desired in this system which necessarily is accommodated by appropriate bandwidth to transport/stream media and process information for this application within City Government, to the web, to mobile media devices.

Preparing for the Meeting

- Serves the New Orleans City Council and its committees, as well as Boards and Commissions and other meeting bodies with document creation and management and agenda and workflow management;
- Supports document creation, including the support of standard templates which are currently in use in the City or may come into use in the City;
- Supports versioning functionality;
- Uses standard Microsoft Windows functionality such as copy and paste functions;
- Provides legislative file numbering;
- Supports secure, and rights restricted document creation and versioning;
- Provides easy to use document routing for modification and or approval, using electronic notifications, which is easily configurable by the user and requires minimum training;
- Supports an unlimited number of work flows with no additional licensing costs, supports email notification in workflows and has the ability for administrator set rights for approvers, including editing or read-only privileges;
- Supports the joint submission of agenda items across departments;
- Supports all document forms for submittal;
- Tracks an agenda item from its creation, draft updates, approvals, introduction in a public meeting, referrals and recommendations, signatures, readying for codification and publishing on the internet as desired;

- Provides a system for creating an agenda from the electronically submitted documents, attaching those documents to the agenda item;
- Manages agenda items through the withdrawal or deferral process including calendaring for agenda management purposes;
- Seamlessly interfaces to the streaming video and meetings management and voting system with documents available to each meeting body member at their voting station;
- Makes documents created and attached to an agenda item available in the online published agendas in PDF form, posted on websites maintained by the New Orleans City Council, and the City of New Orleans with pages that are branded to look like these sites;
- Provides the ability for citizens to subscribe to RSS feeds to monitor items of interest;
- Provides an audit feature which allows tracking and protection of documents;
- Provide full back ups of data to ensure reliability;
- Ability to search document by file number, status, creation date, controlling board, agenda date, final action date, item sponsor, index attachment, action date action by action and sent to, both within City Hall and through a public portal;
- Provides for easy publication of meeting notices, agendas as required;
- Publishes meeting packets in multiple formats to the web;
- Allows the public to download agendas and related documents;
- Agenda automatically imports into Meeting/Voting System applications;

- Supports and provides 20 I PADS for legislative review and use.

During the meeting

- Publishes live Web-cast for all public meetings from the Council Chamber;
- Ability to support multiple bit rate streaming and Hi Def streaming,
- Allows separate security for each meeting type;
- Allows each meeting to have its own attendee list, action list;
- Provides simple voting management via existing touch-screen interface and computers that any member of an elected body can use;
- Has an automated process of capturing votes by voting members (via touch-screen);
- Has the ability to record roll call, record motions, record votes, and be tied back to the agenda item;
- Has a fast and flexible workflow, which can keep pace with any meeting;
- Has an automated process of creating motions, seconding motions (via touch-screen);
- Provides an automated process of council member requesting to speak (via touch-screen);
- Provides speaker list management controlled by the Chairperson or Council President;
- Provides multiple preset speaker timers and display;
- Supports projection and plasma screen display for vote results and interfaces to the television production to create television graphics;

- Has flexibility to update roll call, motions, or votes through meeting interface;
- Provides the ability to take notes within the management system;
- Records roll call, motions, votes, notes as they occur and provides time-stamp which is indexed to video;
- Ability to index meetings live with speaker names, agenda items, meeting notes, presentation slides, etc;
- Is capable and provides for field recording and management of live meetings and events.

Post Meeting Processing

- Allows easy creation of minutes including all related meeting documents;
- Software automatically links agenda and minutes to Audio/Video from meeting;
- The system easily converts and posts podcasts of meetings and other video programs and allows easy creation of CDs and DVDs of content;
- Ability to share video to the social grid;
- Ability to clip video segments and embed /publish to other web sites;
- Allows agenda items to be moved or copied along with associated documents to another agenda and maintains a history of such movement;
- Can run multiple Clerk minutes applications for concurrent recording and division of tasks;
- Manages the post meeting document flow for signatures, routing final documents to departments, archiving.
- Assigns post meeting numbering as required;

- Automatically tracks the legislation from its first discussion in a committee or board meeting through the legislative process to final dispensation;
- Generates workflow items from actions taken during the meeting;
- Ability to report web analytics;
- Provides for simple submission for publication of legislation as required.

Accessible Archives

- All public meetings available on-demand, indexed by agenda item, and searchable by keyword, agenda item, document content or other searchable functions;
- Supports flexible query creation for ad-hoc reporting;
- Provides for a records management process;
- Provides bandwidth requirements to transport/stream media for this application;
- A redundant storage system for the video and document archive with web access sufficient to serve 1000 concurrent users with at least one year's worth of content and long term archive storage in City Hall.

Support/Warranty/Maintenance

- Provides 24/7 troubleshooting and support including FAQs, known issues tracking, email and online-live support;
- Has support resources that are available online;
- Continually monitors all software and hardware included in the system and notifies the City of New Orleans to proceed to resolve the issue;
- Provides web analytics tools related to the use of the web portals;
- Provides a training program for implementing the system;

- Provides user definition and maintenance of system look up tables without programmer intervention;
- Includes complete technical documentation including data dictionary and ERD;
- Provides complete and easy to read end user documentation, including available reports, online functions, screen illustrations, data entry requirements and diagrams of table links;
- Includes software upgrades and bug fixes;
- Provides local access to backup server;
- Employs simultaneous production, testing and training environments;
- When installed has ongoing software maintenance and upgrades and supports remote troubleshooting;
- Warranties all software and hardware for the installed system for no less than one year.

VI. Contents of Proposal

Transmittal Letter

Please provide a formal letter of transmittal with your proposal that commits your firm to its proposal and states that the proposed solution meets the requirements of each subsection of this RFP. The transmittal letter must be signed by an officer of your firm authorized to do so. Also include contact information for: (1) the person responsible for answering questions regarding the proposal, (2) the person responsible for contract negotiation, and (3) the signer.

Proposal Overview

Please give an overview of the proposed solution including your company's unique abilities to meet the project requirements, software requirements, and hardware requirements. Include exceptions to the RFP if any. In the product description below, please include the answers to these questions.

1. What are the primary benefits of your solution?
2. How have you made sure your product is advancing? Describe improvements over time.
3. What are the primary restrictions of your technology?
4. How will the implementation of your solution impact the City of New Orleans' and the City Council of New Orleans' staff. Include in this response items such as the impact on workloads, increases/decreases in staffing, and changes to job descriptions/responsibilities.
5. Describe some of the user friendly features of your system that make it easy to learn and work with.
6. Describe how your solution meets the goals of transparency and citizen involvement.
7. Does the proposed solution provide standard Microsoft Windows functionality such as copy, cut and paste functionality, spell check, etc.? Describe the techniques used for data entry in your solution. Are there any efficiencies built into the data entry

- system and if so what are they? How do you validate that agenda items have been entered properly?
8. Describe your search functionality.
 9. Describe how you deal with templates. How do you customize these items?
 10. Describe the kinds of system reports available. How do you customize these items?
 11. Can your system generate PDF's? If so, please describe how.
 12. How are approval levels implemented in your system; how is it automated? Can a group of items be approved and if so how? Can a user configure the process, and if so how? How are approval overrides handled and tracked in your system?
 13. What encoding formats does your system support for video streaming? What video players do you support?
 14. What platforms for video do you support, I PAD, mobile, other?
 15. What is the process for configuring workflows in your system? Are there default workflows? What mechanisms does your system use to allow modifications to items that are currently in the approval cycle? How are these items re-routed for final review. What level of revision- tracking functionality does your system provide? What level of versioning functionality does your system provide? How do you view change history of an agenda item and indicate the type of information available on change history.

16. How does your system support quality control processes in the creation and approval of agenda items and agenda documents.
17. What file types does your solution support?
18. Describe the training available in the delivery of end user training as well as the documentation resources that are available with your system. Please explain your training and support approach.
19. Please describe what you would propose for a planning, training and implementation plan for this solution.
20. Describe your software and ongoing training support. How do you handle product upgrades? How are customer requested enhancements handled?
21. Explain your procedures for resolving customer problems.
22. Can you provide the web server, database server, file application server, required software, client PC, architecture, system performance and availability, network requirements, bandwidth requirements, system administration requirements and any other relevant technical information which should exist in the City of New Orleans IT operations and which are proposed as a base for this system?
23. Please provide any other relevant technical information which you see as a benefit to the City in implementing your system, including your systems performance

- standards, testing and acceptance, differentiation from other known systems available in the marketplace.
24. What is your capacity for live, and on-demand streaming? How many simultaneous users can be served in your system?
25. What kind of content storage is available in your system?
26. How will your system handle business continuity, disaster recovery, data backup and restore, archive retention and disposal practices?
27. Please propose an implementation schedule which you think is reasonable to achieve, including the process of systems integration you propose.
28. Please detail the costs of your system over the next five years, feel free to indicate base and optional features, describing their functionality and benefits, as well as other issues that impact pricing. Please estimate all cost areas and indicate where there could be variance from the presented price and the reasons for variance.
29. If you are proposing a hosted system, please detail your system up time, the redundant data centers, the ability of your system to integrate with other systems (API).

Company Information

This section provides each vendor with the opportunity of demonstrating how its history, organization, and partnerships offer an advantage to the City of New Orleans. Please include the following: Company address, phone number, and email address.

- Describe the history of your company.
- What is your total number of installations of the proposed application/software product? What are the total installs in cities which are comparable to New Orleans? What are those cities?
- What is your service commitment to customers and measurements used?
- Are audited or otherwise verifiable financial statements available upon request?
- How many employees are involved in providing direct technical support for the proposed application software product?
- Is your organization involved in any pending litigation that may affect its ability to provide its proposed solution or ongoing maintenance or support of its products and services?

If you are a value added or similar reseller of the system you are proposing, answer the above questions for the software's parent company.

Sub-Contractors/Partners

List any sub-contractors, partners, and/or third party application providers who are involved in fulfillment of proposed solution. Describe the specific role of each.

References

Give contact information for three of your customers including the organization's name and the contact's name, title, address, telephone number, and email address. Also include the products the customers use.

Vendor's Proposed Solution

Please give a detailed description of the solution you are proposing. Include software modules and hardware required to operate the system. Tell why your solution best meets the needs of The City Council of New Orleans.

Product Descriptions

For each product module you are including in your proposal, provide a detailed description of its purpose, benefits, and key features. Illustrate the dependencies between modules (e.g. if the organization selects modules "C" and "D" it must have module "B"). Additionally, please indicate wherever a module is required or optional.

Documentation

Both system level and user documentation must be provided. List and describe the available documentation that is included in the proposal pricing in this RFP and the media on which it is published.

Support/Warranty/Maintenance

Describe the details and duration of any manufacturer's warranty on proposed hardware and software in this system including how often you provide product updates. Describe your maintenance procedures. Vendor shall describe the extent and nature of software support services, including Web-based and telephone support, and consulting support.

License Structure

Please describe your software licensing structure in detail. Do so for each product or module if they differ from one another.

Project Team

List your project team by providing an organizational chart, the names and roles, involvement levels and durations, and relevant experience for each person on the team to this kind of work and to the specific work they will do for New Orleans.

City Support

Describe the level of The City of New Orleans staff involvement required during implementation and the nature of that involvement (technical, project management, etc.)

Methodology and Approach

Provide an outline and approach for the project including:

- Defining your criteria to determine when installation is complete.
- Providing a proposed schedule for planning, training and implementation steps.
- Describing what type of training and the number of people to be trained that is included as part of the initial installation.
- Describing how you will schedule and provide for training of end users, technical staff, and system administrators including initial training, consultation, and follow-up training.
- Describing what types of additional training may be available either through your company or through another agency.

Recommended Hardware Configuration

Describe in detail all hardware required to implement the proposed software system and provide a diagram of the recommended hardware configuration.

Describe the level of The City of New Orleans staff expertise required to support the suggested hardware.

If your firm is acting as a hardware reseller, describe the details and duration of any manufacturer's warranties on proposed hardware.

Requirements

Identify any potential performance impact to the existing LAN/WAN and provide recommendations to minimize any performance impact. Identify any potential performance impact on bandwidth and provide recommendations to minimize any performance impact. Identify any other system issues. Please list minimum client workstation requirements.

Pricing

Provide complete cost breakdowns for system design, software, hardware, maintenance, training and system implementation, and any additional services required. List and describe in detail the projected maintenance costs involved in this proposed system. List and describe the costs to train additional 'basic' or 'advanced' users in the future including descriptions and costs for documentation materials, consulting, installation, travel and per diem. List and describe pricing for optional items associated with the system.

Evaluation Criteria

Vendors will be evaluated against the following criteria:

- Ability to meet the functional, technical, and interface requirements with minimal custom development;

- Deliverables and documentation as stated throughout the RFP including the capability to provide ongoing support;
- Financial stability and company experience with the applicable business and technical functions;
- Installed base, with experience in a number of like sized cities;
- References;
- Total cost of build out, licenses and maintenance fees (with consideration against training expenses incurred with Granicus);
- Strength of the company in advancing the technology and its usability for government;
- License and maintenance agreement terms and conditions;
- Involvement at the professional level within the firm of minorities, women, New Orleans domiciles and/or involvement of certified disadvantaged business enterprises.

VII. Proposal Process

A pre-proposal conference will be conducted by the Council staff committee on September 19, 2011 in City Hall at 2 pm (location to be announced). All questions of potential proposers will be addressed at that time. **No other written or oral communications from potential applicants regarding this proposal shall be made to any Councilmember or Council staff person during this Request for Proposal process.**

Fifteen (15) copies of the final proposal must be submitted by 11 am on October 17, 2011 to the Clerk of Council, Room 1E09 City Hall, 1300 Perdido St., New Orleans, LA 70112.

An evaluation committee will review and evaluate the proposals, selecting finalists. Vendor finalists may be invited to give a scripted demonstration of the capabilities of the proposed solution to the evaluation team. Your demonstration (if requested), along with questions and answers, will be a critical component of the overall vendor evaluation.

For each proposal selected for referral, the staff committee will contact one or more of the persons suggested as references.

The report of the evaluation committee will be provided to the (CABLE / TELECOMMUNICATIONS / TECHNOLOGY COMMITTEE), comprised of three (3) Councilmembers and an alternate member. The Committee may interview one or more of the respondents selected by the evaluation committee, or may make a recommendation to the City Council. The contractor must be selected by Motion of the Council. It is anticipated that the selection process will be completed within three months.

Additional information

The City Council of New Orleans is not liable for any costs incurred prior to entering into a formal written contract. Any costs incurred in the preparation of the proposal, interview or other pre-contract activity are the responsibility of the proposer.

All proposals submitted become the property of the City and as such are public information.

The City Council of New Orleans reserves the right to reject any or all bids or proposals which are deemed to be non-responsive, late in submission, or unsatisfactory in any way. The City of New Orleans shall have no obligation to award a contract as a result of this RFP.

VIII. Attachment (evaluation grid)

A. Agenda Preparation Features	Y/N
Support legislative procedures and parliamentary rules	
Provides a numbering system that automatically tracks each new legislative file created.	
Secure log-in available allowing login for department & inter-department access by those given these rights	
Ability to grant log-in overrides for substitute approvers	
Support for multiple meetings	
Support for multiple meeting types	
Number of end users and/or site licenses (please provide number)	
Agenda preparation follows a client-defined workflow	
Agenda preparation allows for future redesigns of workflow	
Document tracking/history beginning to end in real time	
Automatically renumber agenda items when editing	
Easily track the whereabouts of every agenda item in the routing process	
Move and copy agenda items from one meeting to another	
Interdepartmental staff assignment	
Multiple interdepartmental staff assignment	
A centralized administrator	
Edit rights as determined by organization	
In-route editing of documents by departments	
Describes file formats supported (Word, PDF, Excel, GIS, AutoCad)	
E-mail notifications to staff beginning to end of process	
Inter-department approvers deadline alarm	
Returned for edit/correction, final approval	

B. Agenda Creation/Document Routing Features	
Secure log-in available allowing login for department & inter-department access by those given these rights	
Ability to grant log-in overrides for substitute approvers	
Amount of meetings/types (indicate number supported)	
Agenda creation follows a client-defined workflow	
Agenda creation allows for future redesigns of workflow	
Document tracking/history beginning to end – real time	
Interdepartmental staff assignment	
Automatically push finalized agendas to the City's and Council's website	
Agenda can be edited at any point in the workflow	
A centralized administrator with edit rights granted to other boards, commissions, meetings	
Agenda can be produced utilizing and supporting insertion of documents in multiple file formats including Word, PDF, Excel, GIS, AutoCAD, et al	
Publication: advanced access for Councilmembers with secure log-in, also members of other meeting bodies for their meetings	
Opportunity for delayed public notification	
Automatic integration with the City and Council websites	
E-mail notifications: beginning to end	
Interdepartmental approver process with deadline alarm	
Return for edit/correction, final approval possible	

C. Meeting Activity Tracker Features	
Automatically produce Summary Reports including: introduced matters, certified copies, signature reports, meeting action summary, attendance and vote, record reports	
Able portable management system for meetings outside the Council Chambers	
Client-defined template	
Template can be changed as needed	
Standard wording and phrasing by Clerk and other meeting bodies	
One-click creation	
Integration with video as text document	
Published as PDF file type	
Indicate whether application is web hosted or self-hosted	
Agenda view: split screen (as in a Word document map)	
Table/grid format	
Links and access to related supporting documents	
Searchable, secure archives	
OCR, searchable	
Publication: advanced access for Councilmembers with secure log-in, also members of other meeting bodies for their meetings	
Automatically create meetings minutes, and with approval post them to the web	

D. Meeting Minutes Feature	
Video, Agenda, Documents, Minutes seamlessly integrated	
Electronic routing and electronic signature post meeting documents	

Electronic dispensation of documents (to newspaper, to storage archive)	
Allow for similar meeting bodies to be grouped together so that an item acted upon can be automatically assigned to other bodies	
Ability to convert minutes into PDF minutes that include hyperlinks to indexes to the audio/video webcasts	
Video is searchable by speaker names, agenda items, meeting notes, meeting minutes, presentations	
Future add-on component capabilities	

E. Video/Web/Mobile Component	
Supports integration of video with time stamps into the agenda format for easy search for item video and associated documents	
Allow for web pages for each meeting body to be developed including the member's names, purposes of the organization, and other matters as well as their meetings agenda, video and other documents	
Ability to allow the development of other websites using this platform for video content	
Ability to allow mobile meetings	
Supports mobile devices for video/agenda and document review	
Supports RSS feeds	
Supports social media sharing	
Supports video embedded in another web site	
Supports multiple bit rate streaming and Hi Def	
Player dynamically supports standard resolution and widescreen resolution videos	
Multiple encoding formats	
Supports multiple players	
Player that supports live rewind, fast forward	

Unlimited content storage	
Unlimited content streaming and bandwidth	
Automated webcast scheduling	