

The image features a repeating pattern of light beige leaves and circular motifs on a teal background. A white rectangular frame is centered on the page, containing a tan-colored tab at the top center. The text is centered within the frame.

AMS COUNCIL BOARDROOM SOFTWARE

REQUEST FOR PROPOSALS & PROCESS

INTRODUCTION

- ❑ COMPREHENSIVE BOARDROOM SOFTWARE PLATFORM TO IMPROVE EFFICIENCY OF COUNCIL.
- ❑ NEWLY INSTALLED A/V EQUIPMENT FOR THE NEW COUNCIL CHAMBERS IN THE AMS STUDENT NEST.
- ❑ SEEKING CONSULTATION, DESIGN, IMPLEMENTATION, PERSONNEL TRAINING, AND ONGOING TROUBLESHOOTING.
- ❑ CURRENT SOFTWARE/HARDWARE SOLUTION DOES NOT MEET THE NEEDS OF AMS COUNCIL.

WHAT ARE WE LOOKING FOR?

- ❑ DEVELOP OR MODIFY A SOFTWARE SOLUTION THAT MEETS REQUIREMENTS.
- ❑ PHYSICAL AND REMOTE TRAINING OF EXECUTIVES, COUNCILLORS, AND SUPPORT STAFF FOR IMPLEMENTATION IN 2015/16 WITH WRITTEN USER GUIDE.
- ❑ TROUBLESHOOTING SUPPORT FOR SOFTWARE LIFESPAN & UNTIL ANY ISSUES WITH THE SOFTWARE HAVE BEEN RESOLVED.
- ❑ A COMPANY THAT IS WILLING TO BE FLEXIBLE, IS EXPERIENCED, IS TIME-EFFICIENT, AND COMMITTED TO DELIVERING A VIABLE PRODUCT.

WHAT FEATURES?

APP & WEB-BASED PLATFORM ✓

- ACCESSIBLE ON ALL MAJOR DESKTOP AND MOBILE OPERATING SYSTEMS
- CLEAN, USER-FRIENDLY DESIGN.

FULL SUITE OF VOTING ABILITIES ✓

- 3 MOVERS,
- ELECTIONS & APPOINTMENTS,
- TIE RESOLUTION,
- PRIVATE & PUBLIC VOTING,
- PORTABLE RECORDS, ETC.

DEBATE FEATURES ✓

- SPEAKER'S LIST CREATION & POPULATION,
- COUNTDOWN TIMER THAT WORKS WITH EXISTING MIC HARDWARE,
- VIDEOCONFERENCING

MEETING MATERIALS ✓

- OFFICE COMPATIBLE
- EMBEDDED PDF VIEWER
- NET BROWSER
- AV PLAYBACK
- PRESENTATION W/ PRESENTER VIEW ETC.

MISCELLANEOUS ✓

- FORUM/PRIVATE MESSAGING
- WRITTEN QUESTION SUBMISSION IN DEBATE

BUDGET

- ❑ MUST NOT EXCEED \$20,000 PER ANNUM INCLUSIVE OF ALL TAXES, DISBURSEMENTS, AND CONTINGENCIES.
- ❑ TERMS AND TIMELINES FOR PAYMENT WILL BE NEGOTIATED IN CONTRACT FOR SERVICES.
- ❑ RECEIPT OF WRITTEN INVOICES FOR GOODS AND SERVICES RECEIVED WILL BE REQUIRED.
- ❑ FUNDS WILL BE DRAWN FROM AMS CAPITAL PROJECTS FUND (BALANCE IS \$1.9MILLION).

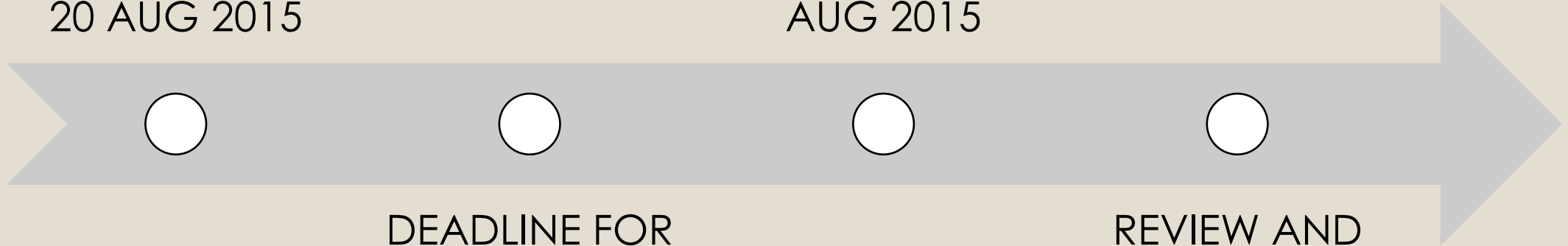
TIMELINE

RELEASE RFP:
20 AUG 2015

PROPOSAL
SUBMISSION
DEADLINE: 31
AUG 2015

DEADLINE FOR
WRITTEN
QUESTIONS: 27
AUG 2015

REVIEW AND
SELECTION OF
CONSULTANT:
9 SEP 2015



PROPOSAL FORMAT

COVER LETTER
WITH OUTLINED
SPECIFICATIONS
DESCRIBED IN
THE RFP.

PROPOSED
PROJECT PLAN.

COMPOSITION
AND
INFORMATION
OF THE PROJECT
TEAM MEMBERS.

INNOVATIVE
IDEAS,
SUGGESTIONS,
IMPROVEMENTS,
ETC.

ALL COSTS AND
CHARGES
QUOTED IN
CANADIAN
DOLLARS.

CONSULTATION SESSIONS

☐ FRIDAY JULY 31ST 2:00 – 3:00 PM NEST RM 3511

☐ MONDAY AUGUST 10TH 11:00 AM – 12:00 PM NEST RM 3511



QUESTIONS?