

Questions Regarding the Meeting Management Software RFP:

1. How many users do you expect? If there are multiple user types then what are they?
There will be approximately 60-75 users who will be submitting, reviewing, approving and managing reports for Council, Commission and Board packets.
2. Is there a current technology you are using? Accela (Minute Traq)
3. Are there vendors you have considered, evaluated, or viewed? Yes
4. Can companies from outside the USA apply? If they meet the criteria.
5. Do we need to come to the site for meetings? In-person training is a plus but training can also occur via webinars.
6. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada).
I don't know your technology to answer that question.
7. Can we submit the proposals via email? Yes
8. In the Content of Proposal section I did not see a section for Cost. Is there a specific place in the response we should include the cost or should that be submitted separately? Yes, please submit a cost breakdown. You can attach it to the end of the proposal if that is best for you.
9. There are so many questions in the RFP that answering them alone would almost take 20 pages. I was wondering if the 20 page limit is to be viewed more of a guideline or if this is an absolute limit? It is best to stick to the guidelines, but we won't disqualify you for going over the 20 page limit.