

Questions Received for RFP 24-06 – City of Marquette responses in RED.

- 1) Please describe your current workflows. Are there certain departments that are sometimes involved in the process but not for every item. For example, Finance or legal?
 - a) Agenda items are routed first within the department where they originated, with staff drafting the items, which are routed to the department head for approval. Once approved by a department head, each item is routed through the Attorney's Office, the Finance Department and the Manager's Office and must be approved by each prior to being added to the agenda.

- 2) Do all meeting bodies have the same/similar process for approving items, cover letter fields, agenda templates?
 - a) At present, we only run the City Commission (regular meetings, special meetings and work sessions) through the approval tracking/agenda-building process.
 - b) Planning Commission agendas are created externally and are then added into our current NovusAgenda system as a single PDF.
 - c) Minutes are created in NovusAgenda for the City Commission (regular meetings, special meetings and work sessions). Minutes for all other boards and committees are created externally and are then added into our current NovusAgenda system as a single PDF.

- 3) Will there be any boards that only publish agendas and may not have workflows similar to the City Commission?
 - a) We currently only use the existing platform to publish native-born agendas for the City Commission (regular meetings, special meetings and work sessions), while also using it to host PDFs of Planning Commission agendas that are uploaded to the platform after creation. It's conceivable that we would want to build agendas from the ground up for a handful of our boards in the future, though likely not most of them.

- 4) Please clarify what is meant by "reduction capability".
 - a) This is meant to indicate an ability to reduce the size of a digital file. Often, after finalizing an agenda, the document is downloaded as a PDF and can be so large that it is difficult to share via standard email platforms. While cloud-based email and document-sharing systems have alleviated much of this issue, it wouldn't hurt to have the option to generate a more conservatively sized PDF.

- 5) Clarification on the types of notes requested to be printed on the agenda. Are these private notes meant only for the Mayor/Chair? Please also clarify the long-range notes.
 - a) I think the term "notes" gets overused here. Taking the references one-by-one:
 - i) Does the solution allow notes to be added to each agenda item?
 - (1) These notes would be at the level of administrative approval and review. More specifically, maybe it could read: (a) While reviewing an item or attachments thereto, does a staff reviewer have the ability to include comments to the agenda item or the attachments? These comments would be internal-only and used to assist in the agenda-drafting process. (b) At the point at which an item is approved or denied by a staff reviewer, does the individual have the ability to attach comments to the approval/denial? These would also be internal-only comments and would serve to justify an item denial, or used to point out broad points of interest with an item.
 - ii) Does the solution have an option to allow notes to be printed on the agenda for each agenda item?

- (1) This is referring to the ability to add notations or subheads to top-level agenda items appearing on the agenda cover. For instance, some items need a Roll Call vote, and a note indicating such on the cover is helpful. Additionally, certain actions, such as entering closed session, require a specific justification under state law, and that notation is also helpful.
- iii) Does the solution allow long-range notes to be added to an agenda item and be displayed on the long-range draft agenda?
 - (1) This is not currently a function that the City utilizes, but it would allow for staff to include references to other, often previous, items. For instance, this may be references to prior items that discussed the same topic or utilized the same type of process.
- 6) Clarify tags. Does this mean fields?
 - a) I believe this term, as used, would have the same definition as “fields”. Essentially, when an agenda is being constructed, the individual items should exist largely independent of the date, time, location, and type of meeting. Once an item is created, it should be able to be re-assigned across all of the listed fields.
- 7) Clarify term "meeting values"
 - a) Again, I’m not sure “values” is the best term here. I believe the intention of these questions is to differentiate whether types of meetings can be assigned to a single board. By way of example, the City Commission has several regular meetings per year, but they may occasionally schedule work sessions and special meetings; these additional meeting types would also need to have agendas and minutes created by the system.
- 8) How many years of data need to be migrated to the new system? If possible, please provide an estimate on the amount, type, and/or depth of data to be migrated. (EX: 500GB of PDF files and 800GB of video with accompanying metadata)
 - a) The size of the data related to this migration is somewhat hard to quantify. If a migration into the workflow of the new system is possible, we would like to transition the City Commission agenda materials from at least the last 6 years. There have been roughly 250 meetings/agendas in that time, complete with attachments and related data. If a seamless native transition is not possible, we would want to, at a bare minimum, transfer over the PDF files of the agenda packets and minutes for those previous 6 years, populating past meetings dates into the system and associating the appropriate file with each. For the previous six years of meetings mentioned previously, these PDF files of agendas and minutes account for less than 3 gigabytes of data. Additionally, if possible, we would look to transition the PDF files of our various other boards and committees. Moving forward, we would also like the ability to create past meetings and associate PDFs with them, regardless. We have dozens of years of prior minutes and agendas that staff can enter into the system in due time.
- 9) Is the City willing to extend the implementation timeline from 15 weeks to 20 weeks?
 - a) We understand that an implementation timeline is difficult to pin down, and that it may need to be shifted. The City would be willing to discuss longer implementation timelines if needed.