



ADDENDUM #1
Boulder County Commissioner's Office
Legislative Agenda & Video Streaming Services
RFP # 6823-18

March 15, 2018

The attached addendum supersedes the original Information and Specifications regarding RFP # 6823-18 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

1. Question: Will you consider proposals which only respond to the video streaming portion of this RFP?

ANSWER: No.

2. Question: How many meetings per year will you stream?

ANSWER: We stream approximately 150 days a year with one or more meetings each of those days.

3. Question: Are your current PTZ cameras HD or SD?

ANSWER: Our current PTZ cameras are HD.

4. Question: Do you require captioning for your meetings?

ANSWER: We don't require captioning, but we are open to other possibilities.

5. Question: Other Colorado government agencies such as Jefferson County, South Suburban Parks & Recs, and Colorado State Board of Education currently use BoardDocs to meet state requirement in Article 71.1 Electronic Signature Requirements. BoardDocs' Workflow Auditing tool provides a time stamped detail per user for each digitally approved item (what was approved, at what time, by whom). Please confirm if this type of digital signature is acceptable to the county.

ANSWER: Please explain your e-signature application & process in your response.

6. Question: BoardDocs has created a Rich Text editor in place of a Microsoft integration. This is preferred by Subscribers is because it prevents 100% of

versioning issues that result from creators, editors and publishers of content working from different platforms or versions of Microsoft. All of the tools contained in Microsoft are included in the Rich Text editor. In addition, we offer the ability to import content from any type of format, attach any size/type of document. BoardDocs is also offered with unlimited storage space and places no limitations on content within the platform. Could you confirm whether or not this Rich Text editor contained in BoardDocs is an acceptable alternative to Microsoft integration.

ANSWER: Please include this information in your response.

7. Question: How important is it to have a partner with a US based Staff?
ANSWER: Please explain in your proposal your staffing model and your approach to meeting service level agreement requirements.
8. Question: A US based Support Team?
ANSWER: Please explain in your proposal your staffing model and your approach to meeting service level agreement requirements.
9. Question: Is it important for your partner to provide an Account Management Team after deployment?
ANSWER: Yes.
10. Question: How important is it for the Legislative Management to be housed in a Data Center in the US?
ANSWER: Please describe your geographic hosting strategy in your proposal.
11. Question: Is it important to have redundancy with the Data Center?
ANSWER: Please explain how you ensure uptime and availability in your proposal.
12. Question: Is it important to provide a Migration team that is not third party and in conjunction with the legislative management vendor?
ANSWER: No.
13. Question: Do you want a Legislative Management solution that is scalable?
ANSWER: Yes.
14. Question: Would you like a site in conjunction that allows the citizens to search and view the agendas, minutes and videos?
ANSWER: Yes.
15. Question: How do you plan on using this Legislative Management solution regarding your Citizen Engagement?
ANSWER: Please see section J-6 in the Request for Proposal regarding our future use.

16. Question: Would you like to have a Partner that has an existing Procurement Vehicle?

ANSWER: It is not a requirement.

Submittal Instructions:

Submittals are due at the Administrative Services Information Desk or the email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on March 27, 2018.**

Your response can be submitted in the following ways. Please note that email responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. NO ZIP FILES ALLOWED. Electronic Submittals must be received in the e-mail box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This e-mail box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as **RFP # 6823-18** in the subject line.

-OR-

US Mail **One (1)** unbound copy of your submittal, printed double-sided, 11 point, on at least 50% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as **RFP # 6823-18**, to the **Administrative Services Information Desk located at 1325 Pearl Street, Boulder, CO 80302.**

All proposals must be received and time and date recorded at the Administrative Services Front Desk by the above due date and time. Sole responsibility rests with the Offeror to see that their proposal is received on time at the stated location(s). Any proposal received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all proposals, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

March 15, 2018

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #6823-18, Legislative Agenda & Video Streaming Services.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525.

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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