



County of Will

Request for Qualifications Board Management System

Proposal #: 2013-55
Date Issued: Thursday September 5, 2013
Date Due: Friday, October 4, 2013 at
4PM

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Section 1. Request for Qualifications – Legal Notice

**County of Will
Request for Qualifications**

Board Management System

September 5, 2013

To increase efficiency, save money, and increase transparency, Will County is pursuing a Board Management System that will allow the digital distribution of packets, agendas, minutes, and other documents to the members of its Boards and Commissions, its citizens and other interested parties.

Qualified individuals/parties interested in providing such services should obtain the detailed Request for Qualifications package (of which this legal notice is a part). This package can be downloaded from the County's website at www.willcountyillinois.com or requested via email to rweiss@willcountyillinois.com or obtained in hard copy format at the Will County Office Building, 302 N. Chicago Street in Joliet Illinois, between the hours of 8:30 A.M. and 4 P.M., Monday through Friday. There is no charge for the RFQ package.

RFQ response statements should be addressed to:

Rita Weiss
Purchasing Director
Will County Office Building
302 N. Chicago Street
Joliet, IL 60432
Phone: (815) 740-4605
Fax: (815) 740-4604
Email: rweiss@willcountyillinois.com

The closing date and time for receipt of RFQ response statements is **October 4, 2013 at 4 P.M. prevailing time**, after which time, additional submittals will not be accepted.

Section 2. System Information

This system can be server based, web based or cloud based, but all costs must be accounted for in your proposal other than the cost of consumer devices.

Vendor proposals should include all hardware, software, services, training, monthly costs, set up costs, maintenance, etc. The system should be able to manage multiple County Boards and Commissions. The initial set up should be for the Will County Board and the Forest Preserve District of Will County (which are of identical membership, but represent dual functions of that membership) and the committees and functions of those offices.

Section 3. Desired Software Functions

- 1) **Workflow Management** – from initial creation of paperwork and requests through distribution of final materials.
- 2) **Document and Process Approval/Rejection** – permissioned approval and rejection of items in workflow
- 3) **Email Notifications** – email notices to appropriate and involved officials and staff during each stage of the workflow.
- 4) **Audit Trail** – Tracking and display of the important moments in each document's process and alteration.
- 5) **Document Generation** – Should have:
 - a. pre-defined templates (preferably in MS Word or compatible)
 - b. agenda management
 - c. categorization tools
 - d. handle attachments
 - e. fully searchable documents (all parties)
 - f. fully searchable database (all parties)
- 6) **Permissioned Document Editing**
- 7) **Ability to Distribute Confidential Items**
- 8) **Distribute Documents in MS Word or PDF Formats**
- 9) **Multiple Version Generation**
- 10) **Automated Digital Distribution**

11) Vote Records

12) Device Neutral – The proposal should be device neutral and should be compatible with Microsoft, Apple, and Android platforms.

13) Generate and Manage Minutes

14) Ability to Create, Store and Move Personal Comments – Must be able to attach old comments to a newer version of the same document for individuals as well as mark up documents for group editing.

15) Consumer Device Neutral – End users should be able to subscribe to the service provided by the County using any reasonable device, including but not limited to Microsoft Windows based laptops, desktops and tablet devices and Apple OS based laptops, desktops and tablet devices.

16) Consumer Cost – There shall be no cost assessed to citizens and other interested parties when viewing or downloading documents, data and information from the Board Management System. The County shall bear the full cost of the project and no direct expenses on the part of our citizens or other interested parties is permissible.

17) Training – Should be expansive, including training for support staff, management, and officials.

18) ADA Compliance – All documents must be available in an ADA compliant format and must be capable of generating documents in variable size fonts to assist the visually impaired.

19) Succession Plan – In the event you cease providing service to the County, regardless of reason, please provide a procedure for transmission of data that would exist on your system. Note that any contract between a selected vendor and the County must make it clear that the County is the sole owner of all data relating to the County placed into the system and the Forest Preserve District of Will County (“FPDWC”) is the sole owner of all data relating to the FPDWC placed into the system. The succession plan must also include clear statements that in the event the County and/or FPDWC were to leave the vendor’s system, all data which is owned by the County or FPDWC will be provided in a common digital format. This data would include all indices and reference information contained within the system.

Section 4. Other Considerations

The County will give favorable consideration to products or solutions that are expandable to allow management of board meetings (e.g., voting on portable devices by board members) and those that can allow management of digital video and audio and make that media searchable, if the County would choose to pursue either of those feature sets in the future.

Boards and Commissions (Bold are those intended for initial set up, others should be considered for future expansion)

- 1) **County Board**
- 2) **Forest Preserve District Board of Commissioners**
- 3) Emergency Telephone System Board (ETSB)
- 4) Workforce Investment Board of Will County (WIB)
- 5) Board of Health
- 6) Land Use and Development Committee

In addition, please provide a sample contract.

Section 5. References and Qualifications

Please provide the number of active users of your system, and include the names of all Illinois counties and Will County municipalities using your system, along with contact information from those governments as references.

Section 6. Pricing Model

Please provide information on your pricing model as it relates to Will County. Include any distinction between initial expense and ongoing expenses. The pricing model shall remain in effect throughout the duration of the contact.

Section 7. Review Process

- 1) The submitted responses will be reviewed for their completeness and compliance with Will County purchasing procedures by the Purchasing Department.
- 2) A Selection Committee, made up primarily of County Board/Forest Preserve Commissioners and their staff, will review the surviving proposals for compliance with their needs and based on their first review two or three vendors will be asked to provide demonstrations of their software.
- 3) Those vendors asked to make demonstrations will then be reviewed after the demonstrations by the Selection Committee using the following criteria:
 - a. Services provided
 - b. Quality of services provided
 - c. Ease of use of the services provided
 - d. Total cost of ownership
 - e. Other criteria as the Selection Committee sees fit
- 4) The Selection Committee will negotiate terms for goods and services and make a final presentation to the County Board for approval.

Section 8. Additional Terms and Conditions.

1. Signature on Proposals

The signature on proposal documents shall be that of an authorized representative of vendor. An officer or agent who is empowered to bind the vendor in a contract shall sign the proposal and any clarifications thereto.

Each vendor, by making this statement of qualifications, represents that it has read and understands the documents. Any proposal not containing said signed documents shall be non-conforming and shall be rejected.

2. Tax Exemptions

Will County is exempt from federal, state and municipal taxes.

3. Compliance with Applicable Law

In all aspects of its performance relating to this RFQ and any subsequent contract, vendor shall comply with all applicable federal, state and local laws.

4. Rejection of RFQ's

The vendor acknowledges the right of Will County to reject any or all proposals, to waive any non-material informality or irregularity in any proposal received, and to accept the statement of qualifications deemed most favorable to Will County after all have been examined and evaluated. In addition, the vendor recognizes the right of Will County to reject a proposal if the statement of qualifications is in any way incomplete or irregular.

5. Freedom of Information Act

Any and all submissions shall become the property of Will County and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act ("FOIA") (5 ILCS 140/1, *et. seq.*) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information redacted. This copy must advise of the general nature of the material redacted and shall retain as much of the proposal as possible. In the event Will County receives a request for a document submitted, it shall provide notice to contractor as soon as practicable. Vendor shall be responsible for any costs, including reasonable attorneys' fees, or damages associated with defending vendor's request for exempt treatment. Furthermore, vendor warrants that Will County's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by Will County all related records maintained by, provided to, or required to be provided to Will County during the contract duration are subject to FOIA. In the event Will County receives a request for a document relating to vendor, its provision of services, or the arranging for the provision of services, Will County shall provide notice to vendor as soon as practicable and, within the period available under FOIA, vendor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, vendor shall be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, vendor warrants that Will County's responses to requests for a document relating to vendor, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom Will County has contracted to perform a governmental function on behalf of the county and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of Will County for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by Will County, or any of its officers, agents, employees or officials, the contractor shall provide the county at no cost and within the time frames of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by Will County, vendor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, vendor will be responsible for any costs or damages associated with defending the request for exempt treatment.

6. Awarding of Proposal

The vendor acknowledges the right of Will County to reject any proposals not in compliance with the RFQ and the right to reject all proposals and the right to waive any non-material informalities or irregularities for any proposal received and to accept the most responsible, responsive proposal after all proposals have been examined and evaluated.

The proposal is expected to be awarded at the November 21, 2013 meeting of the Will County Board.

Section 9. Submittal Instructions

The RFQ response is required to be submitted in a standard 8-1/2" x 11" format for ease of review and reproduction.

One (1) original and twelve (12) complete copies of the RFQ response statement, each including a cover letter, must be submitted in a sealed package to:

Rita Weiss
Purchasing Director
Will County Office Building
302 N. Chicago Street
Joliet, IL 60432
Phone: (815) 740-4605
Fax: (815) 740-4604
Email: rweiss@willcountyillinois.com

Each package will be clearly marked on the outside of the envelope:

“Board Management Software RFQ Response”
Attention: Rita Weiss, Purchasing Director, Will County Executive Office

This RFQ response package will be time stamped on or before October 4, 2013 on or before 4P.M. Any RFQ response statement received after this date and time will be refused.

Any questions or clarification on any part of this RFQ are required to be submitted in writing to rweiss@willcountyillinois.com at least 7 days prior to the above due date and time.