ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT

REQUEST FOR PROPOSALS NO. 22-DTS-RFP-602

<u>ADDENDUM NO. 02</u>

Arlington County Request for Proposals No. 22-DTS-RFP-602 for Electronic Agenda Management System is amended as follows:

FOLLOWING ARE THE RESPONSES TO QUESTIONS RECEIVED BY THE DESIGNATED DUE DATE AND TIME:

Question 1: Could you provide a more detailed explanation of the County's requirement for an open API for integration with the County's current/future agenda module and Board report workflow system (page 8)? What integration points does the County envision as necessary? Can a use case be provided?
Answer 1: *Currently the export of Board Reports from OnBase to the external portal via ftp is a manual process. This section describes the desire to have that happen automatically, either by having an integration with OnBase using an API or as part of the proposed solution.*

Question 2: Regarding Functional Requirement #2 – Please provide details on how BRASS supports agenda preparation. Do the BRASS components currently integrate with the County's Granicus platform?
Answer 2: *BRASS is the County 's Board Reports and Agenda Support System. The System was developed as a part of OnBase, the County's Electronic Records Management System (ERMS). It uses customized workflows with actions for the creation, review, and approval of staff reports.*

Staff submit agenda items using the Electronic "Board Meeting Report Form" in BRASS that includes the Meeting Date, Item Type, and Full Subject on the 'Agenda Item Details' tab that includes the Recommendations.

Information from the forms is automatically pulled into the Agenda and Minutes Manager/Module and added to the appropriate meeting instance and section. Staff then uses the "Agenda Manager" to generate an XML file for each meeting instance. The file is then saved as a Word document and formatted manually for posting online, printing or emailing.

This System/process does not integrate with the current Granicus platform.

Question 3: As a follow-on to the previous question, could you please provide a detailed explanation of the County's processes, workflows, and applications that are currently used to create and approve agenda items, prepare full agenda packages with supporting documents, conduct meetings and capture/draft minutes, publish meeting artifacts to the County website (agendas, minutes, video), as well as the file formats for artifacts.
Answer 3: *BRASS is integrated with the County's Active Directory to allow for automatic authentication and with the County's Enterprise Resource Management system for employee information that is used for workflow routing and signoffs. As an agenda item moves through the workflow process, email notifications are sent to the assignee and to the author with a direct link to the agenda item in the OnBase Workflow.*

In addition, Microsoft Office is incorporated in OnBase, meaning drafting or editing of documents occurs in the standard Microsoft Office interface with all standard Microsoft Office functionality.

The overall process involves five major components:

1. *Submission of Agenda Items: The process begins with staff submitting an item through BRASS by completing the electronic Board Meeting Report Form. Staff can add co-authors, create board reports, upload attachments, edit documents, delete documents, rename attachments, and route the entire item for review and approval through BRASS.*

2. *Draft Review and Signoffs: The Submitter chooses an assignee for Draft Review or Signoffs and the item will be routed to that person. After department signoffs are completed agenda items are routed to the Department of Management and Finance, the County Attorney's Office and the County Manager's Office (CMO) for review and approval.*

3. *Agenda Management and Packet Export/Printing: The OnBase Agenda Manager is used to group items as needed and to set the agenda order. Once the order is confirmed and all subjects and recommendations are finalized, CMO generates the agenda and searchable PDFs for each agenda item in a meeting instance. These PDFs serve as the source documents for the Granicus and print shop exports.*

4. *Adding Page Numbers, Other Annotations: After the packets are exported, staff runs the automated post-process to add numbers and other annotations to the PDFs. This is repeated multiple times for posting and distribution of late items.*

5. *Posting of Reports and the Agenda: After the agenda is finalized, staff manually converts the agenda to plain text for posting, then manually uploads it, reports, and any attachments to the meeting page on Granicus.*

Question 4: Regarding Requested Element #13 – What kind of video editing functionality is desired?
Answer 4: *The County requires at a minimum, the ability to trim a file at either end and preferably be able to split a file and make/produce separate clips.*

Questions 5: Regarding Requested Element #14 – What kind of non-meeting content is desired to be streamed? Is this for a 24/7 streaming PEG channel or something of that nature (for example)?
Answer 5: *The County operates a 24/7 PEG channel. The County desires to stream all of the video content associated with that channel.*

Question 6: Regarding Requested Element #16 – What details would the County like to see in the post-meeting action item report?
Answer 6: *The type of metrics desired is similar as to what is being provided by YouTube analytics such as live viewership, number of views, location, type of device being used, and watch duration.*

Question 7: Regarding Data Migration – Where (in what systems) do the County's meeting artifacts reside (agendas, minutes, media). What is the data volume of agendas and minutes?

What is the volume of video and audio files? How many meetings are expected to be migrated? How many years back are expected to be migrated?
Answer 7: *Currently, meeting artifacts (agendas, supporting materials and videos) from 2007 to the present are stored in the cloud. That includes 26 yearly County Board meetings, averaging about 8 hours per meeting; 26 annual closed sessions, convening and closing only, averaging about 1 hour per session; 10 yearly budget work sessions, averaging three hours each, and a host of special meetings.*

Question 8: Can the County rank which requirements are "must-have" and which are "desired"?
Answer 8: *The must haves are all listed on pages 9-10 under "Required Elements" and "Functional Requirements" and page 11 under "Tasks To Be Performed", and "Service And Operational Support". The desired requirements are listed on pages 10-11 under "Requested Elements" and on pages 11-12 under the "End of Contract" section-specifically-the draft Transition-Out Plan.*

Question 9: The County states that it is looking for "cloud-based services" for its Electronic Agenda Management system that integrates with the County's Board Reports and Agenda Support System (BRASS/OnBase). We understand that Brass/OnBase is currently self-hosted on-premise and has not been migrated to the cloud yet. Would the County consider a proposal that meets all of the Functional Requirements with a native OnBase solution as a compliant bid, even if the proposed OnBase Agenda Management solution would not be in the cloud until the County decides to migrate Brass/OnBase to the cloud?
Answer 9: *The County prefers a solution that will interface with our current self-hosted on-premise OnBase Agenda Management environment and host public facing functions like video in the cloud. The solution will also need to be able to interact with a cloud based OnBase environment if the County moves in that direction.*

Question 10: The definition of Key Personnel in the RFP is vague and the requirements for changes to Key Personnel are restrictive. The County states the Contract Award Date as "TBD" and a kickoff meeting must occur within 10 days of the "Notice to Proceed" date, please provide specific dates for these milestones and what project roles the County considers "Key". Does the County agree that any changes to its Award Date and/or Notice to Proceed date may impact a vendor's ability to provide the proposed Key Personnel? What is the County's process for reviewing and approving changes to Key Personnel?
Answer 10: *The County is aware that a change in dates would have an impact; however, the RFP and evaluation process will take time and the County is unable to provide a specific date for award. Regarding the review of key personnel, the County will need information showing that the person assigned to the project has the experience, knowledge, and skills to provide support as requested. Please review RFP Section II, paragraph 10 for additional details.*

Question 11: Does the County have any issues or concerns with continuing to leverage YouTube for storing and streaming meeting videos, if properly integrated with its new Agenda Management system? Does the County have an active Google AdSense account, which is required by YouTube in order to view streaming video? If not, has the County's YouTube channel reached 4,000 watch hours, which is required to create an AdSense account?
Answer 11: *Although the County uploads and stream content to YouTube there is no binding contract with Google/YouTube, and therefore they can change their system at any time and the County has no control over it. Therefore, YouTube cannot be our sole storage/hosting location of any of our content. We need a controlled and monitored system for streaming, storage, and*

agenda management. The County has an inactive Google AdSense account. The County has well over 4000 hours of watch time.

Question 12: What are the County's expectations around its requirement for technical support during Board meetings? Onsite? Remote? Dedicated? Any particular SLAs that must be met during these events?
Answer 12: *Remote is adequate.*

The balance of the solicitation remains unchanged.

Arlington County, Virginia

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RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:

OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 02.

FIRM NAME: _____

AUTHORIZED
SIGNATURE: _____ **DATE:** _____