

Municipality of Anchorage - Meeting Management System Desired Functional Requirements Matrix

Complete the matrix below when responding to the City's requirements. The proposer must identify whether the Company complies with each requirement: "Yes" (Y), "No" (N), or "Partially Meets" (P). The proposer must provide a detailed explanation where it partially meets the City's desired functional requirements.

| Item | Process | Desired Functional Requirement | Comply (Y/N/P) | Detailed Explanation |
|----------------|---------------------------------------|---|----------------|----------------------|
| 3.1.1.A | Provide Administrative Support | | | |
| 3.1.1.A1 | | System provides reasonable level of flexibility for City to adjust controls, formats, & approval routing to accommodate changing | | |
| 3.1.1.A2 | | System provides workflow capability. | | |
| 3.1.1.A3 | | System provides search capabilities for agenda, agenda items and supporting material, and minutes. | | |
| 3.1.1.A4 | | System provides capability for connecting documents to workflow. | | |
| 3.1.1.A5 | | System provides intra-department and user security controls. | | |
| 3.1.1.A6 | | System provides the capability to create and store images of documents using non-proprietary image formats. | | |
| 3.1.1.A7 | | System provides a complete set of software documentation for users and administrators in an electronic format for each software | | |
| 3.1.1.A8 | | System provides capability to work with any size document. | | |
| 3.1.1.A9 | | System provides system control functionality to ensure that only one user at a time can edit a specific document master. However, users may still view the document and annotate a personal copy in advance of a meeting. | | |
| 3.1.1.B | Provide Workflow Support | | | |
| 3.1.1.B1 | | Upon login system provides users a summary view of active items relevant to them, preferably in a dashboard. | | |
| 3.1.1.B2 | | System provides users active items relevant to them via email notification. | | |
| 3.1.1.B3 | | System provides users active items as tasks relevant to them via email notification. | | |
| 3.1.1.B4 | | System allows for a customized workflow (serial or parallel) specific to each meeting body. | | |
| 3.1.1.B5 | | System workflow functionality does not limit the type of electronic files that can be attached to the workflow. | | |
| 3.1.1.B6 | | System workflow functionality is configurable. | | |
| 3.1.1.B7 | | System workflow functionality is a modular design and provides the capability to start additional workflows at any step based on specific | | |
| 3.1.1.B8 | | System automatically starts workflow based pre-configured action(s) and routes the agenda item accordingly. | | |

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| 3.1.1.B9 | | System workflow functionality automatically routes documents through creation, scheduling, editing, approval and publishing process based on business rules. | | |
| 3.1.1.B10 | | System provides for each type of agenda item having different routing rules, if desired. | | |
| 3.1.1.B11 | | System automatically routes items to appropriate staff and notifies relevant staff items are available for review and/or approval. | | |
| 3.1.1.B12 | | System ensures all documents and approvals are provided before allowing agenda items to be submitted for publication. | | |
| 3.1.1.B13 | | System clearly tracks and shows where each agenda item is within the workflow process and its status (approved, rejected, in progress, etc.). | | |
| 3.1.1.B14 | | System provides authorized users capability to create standard and ad hoc workflows for the approval process. | | |
| 3.1.1.B15 | | System has the capability to move agenda items and all associated attachments from one agenda to another without disrupting any workflow processes associated with the item. | | |
| 3.1.1.B16 | | Systems provides for multiple approvers in workflow. | | |
| 3.1.1.B17 | | System provides for assignment of delegates/backups for out-of-office reviewers (e.g. users can assign a delegate for specific period of time). | | |
| 3.1.1.B18 | | System provides for reviewers to modify/override workflow (e.g. return item to originator or previous user; forward to another user; etc.). | | |
| 3.1.1.B19 | | System provides for inter-departmental and out of network email for review in the workflow prior to item submittal (i.e. additional reviewer). | | |
| 3.1.1.B20 | | System provides method for approvers to ask originator questions or provide reasons for rejection when an item is returned to originator. | | |
| 3.1.1.B21 | | System provides for workflow aging of activities with exception reporting. | | |
| 3.1.1.B22 | | System provides capability to approve agenda items individually or as a group within a meeting. | | |
| 3.1.1.B23 | | System provides capability to sort/display items by state (e.g. not started, draft, approval complete, etc.). | | |
| 3.1.1.B24 | | System provides capability for items approved by one body to automatically flow to the next required approval body. | | |
| 3.1.1.B25 | | System provides for future redesigns of workflow without programming. | | |
| 3.1.1.B26 | | System provides for varying administrator roles by department to control their own documents and workflow. An overall administrator (Municipal Clerk) maintains control of the master workflow and process. | | |
| 3.1.1.B27 | | System Integrates with MoA Desktop Outlook (internal and out of office notifications). | | |
| 3.1.1.B28 | | System provides for an overall administrator (Municipal Clerk) to maintain control of the master workflow and process. | | |

| 3.1.1.C | Provide Notifications | | | |
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| 3.1.1.C1 | | System uses email to notify Clerk or designated user upon item submittal. | | |
| 3.1.1.C2 | | System uses email to notify reviewers to review items. | | |
| 3.1.1.C3 | | System provides for escalation and notifications based on deadlines. | | |
| 3.1.1.C4 | | System sends notification to users as deadlines occur. | | |
| 3.1.1.C5 | | System provides notification when a document is revised. | | |
| 3.1.1.C6 | | System allows users to customize notification messages specific to the task (e.g. Finance Director notified to review financial information for an item). | | |
| 3.1.1.C7 | | System provides notification to administrator if a reviewer or delegate in defined workflow is no longer in Active Directory. | | |
| 3.1.1.C8 | | System provides notification to Clerk or designated user, if missing/dropped PDF files when compiling a packet. | | |
| 3.1.1.C9 | | System provides notification of interested parties agenda topics. | | |
| 3.1.1.C10 | | System provides subscription capability to sign up for notification by interested parties on particular agenda topics. | | |
| 3.1.1.C11 | | System provides capability to automatically notify public when new agendas are added, new minutes are added or changes are made to individual agenda item. | | |
| 3.1.1.C12 | | System provides the capability to notify separate email groups for each meeting type. | | |
| 3.1.1.C13 | | System provides notification to staff regarding actions following meeting (e.g. notify selected staff about Assembly action). | | |
| 3.1.1.C14 | | System provides staff notification for action after meetings (e.g. notify originator to submit agreement for signature). | | |
| 3.1.1.D | Review & Approval | | | |
| 3.1.1.D1 | | System provides for an unlimited number of approval sequences. | | |
| 3.1.1.D2 | | System shows comments and tracks changes on documents in different file types. | | |
| 3.1.1.D3 | | System documents approval on final items (e.g. electronic signature). | | |
| 3.1.1.D4 | | System has electronic signature capability. | | |
| 3.1.1.D5 | | System provides pending items for review. | | |
| 3.1.1.D6 | | System provides auditable method for identifying documents that have been processed (e.g. reviewed, received, etc.). | | |

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| Item | Process | Desired Functional Requirement | Comply (Y/N/P) | Detailed Explanation |
|--------------|---------------------------------|---|----------------|----------------------|
| 3.1.2 | Prepare Discussion Topic | | | |
| 3.1.2.A1 | | System provides the capability to facilitate interdepartmental electronic collaboration in preparation of topic. | | |
| 3.1.2.A2 | | System provides capability to submit an agenda item. | | |
| 3.1.2.A3 | | System provides the capability to track modifications made by reviewers to the original document. | | |
| 3.1.2.A4 | | System provides notifications when items have not been reviewed. | | |
| 3.1.2.A5 | | System provides notifications at specific milestones in the processing of items. | | |
| 3.1.2.A6 | | System provides for multiple meeting types (e.g. regular meeting, work session, special meeting). | | |
| 3.1.2.A7 | | System provides the capability to have different templates and workflow rules for each meeting type. | | |
| 3.1.2.A8 | | System provides administration capability to create, copy, modify and delete master templates for use. | | |
| 3.1.2.A9 | | System uses templates (MS Word) for agenda backgrounds, reports, resolutions, ordinances, etc. for all meeting types. | | |
| 3.1.2.A10 | | System accepts all types of supporting documents that may be linked to agenda items. | | |
| 3.1.2.A11 | | System accepts agenda items from the existing City View Case Management software. | | |

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| 3.1.3.A | Prepare for Meetings | | | |
| 3.1.3.A1 | | System provides capability to facilitate electronic collaboration including tracking, editing, version control, and approving agenda items, between agenda managers and topic source. | | |
| 3.1.3.A2 | | System provides capability to produce paperless agendas and agenda packets. | | |
| 3.1.3.A3 | | System provides a centralized web-based approach to compiling the agenda. | | |
| 3.1.3.A4 | | System provides capabilities to automate agenda preparation, manage legislative history, and enhance document workflow. | | |
| 3.1.3.A5 | | System provides an agenda item tagging capability. | | |
| 3.1.3.A6 | | System provides the capability to automatically renumber agenda items and pages when items and pages are added, moved, or deleted. | | |
| 3.1.3.A7 | | System provides capability to establish Legislative Document Number. | | |
| 3.1.3.A8 | | System accommodates multiple meetings types (e.g. Assembly, Boards, Commissions). | | |
| 3.1.3.A9 | | System provides notifications when items have not been reviewed. | | |
| 3.1.3.A10 | | System provides notifications at specific milestones in the processing of items. | | |
| 3.1.3.A11 | | System provides capability for creating links to supporting material for meetings (associates). | | |
| 3.1.3.A12 | | System provides revision control functionality. | | |
| 3.1.3.A13 | | System automates pagination of documents. | | |
| 3.1.3.A14 | | System provides capability to mark attachments as confidential and exclude them from public view. | | |
| 3.1.3.A15 | | System provides capability to insert items at any step of the workflow. | | |
| 3.1.3.A16 | | System provides capability to move items on agenda prior to publication at any point in the process. | | |
| 3.1.3.A17 | | System provides capability to lock the agenda and/or items and associated attachments preventing further changes or editing unless authorized by Clerk. | | |

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| 3.1.3.A18 | | System provides capability to keep revisions of documents that are changed during the approval process. | | |
| 3.1.3.A19 | | System provides capability to move or copy agenda items and associated documents to another agenda of any meeting type. | | |
| 3.1.3.A20 | | System provides capability to maintain a history of all agenda items that have been moved or copied to another agenda. | | |
| 3.1.3.B | Monitoring & Tracking | | | |
| 3.1.3.B1 | | System provides automatic alphanumeric tags on each agenda item. | | |
| 3.1.3.B2 | | System automatically provides a corresponding number for each attachment accompanying an agenda item and page number for each page of every agenda item and attachment. | | |
| 3.1.3.B3 | | System automatically rennumbers items and pages when items and pages are added, deleted or reordered. | | |
| 3.1.3.B4 | | System provides for user-defined numbering system designations for legislative document types (i.e. ordinances and resolutions). | | |
| 3.1.3.B5 | | System provides item status of submitted items by department and meeting date. | | |
| 3.1.3.B6 | | System provides viewing of preliminary agendas. | | |
| 3.1.3.B7 | | System provides capability to move or copy an item and all associated attachments from one agenda to another at any point in the process. | | |
| 3.1.3.B8 | | System provides capability to group items including: any order numerically by agenda item; by department; by item types such as consent agenda item, regular agenda item. | | |
| 3.1.3.B9 | | System has document handling and control functionality that tracks every attachment that accompanies each agenda item. | | |
| 3.1.3.B10 | | System's document handling and control functionality prevents multiple instances or versions of backgrounds and attachments to ensure data integrity. | | |

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| 3.1.4 | Plan Meeting | | | |
| 3.1.4.A1 | | System provides capability to create an agenda. | | |
| 3.1.4.A2 | | System facilitates electronic collaboration in developing the Meeting Calendars. | | |
| 3.1.4.A3 | | System provides a scheduling function addressing requests, approvals, changes, viewing, revisions, and notifications. | | |
| 3.1.4.A4 | | System provides a calendar to support addressing dating, approvals, notifications, and blocking. | | |
| 3.1.4.A5 | | System provides for advance scheduling of items including creation of long range agenda items with capability of scheduling as far into the future as desired. | | |
| 3.1.4.A6 | | System provides notifications at specific milestones in the processing of items. | | |
| 3.1.4.A7 | | System provides capability to schedule recurring items. | | |
| 3.1.4.A8 | | System provides for deadlines to be set based on meeting time, date, response time. | | |
| 3.1.4.A9 | | System allows an unlimited number of meetings to be added and managed by the system. | | |
| 3.1.4.A10 | | System provides capability to create an attendee list for each meeting type. | | |
| 3.1.4.A11 | | System provides capability to assign attendees from the attendee list who will be attending a meeting, voting on an item, or part of the roll call. | | |
| 3.1.4.A12 | | System provides capability to create an action list based upon the agenda. | | |
| 3.1.4.A13 | | System provides capability to add actions manually or from a predefined dropdown list for that meeting type. | | |
| 3.1.4.A14 | | System allows multiple clerks to simultaneously work within the same meeting which would include actions, documents other information for reference. Reassign action items that have been deferred to a future meeting. | | |
| 3.1.4.A15 | | System allows multiple meetings of the same meeting type to occur simultaneously and/or on the same date. | | |

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| 3.1.5.A | Publish Agenda Content | | | |
| 3.1.5.A1 | | System facilitates the automation of the publication and distribution of agendas and agenda packets, with no file size limit on the packets. | | |
| 3.1.5.A2 | | System provides capability to add or edit items to a published agenda. | | |
| 3.1.5.A3 | | System provides capability to date stamp agenda to differentiate versions. | | |
| 3.1.5.A4 | | System facilitates search/querying and reporting of agendas and agenda items. | | |
| 3.1.5.A5 | | System provides external and internal capability to view final agenda online, print, or copy to external media. | | |
| 3.1.5.A6 | | System provides capability to post an agenda with attachments to the MoA website to allow public capability to view documents. | | |
| 3.1.5.A7 | | System provides notifications at specific milestones in the processing of items. | | |
| 3.1.5.A8 | | System provides annotations capability (markups) to attachments. | | |
| 3.1.5.A9 | | System provides capability to assemble all items with different file types into final agenda packet and automatically publish finalized HTML agenda to the MoA website with all attachments as links to the appropriate agenda item, available with a single mouse click. | | |
| 3.1.5.A10 | | System provides capability to automatically assemble agenda using pre-defined templates. | | |
| 3.1.5.A11 | | System provides capability to override assembled agendas. | | |
| 3.1.5.A12 | | System provides for amending an agenda after publication (e.g. add item to published agenda within 72 hours). | | |
| 3.1.5.A13 | | System provides capability to publish automatically to multiple environments (e.g. website, document management system). | | |
| 3.1.5.A14 | | System provides capability to publish to different media for distribution. | | |
| 3.1.5.B | Agenda | | | |
| 3.1.5.B1 | | System provides method to download agenda and all associated attachments into a single PDF. | | |
| 3.1.5.B2 | | System provides capability to download materials for individual agenda items without need to download entire agenda packet. | | |

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| 3.1.5.B3 | | System provides access via internet to archival/historical information such as meeting minutes, agenda packets, audio and video files. | | |
| 3.1.5.B4 | | System provides capability to download agenda to any mobile device (e.g. iPad). | | |
| 3.1.5.B5 | | System provides bookmarks in the PDF agenda packet to allow users to jump to relevant items in the agenda packet. | | |
| 3.1.5.B6 | | System provides capability to output to printer any or all agenda items and/or attachments including capability to select and print any combination of multiple documents without having to open each document individually at any time with fully scaling capability. | | |

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| 3.1.6.A | Conduct Meetings | | | |
| 3.1.6.A1 | | System provides an electronic touch screen-based voting process including request to speak functions. | | |
| 3.1.6.A2 | | System provides for live streaming meeting video, indexing the video by agenda items, and archive the indexed agenda videos for web playback. | | |
| 3.1.6.A3 | | System provides the capability to prepare minutes including but not limited to taking roll call, making notes, recording motions, and recording votes. | | |
| 3.1.6.A4 | | System provides capability for taking minutes using templates and dropdowns for standard phrasing with linkage to agenda line items. | | |
| 3.1.6.A5 | | Provide capability to link video proceedings to agenda or minutes. | | |
| 3.1.6.A6 | | Includes a portable system that can be used at other locations concurrently with the main system location. | | |
| 3.1.6.A7 | | System provides capability to play live and recorded/on-demand streaming of meetings on the MoA website. | | |
| 3.1.6.A8 | | System provides reporting official action taken at meetings. | | |
| 3.1.6.A9 | | System provides capability to accommodate a meeting within a meeting. | | |
| 3.1.6.A10 | | System incorporates parliamentary rules (e.g. Roberts Rules of Order). | | |
| 3.1.6.A11 | | System provides for multiple motions on a single item, including substitute or amended motions. | | |
| 3.1.6.A12 | | System provides capability to record roll call, record motions, record votes, which is tied back to the agenda item. | | |
| 3.1.6.A13 | | System allows voting functionality to handle the requirement for a "super majority" for passage. Super majority must be a configurable item in the system (i.e. number of votes required constituting super majority). | | |
| 3.1.6.A14 | | Vendor provides extended hours of support, so that assistance is available during evening meeting hours (5:00 p.m. - 12:00 p.m. AST). | | |
| 3.1.6.A15 | | The system will allow for unlimited numbers of users to access the system at the same time. | | |
| 3.1.6.A16 | | The solution will be able to accommodate unlimited meeting types. | | |
| 3.1.6.A17 | | System incorporates parliamentary rules (such as Roberts Rules of Order). | | |

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| 3.1.6.A18 | | System provides capability to allow operation of two or more clerk terminals against a live agenda. | | |
| 3.1.6.B | Meeting Minutes | | | |
| 3.1.6.B1 | | System provides capability to create summary of action items taken at meeting. | | |
| 3.1.6.B2 | | System provides capability to create meeting minute template with default text for minutes, motions and voting. | | |
| 3.1.6.B3 | | System provides capability to configure and modify meeting minute templates without programming. | | |
| 3.1.6.B4 | | System provides capability to create an attendee list for each meeting type. Attendee list at minimum tracks attendee by name, title and address. | | |
| 3.1.6.B5 | | System provides capability to assign attendees from attendee list who will be attending a meeting, voting in the meeting, etc. | | |
| 3.1.6.B6 | | System provides capability to import agenda into meeting minute's application to use for minutes template. | | |
| 3.1.6.B7 | | System provides capability to modify attendance at a meeting (e.g. someone comes in late or leaves early). | | |
| 3.1.6.B8 | | System provides capability to activate items and make minute entries or notes. | | |
| 3.1.6.B9 | | System provides capability to make notes public or private. | | |
| 3.1.6.B10 | | System provides capability to record motions and log mover and seconder. | | |
| 3.1.6.B11 | | System provides capability to activate items in any order. | | |
| 3.1.6.B12 | | System provides capability to activate individual items or entire agenda sections (e.g. Consent Agenda, Regular Agenda) or combination of (e.g. one item removed from consent agenda for separate discussion and vote). | | |
| 3.1.6.B13 | | System provides capability to drag and drop agenda items to another agenda section. | | |
| 3.1.6.B14 | | System provides capability to track, add and time speakers. | | |
| 3.1.6.B15 | | System provides spell check. | | |
| 3.1.6.B16 | | System automatically links to the appropriate minutes and the heading, numberings and item descriptions from the agenda and populates the minutes, thus linking agenda items to minutes. | | |
| 3.1.6.B17 | | System produces linked minutes document in .html format where end user can click on any item within the document and link to the audio video file. | | |
| 3.1.6.B18 | | System provides capability to jump directly to any motion, vote or note in meeting and listen to corresponding audio video for easy editing. | | |
| 3.1.6.B19 | | System provides capability to add a new agenda item as part of the Minutes process (e.g. emergency item). | | |
| 3.1.6.B20 | | System provides capability to work offline and sync later. | | |
| 3.1.6.B21 | | System provides capability to rearrange items in the Minutes application without affecting the agenda. | | |
| 3.1.6.C | Voting | | | |

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| 3.1.6.C1 | | System provides capability to record votes on individual items. | | |
| 3.1.6.C2 | | System provides capability to change voting order for each meeting as needed. | | |
| 3.1.6.C3 | | System provides manual override of votes, motions and amendments to agenda minutes. | | |
| 3.1.6.C4 | | System provides voting solution compatible with touch screen interface. | | |
| 3.1.6.C5 | | System provides capability to populate predetermined text for motions. | | |
| 3.1.6.C6 | | System provides capability to record when voting member enters, exits the meeting or excuses himself or herself due to a conflict of interest. | | |
| 3.1.6.C7 | | System allows blind or open voting for all members. | | |
| 3.1.6.C8 | | System allows Clerk to see who has not voted. | | |
| 3.1.6.C9 | | System allows Clerk to reset, pause and/or cancel vote during voting. | | |
| 3.1.6.D | Live Streaming & Recorded Audio/Video | | | |
| 3.1.6.D1 | | System provides a video module with a customizable interface. | | |
| 3.1.6.D2 | | System provides capability to stream meetings live or record and simultaneously record them at meeting end. | | |
| 3.1.6.D3 | | System provides capability to publish video, minutes and supporting materials, agenda to the web. | | |
| 3.1.6.D4 | | System provides capability for live web stream to be stopped by "kill switch" but continue to record. | | |
| 3.1.6.D5 | | System provides capability to pause and restart meeting recording. | | |
| 3.1.6.D6 | | System provides video, minutes, meeting agenda and supporting material in a searchable format. | | |
| 3.1.6.D7 | | Provide capability to control the stream of both video and audio at the time of the recording and to schedule recordings. | | |
| 3.1.6.D8 | | System provides capability to record meetings that are audio only. | | |
| 3.1.6.D9 | | System provides capability for continuing recording of a meeting in the case of a network failure. | | |
| 3.1.6.D10 | | System provides audio/video file storage located within a secure firewall protected network that is not accessible by the public. | | |
| 3.1.6.D11 | | System provides capability for a presentation monitor or screen to display the current item being heard, supporting materials and documentation and to display motions and voting results during the meeting. | | |
| 3.1.6.D12 | | System provides capability to burn video, minutes and supporting materials to DVD and view recording without being connected to the internet. | | |
| 3.1.6.D13 | | System provides capability for recording in multiple file formats (e.g. .mp4, .mpeg, H.264). | | |
| 3.1.6.D14 | | System provides audio and video editing tools. | | |

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| 3.1.6.D15 | | System provides capability to stream video in both standard and high definition formats. | | |
| 3.1.6.D16 | | System provides capability for viewer to choose video format (SD, HD, etc.) when viewing. | | |
| 3.1.6.D17 | | System provides time stamp for streaming of audio/video allowing users to go directly to point of the video for any given agenda item. | | |
| 3.1.6.D18 | | System supports closed captioning. | | |
| 3.1.6.D19 | | System provides closed captioning search capability. | | |

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| 3.1.7 | Publish Meeting Results | | | |
| 3.1.7.A1 | | System provides capability to post all agendas and minutes to the Web with links to appropriate supporting material including relevant portions of the video recordings. | | |
| 3.1.7.A2 | | System provides capability to search all agendas, minutes, notes, comments, associated documents and audio/video recordings using the title and/or body of the document for keywords and phrases. | | |
| 3.1.7.A3 | | System provides capability to follow a link from the search results to the original agenda or minutes item. | | |
| 3.1.7.A4 | | System provides capability to download the entire agenda and associated documents or specific agenda items and supporting material or video. | | |
| 3.1.7.A5 | | System provides audio/video in an accessible format for current audio/video streaming and media players. | | |
| 3.1.7.A6 | | System provides capabilities to manage legislative history. | | |
| 3.1.7.A7 | | System provides notifications at specific milestones in the processing of items. | | |
| 3.1.7.A8 | | System provides capability to link an agenda item to recorded video stream of the meeting. | | |
| 3.1.7.A9 | | System provides the capability to post amended meeting agendas (e.g. Final, Action) to the MoA website. | | |
| 3.1.7.A10 | | System provides capability for public to query voting records by voting member, topic, individual agenda items, meeting type, meeting date, & date range. | | |
| 3.1.7.A11 | | System provides search and access to past items by keywords, meeting date, date ranges, title, & department. | | |
| 3.1.7.A12 | | System provides capability to search by full text, partial text or agenda titles, agenda content, supporting materials content, metadata on agenda, minutes, video, & supporting materials. | | |
| 3.1.7.A13 | | System supports grouping and searching documents based on metadata content. | | |
| 3.1.7.A14 | | System returns list of all search results with links to the agenda item and support documents within the agenda. | | |
| 3.1.7.A15 | | System provides capability to print any search result. | | |
| 3.1.7.A16 | | System provides post meeting capability for tracking, numbering and signing documents. | | |

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| 3.1.7.A17 | | System provides for input of follow-up instructions for use after meeting. | | |
| 3.1.7.A18 | | System provides capability to customize post-meeting disposition of documents (i.e. numbering & storage signing). | | |
| 3.1.7.A19 | | System provides capability to produce standard reports including attendee voting activity on specific agenda items. | | |
| 3.1.7.A20 | | System provides a user-friendly query and report writing tool so that end users can develop custom reports. | | |
| 3.1.7.A21 | | System provides appropriate security features to control report access. | | |
| 3.1.7.A22 | | System provides capability to produce attendance reports for each meeting. | | |
| 3.1.7.A23 | | System provides capability to produce attendance reports by member within a given date range. | | |
| 3.1.7.A24 | | System includes an electronic document management system for seamless depositing of final agendas and legislative documents into the archive. | | |
| 3.1.7.A25 | | The system will support electronic signatures and the ability to turn the feature off and on. | | |
| 3.1.7.A26 | | System must be able to load historical legislative meetings including video/audio archives. This includes meetings generated in the current Sire/Granicus solution as well as meetings recorded and saved by the MOA Video Center, Clerks office and Planning. | | |
| 3.1.7.A27 | | System provides capability for document archive and purge according to retention requirements. | | |

Municipality of Anchorage - Meeting Management System Desired Technical Requirements Matrix

Complete the matrix below when responding to the City's requirements. The proposer must identify whether the Company complies with each requirement: "Yes" (Y), "No" (N), or "Partially Meets" (P). The proposer must provide a detailed explanation where it partially meets the City's desired functional requirements.

| Item | Category | Desired Technical Requirement | Comply (Y/N/P) | Detailed Explanation |
|-----------|---|---|----------------|----------------------|
| 3.2 | System Configuration, Installation and Administration | | | |
| 3.2.1.A1 | | The system must have a demonstrated 99.9% uptime. | | |
| 3.2.1.A2 | | The system must be supported by fully redundant data centers, if cloud based. | | |
| 3.2.1.A3 | | Shall provide the ability for all agenda data to be synchronized to an offsite location for disaster recovery and remote access purposes. | | |
| 3.2.1.A4 | | The system must be responsive, with no long delays or pauses due to system slowness when completing tasks. | | |
| 3.2.1.A5 | | The system provides group and user security. | | |
| 3.2.1.A6 | | The system must be fully configurable without additional programming. | | |
| 3.2.1.A7 | | System security and authorization settings must be easily managed by a designated administrator without the need for additional programming. | | |
| 3.2.1.A8 | | The system must be able to support unlimited users and user groups, each with a unique profile and security setting. | | |
| 3.2.1.A9 | | The system must allow the administrator to define user and group rights. | | |
| 3.2.1.A10 | | System shall provide a maintenance utility that can identify data inconsistencies, anomalies, incomplete records and produce exception reports. | | |
| 3.2.1.A11 | | System includes a monitoring dashboard to show a summary status of all components to ensure connectivity, functionality, etc. in a central location. | | |
| 3.2.1.A12 | | System utilizes non-proprietary systems and databases that are easily accessed by and interfaced with other systems. | | |
| 3.2.1.A13 | | System supports SQL database. | | |
| 3.2.1.A14 | | System is a single system developed and supported by a sole vendor offering all the elements necessary to meet the requirements outlined in this RFP. | | |
| 3.2.1.A15 | | System is entirely scalable to meet our expanding needs over time. | | |
| 3.2.1.A16 | | If hosted solution, vendor must provide monitoring of growing capacity & demand of the solution. | | |
| 3.2.1.A17 | | If hosted solution, vendor must have a documented backup strategy for the system. | | |

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|----------------|----------------------------------|--|--|--|
| 3.2.1.A18 | | If hosted solution, vendor must have a documented failover strategy for the system. | | |
| 3.2.1.A19 | | Meeting management portion of system must support local operation despite any external disruptions or failures. | | |
| 3.2.1.A20 | | System provides user authentication and authorization by integrating with Microsoft Active Directory for both individual user and group. | | |
| 3.2.1.A21 | | System provides system administration capabilities for appropriately authorized users to configure, monitor, and maintain the system. | | |
| 3.2.1.A22 | | System provides appropriate status messages to system administrators, e.g. notifications of system degradation or failures when they occur. | | |
| 3.2.1.A23 | | System provides an interface to MS Outlook MS Exchange directory for a) Users and groups for workflow functions, b) Personal, and c) Task Assignments. | | |
| 3.2.1.A24 | | System allows unlimited numbers of users to access the system at the same time. | | |
| 3.2.1.A25 | | System must be able to be supported by current patch level and future patches. | | |
| 3.2.1.A26 | | System must have anti-virus software installed. | | |
| 3.3-3.4 | Support & Maintenance | | | |
| 3.3.1.A1 | | System provides user support offerings, service levels and costs, for providing support including: a) System administrator support, b) Application technical support. c) General user support, d) Hours of support, e) Service levels (time to respond, time to resolution, etc.). | | |
| 3.3.1.A2 | | System provides technical support for the following hours: 8:00 AM to 12 Midnight AST and ADT (Alaska Standard Time and Alaska Daylight Time). | | |
| 3.3.1.A3 | | Proposers shall provide details of their support and maintenance methodology addressing updates, releases and fixes including patch testing and certification. | | |
| 3.3.1.A4 | | System is fully configurable without additional programming. | | |
| 3.3.1.A5 | | System functionality should be the same for both PC workstation and mobile device such as iPad tablet. | | |
| 3.3.1.A6 | | System will utilize and be fully capable of full administration via an approved tool: WebEx, Go-To-Meeting, Skype for Business. | | |
| 3.3.1.A7 | | Maintenance fees should be proposed for 7 years. | | |
| 3.3.1.A8 | | Maintenance shall start at 'Go-Live" and the first year's maintenance needs to be included in the first year's license fee. | | |
| 3.5 | Training | | | |
| 3.5.1.A1 | | Proposer must provide training for system administration and application technical support. | | |
| 3.5.1.A2 | | Proposer must include detailed training and implementation costs including travel. | | |

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| 3.5.1.A3 | | System provides ability to produce complete and easy to read end user documentation, including available reports, online functions, screen illustrations, data entry requirements and diagrams of table links. | | |
| 3.6 System Interfaces | | | | |
| 3.6.1.A1 | | The solution should be browser-based. Other solutions will be considered, however browser-based solutions will be given preference. | | |
| 3.6.1.A2 | | Public access to the system should be browser based via the internet through a system maintained by the MOA. | | |
| 3.6.1.A3 | | The system should interface with Microsoft Outlook for agenda and workflow notifications. | | |
| 3.6.1.A4 | | The system should be able to accept file format types from Microsoft Office Suite applications and PDF. | | |
| 3.6.1.A5 | | The system should interface with CityView. | | |
| 3.6.1.A6 | | Proposer must provide an architecture diagram that includes the network traffic flow between systems, major services, client ingress points into the system, recommended firewall points, and external application interfaces. | | |
| 3.6.1.A7 | | Proposer must describe application integration toolsets provided with the product. | | |

Municipality of Anchorage - Meeting Management System Current Environment

| IT and Infrastructure Environment | |
|--|---|
| Server Hardware | HP Proliant DL Series |
| Server Operating Systems | Windows Server 2012 or above |
| Hyper Vision | VM Ware |
| Storage Infrastructure | Net app |
| Workstations | Lenova M Series |
| Workstations OS | Windows 7/10 |
| Networking | wired, wireless |
| Network Protocol | TCP IP |
| Web Browser | Internet Explorer 11, Chrome, Safari |
| Email/Calendar | MS Exchange |
| Database | Microsoft SQL 2012 or above |
| Anti-Virus | McAfee |
| Web Filtering | Cisco Iron Port |
| Printers | HP |
| VPN Access | Cisco |
| Virtual Desktop | Citrix |
| Hosted Website Services | Granicus Video Archive |
| Account Management | Microsoft Active Directory |
| Backup Systems | Yes |
| Scanner Brands | Fujitsu |
| Business Applications | MS Office 2010/Office 365, Adobe Acrobat Pro 10/11 |
| GIS Applications | ESRI ArcGIS |
| Live and Recorded Web Streaming Services | Granicus |
| Electronic Document Management System | PACE/Stellant; City View |
| Web Site Software | IIS 7.5 or above |
| Financial Management System | PeopleSoft |
| Mobile Devices | iPhones, iPads, Microsoft Surface Tablets; Laptops; |
| | Androids |

| Current Systems Used for Agenda/Meetings | |
|--|---|
| | Granicus - Live Manager V3.1.0.2, Media Manager |

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|--|--|
| | PACE/Stellent Content Management Software (Oracle) |
| | SIRE - Agenda Admin V 5.2 (Document Management) |

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|--|---|
| Current Audio/Video Environment | |
| Video Cameras | 3 wall-mounted Sony video cameras, 1 movable robotic Sony camera, 1 removable fixed shot Sony camera |
| Camera Control System | 3 Sony camera control units, 1 Panja robotic camera controller |
| Switching Unit | 1 Tri-caster audio/video switching unit |
| Monitors | 3 video monitors |
| Video | 1 JVC digital video recorder, 2 powered audio/video distribution amps, 1 VGA to NTSC video convertor (voter board), 1 4x4 NTSC to Fiber Optic video converter |
| Cable | 1 GCI cable box |
| Audio | 1 audio mixer |
| Microphones | Multiple wired microphones |