



Student Society  
of UBC Vancouver

## Office of the President

# Request for Proposal

For a comprehensive boardroom software platform to improve the efficiency of AMS Council meetings and complement newly installed A/V equipment in the Michael Kingsmill Forum of the AMS Student Nest, including but not limited to, consultation, design, implementation, personnel training, and ongoing troubleshooting

DRAFT

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## 1. Introduction

### 1.1 About the Alma Mater Society

The Alma Mater Society (AMS) of the University of British Columbia (UBC) is the student society of UBC Vancouver and represents more than 48000 students at UBC's Vancouver campus and its affiliated colleges.

The Society's priorities are determined by its members. The Society will foster communication, both internally and externally, in order to be democratic, fair, accountable to, and accessible to its members. It will provide services students want and can use. The AMS aims to cultivate unity and goodwill among its members but also encourages free and open debate, as well as respect for differing views.

The mission of the Society is "to improve the quality of the educational, social, and personal lives of the students of UBC."

The goals of the AMS are:

- to promote high-quality student learning;
- to advocate student interests, as well as those of UBC and post-secondary education as a whole;
- to provide its members with diverse opportunities to become exceptional leaders; and
- to be flexible to accommodate the changing world.

## 2. Project Background

The AMS is currently governed by a Council of over 40 students comprised of representatives from the numerous faculties and affiliate colleges at UBC. This Council meets on a bi-weekly basis during the academic year (September to April, inclusive), and once every three weeks during summer months. The Council is supported by permanent staff members, including a Clerk responsible for taking minutes of the meeting and clarifying Code and procedures, an Administrative Assistant who compiles and distributes documentation/agendas for meetings via email, and a Speaker who governs the proceedings of the meetings according to Robert's Rules of Order.

As per Robert's Rules of Order, the itemized agenda is discussed and voted on in a democratic fashion, and is currently aided by an out-dated software compatible with [iClicker](#) technology. Supplemental documentation for meetings is currently circulated to Councillors in PDF or Word document formation via email, and deferred or continuing items must be manually tracked and added to subsequent discussions. In light of the recent opening of the AMS Student Nest, the physical location where Council meetings will be held (known as the Michael Kingsmill Forum) will be equipped with state-of-the-art audio visual equipment providing recording and broadcasting capabilities.



In seeking a comprehensive software solution, we hope to increase the efficiency of AMS Council meetings and maximize the utilization of new boardroom hardware installations.

## **2. Nature and Scope of Work**

### **2.1 Consult and Develop Software**

In conjunction with the Office of the AMS President, the chosen software provider will work to develop or modify a software solution that adequately meets the requirements and desired functionalities as outlined in this proposal.

### **3.2 Implementation and Training**

In conjunction with the Office of the AMS President, the chosen software provider will offer in-person and remote training opportunities for all AMS Executives, Councillors, and Council support staff to ensure a full understanding of product functionality and usability for implementation during the 2015/2016 academic year. In addition, a written user guide will be provided for distribution to all subsequent Councillors and staff members to refer to in future years.

### **3.3 Troubleshooting and Support**

In conjunction with the Office of the AMS President, the chosen software provider will offer in-person and remote troubleshooting support for the life of the software licence at the convenience of the Society and until such time as any usability or functionality issues are resolved.

## **4. Desired Features**

Features listed below are articulated on an assumed understanding of Robert's Rules of Order.

### **4.1 General**

- App-based and web-based platform
- Must be accessible from all major devices (Windows and Mac OSX-enabled laptops, Android and iOS-enabled tablets and smart-devices)
- Intuitive and clean design

### **4.2 Voting**

- Ability to motion from the floor; move, second, and third agenda motions
- Ability to hold impromptu elections and appointments to committees, including run-off voting and tie resolution
- Ability to hold both private and public voting, with appropriate on-screen displays
- Recordable and exportable voting records



- Ability to establish proxy voters on a recurring basis
- Majority and two-thirds voting options via conditional logic capabilities
- Countdown functionality
- Ability to raise to Points at any time

### **4.3 Debate**

- Speaker's list creation and population
- Countdown functionality associated with microphone hardware
- Videoconferencing capability

### **4.4 Meeting Materials**

- Office compatibility
- Embedded PDF viewer
- Internet browser functionality
- Audio/Video playback functionality
- Presentation capability (presenter able to control slides with presenter view and hardware compatibility)
- Live agenda creation and population with associated motions
- Uploading associated documentation connected to the agenda
- Automatic email notification of next meeting and document circulation; new document pushing if updates posted
- Automatic deferral of motions and items to subsequent agendas

### **4.5 Miscellaneous and Optional**

- Discussion forum or private message functionality
- Written question submission during debate; ranked by Council in order of popularity for prioritization

## **5. Budget**

### **5.1 Allocations and Finances**

The total budget for this project must not exceed \$20,000 per annum, including eligible taxes, disbursements, and contingencies. Terms and timelines for payment will be negotiated in the contract for services, but based on the receipt of written invoices from the provider for the goods and services received.



## 6. Proposal Response Guidelines

To ensure that a proposal is considered for evaluation, it should include all information requested and be presented in the order described below.

### 6.1 Cover Letter

A cover letter dated and signed by a person authorized to negotiate, make commitments, and provide and clarifications with respect to the proposal on behalf of the bidding software provider. Provide a statement indicating your company's understanding of the proposed project and the deliverables required. Provide an indication of any proposed deviations or exceptions to the terms and conditions outlined in this request for proposal.

### 6.2 Proposed Project Plan

A proposed project plan, with timelines, that indicate the steps to be taken from the start to the conclusion of the software implementation process.

### 6.3 Project Team

Identify the lead contact and provide a breakdown of qualifications for each member of the project team including but not limited to:

- Name;
- Roles;
- Responsibilities;
- Location;
- Estimated amount of time each resource will be dedicated to the project; and
- Resume showing:
  - Education,
  - Professional certifications; and
  - Length and type of experience.

Please also supply three client references for your company, including the name and address of the reference and the name, title, phone number, and email address of the contact person. Describe how the services provided to these references are similar to the services proposed for solicitation above.

### 6.4 Innovation

Provide details of any possible innovative ideas, suggestions, improvements, recommendations, or opportunities for improvement that would enhance the project, processes, or required outcomes indicated within this Request for Proposal.



## 6.5 Costs and Charges

Provide an all-inclusive fixed cost quotation in Canadian Dollars for the project. Identify the expected costs and their allocation. In addition, please include details for unexpected cost overruns and responsibility regarding those matters.

## 7. Submission of Proposal

### 6.1 Format and Recipients

You are invited to submit a proposal to provide a professional boardroom software solution for the Society's Council meetings in accordance with the terms and conditions detailed in Section 4 of this Request for Proposal.

Please submit your proposal in PDF format to:

- Mr. Aaron Bailey, President of the Alma Mater Society of UBC Vancouver  
[president@ams.ubc.ca](mailto:president@ams.ubc.ca)

The deadline for submission proposals is 31 August 2015, 17:00 PDT. Proposals received after this deadline will not be considered.

## 7. Inquiries

### 7.1 Format and Recipients

Inquiries, interpretations, and questions regarding this Request for Proposal are to be directed to:

- Mr. Aaron Bailey, President of the Alma Mater Society of UBC Vancouver  
[president@ams.ubc.ca](mailto:president@ams.ubc.ca)

Do not contact other members of the AMS prior to the consideration of your bid.

## 8. Proposal Evaluation Process

Upon closing, the Executive Committee will review all proposals for completeness. Only completed proposals will be brought forward for further consideration. Eligible proposals will be evaluated based on the response guidelines and financing competitiveness.

It is critical that the consulting proposal clearly indicates the experience, knowledge, and overall awareness regarding the operating structures of board-governed Societies such as the AMS.

### 8.1 Review Schedule

The timeline for review of submitted proposals shall be as follows:

- Release of Request for Proposal: 20 August 2015
- Last day for written questions: 27 August 2015
- Proposal Deadline: 31 August 2015 17:00 PDT
- Tentative review and selection of consultant: 09 September 2015



## 9. Period of Agreement

The term of any contractual agreement will be one year from the date of award, with the possibility for extension of contract following negotiation.

## 10. Selection of Successful Provider

The Executive Committee will be responsible for handling the selection process. The Executive Committee reserves the right to reject any or all proposals and to accept the proposal deemed most favourable to the interests of the Alma Mater Society.

## 11. Contract Negotiation

The Executive Committee will negotiate a contractual agreement with the selected provider. If the Executive Committee is unable to negotiate an acceptable contractual agreement with the preferred provider, then the second preferred provider may be selected and a contractual agreement developed. The Executive Committee, at any time and without liability, may withdraw from negotiations with any potential consultant.

## 12. Terms and Conditions

The following terms and conditions apply to all proposers.

- 12.1. The AMS will not be responsible for any costs incurred by a provider in preparing and submitting proposals. The AMS accepts no liability of any kind to a consultant prior to the signing of a contract.
- 12.2. Submission of a proposal shall not obligate, nor shall it be construed as obligating the AMS to accept any such proposal or to proceed further with the project. The AMS, through the Executive Committee, may in their sole discretion, elect not to proceed with the project, and may elect not to accept any or all proposals for any reason.
- 12.3. At all times, the provider has the responsibility to notify the Executive Committee, in writing, of any ambiguity, divergence, error, omission, oversight or contradiction contained within the proposal as it is discovered.
- 12.4. Providers may amend or withdraw their proposals prior to the proposal deadline and time specified in Section 6 of this request for proposal, by way of e-mail to Mr. Aaron Bailey ([president@ams.ubc.ca](mailto:president@ams.ubc.ca)). After the closing date and time, proposals may not be withdrawn or amended.
- 12.5. Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the provider is requested to do so by the Executive Committee
- 12.6. The provider must identify any information in its proposal that it considers to be confidential or proprietary.



- 12.7. All proposals and accompanying documentation received under this competition will become property of the AMS and will not be returned.
- 12.8. The AMS, through the Executive Committee, has reserved the right to waive minor non-compliance by a provider with the requirements of this request for proposal. This will allow the Executive Committee to consider and possibly accept any proposal which is advantageous even though the proposal may be non-compliant in some minor respect.
- 12.9. The Executive Committee reserves the right to accept or reject, in whole or in part, any or all proposals.
- 12.10. The Executive Committee reserves the right to cancel and/or re-issue this request for proposal for any reason without penalty.
- 12.11. Prices quoted are to be held firm for a minimum of 15 days following the proposal deadline, and shall remain in effect through the duration of an agreement.
- 12.12. The provider's proposal shall form part of the contractual agreement by attachment and will be incorporated by reference. Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contractual agreement as direct provision thereof.
- 12.13. The successful provider agrees to obtain and maintain all professional certifications and licences necessary to lawfully provide the services required under this request for proposal.