



# 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).

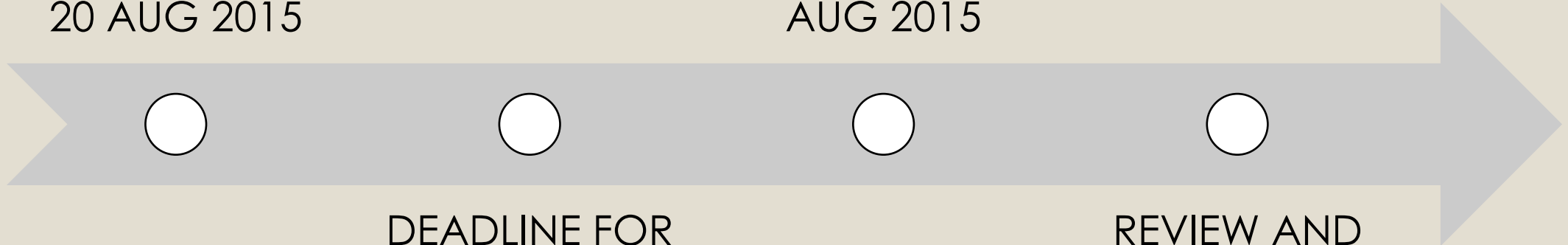
# TIMELINE

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 31<sup>ST</sup> 2:00 – 3:00 PM NEST RM 3511

☐ MONDAY AUGUST 10<sup>TH</sup> 11:00 AM – 12:00 PM NEST RM 3511





QUESTIONS?