

**This Addendum  
issued on 12/17/2015**



**Addendum to RFP # 2016-01-CLK  
Minutes Automation and Document Management Solution**

**Question** What is your existing document management system? Where do you house your existing agenda and minutes data?

**Answer** The Comptroller's Office uses WordPress. But that's only for the web. We have no internal document management system. We only use Word and Adobe.

**Question** Are your board members currently using an electronic agenda?

**Answer** Board members are not using an electronic agenda. Each member receives paper copies of BCC meeting agendas and supporting documents as prepared by County staff under the direction of the County Mayor and County Administrator.

**Question** What type of integration are you looking for with Municode?

**Answer** We are looking for possibilities. For example, does your solution provide links to Municode? Do you have any experience working with Municode?

**Question** Are you looking for a High Definition or Standard Definition streaming solution?

**Answer** Both streaming solutions would be preferred. Some users may not want High Definition (HD) due to file size; however others may prefer HD.

**Question** Are you looking for a solution that also manages boards and commission's term limits and expirations, application process, and vacancies?

**Answer** Not at this time. If that is an option to consider/add later, please describe and provide pricing.

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**Question** Is there a current Electronic Content Management (ECM) system in place today? If so, what ECM is in place to be migrated? If there is no ECM product as the foundation for this Meeting Minutes application are you expecting that to be bid, as well?

**Answer** There is no ECM outside of the structure provided by WordPress for our web page. Regarding migration, we have multiple years of minutes and supporting documentation which should be accessible via the contracted product. We would prefer not having to maintain or switch uses from one product to another. Please clearly outline costs for any ECM system or software which your product uses, which from your question seems to be an additional cost consideration.

**Question** If an ECM exists, how many years of historical data resides within the ECM today?

**Answer** Although an ECM does not exist, we have meeting minutes from 1869 to the present in pdf form. We also have supporting documentation from 2011 to the present in pdf form. Meeting minutes and supporting documentation should be integrated. We are willing to consider the older minutes integrations as a “back file conversion” to take place, but would like to make sure that the 2011 to 2015 records are integrated to go live.

**Question** What is the expected number of users requiring access to the solution and processes? What is the expected number of name users that will be accessing the system? This would be for users that would need to authenticate into the solution.

**Answer** Approximately ten (10) users will require access to the software solution to prepare BCC meeting minutes and manage BCC supporting documents and board records. If your solution includes price tiers, please provide pricing.

**Question** What is (if any) the motivation to move away from your current solution?

**Answer** We are seeking a way to integrate documents (minutes and supporting materials) with video/audio and improve the ability of outside users to find what they are looking for.

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**Question** What signature process is desired for county administrator signature? For example, electronic digital signature overlay, merged digital signature, approval via a workflow process, etc.

**Answer** **Comptroller staff will initially obtain wet ink signatures from the County Administrator. However, we would like to know how you propose movement from wet ink to approval via a workflow, with electronic signature overlay or merged digital signature.**

**Question** What is the current video format, quality and compression of the video being generated, e.g. mp4, 720, H.264?

**Answer** **All video created is 480i (720x480 widescreen) and comes out SDI. County staff does not compress their signal until it is streamed for the web at 5Mbps at 1920x1080 h.264.**

**County staff will provide a video feed to the contractor. That is when the compression happens unless the expectation by them is for us to provide a stream or deliver or a finished video file.**

**Question** Does Orange County have a prefer brand of hardware, e.g. Dell, HP, Lenovo, others?

**Answer** **The Comptroller's Office has standardized on Dell for most applications.**

**Question** What are the environments that will need to be priced out, e.g., development, test, user acceptance, production?

**Answer** **Dev, Test and Production should be priced out.**

**Question** Does OC want to virtualize these servers? If yes, does OC have a virtualization strategy?

**Answer** **Potentially, but this is not a requirement.**

**Question** What virtualization technology is OC using - VMWare, MS Hyper-V?

**Answer** **The Comptroller's Office is using VMWare.**

**Question** Who currently manages the physical environment?

**Answer** **Comptroller IT manages the physical environment.**

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**Question** Does OC have a cloud strategy? If yes, what is that strategy? If no, is OC open to cloud offering when it is more cost effective?

**Answer** **The Comptroller's Office does not currently have or use a cloud strategy. We are open to a cloud offering if it is more cost effective.**

**Question** What are some examples of reports that OC must have?

**Answer** **We are looking for what reports you routinely offer, or that your clients have found useful. For example, could we generate a report on BCC member attendance, voting statistics, number of items considered by the Board monthly, annually, etc.**

**Question** How should reports be stored - stored within system/repository and/or published to Public?

**Answer** **The Comptroller's Office does not see this as an issue. If it is, please explain why. We do not think that we will need to store them. We do foresee some information published or accessible as a PDF.**

**Question** Is there a reporting tool that OC prefer to use, e.g. Crystal Report, Pentaho reporting tool, others?

**Answer** **The Comptroller's Office uses WebFocus extensively for reporting.**

**Question** Generally, training includes one session of system administration training and one session of user training. Are there expectations for additional administration or user training beyond these?

**Answer** **Please price out your options for some additional user or administrator training.**