ROCK COUNTY, WISCONSIN
  FINANCE DIRECTOR

PURCHASING DIVISION

PROPOSAL SUMMARY FORM

PROPOSAL NUMBER   2020-31
PROPOSAL NAME   AGENDA & MINUTES MANAGEMENT SOFTWARE
PROPOSAL DUE DATE AUGUST 11, 2020 – 12:00 NOON
DEPARTMENT   ADMINISTRATION / INFORMATION TECHNOLOGY

	GRANICUS DENVER CO	CIVICPLUS MANHATTAN KS	PROVOX SYSTEMS MCKINNEY TX	PRIMEGOV SCOTTSDALE AZ
RATER 1	98	94	88	76
RATER 2	92	93	89	83
RATER 3	90	68	100	74
RATER 4	70	65	65	55
RATER 5	80	60	68	62
RATER 6	45	45	45	44
RATER 7	69	64	53	43
RATER 8	74	67	59	61
RATER 9	80	85	69	69
RATER 10	75	90	70	50
RATER 11	84	80	64	60
TOTAL SCORE	**857**	**811**	**770**	**677**

Proposals were evaluated based on the following criteria:

- ➢ VENDOR PROFILE - MAXIMUM 5 POINTS
  - Company Information
  - Client List
  - References
- ➢ FUNCTIONALITY MATRIX - MAXIMUM 60 POINTS
  - Agenda Preparation Features
  - Agenda Creation/Document Routing Features
  - Meeting Minutes & Activity Tracking Features
  - Video, Web, Mobile Components

- ➢ PRICING - MAXIMUM 35 POINTS
  - Software License Costs
  - Training Costs
  - Configuration & Implementation
  - Total Initial Project Costs
  - Yearly Maintenance/Subscription Costs

The top three ranked firms were asked to provide demonstrations. Twelve staff attended the demonstrations for the Agenda Management software and three IT staff attended the demonstrations for the Website Management Software. The ranking after the demonstrations is as follows:

	GRANICUS DENVER CO	CIVICPLUS MANHATTAN KS	PROVOX SYSTEMS MCKINNEY TX		GRANICUS DENVER CO	CIVICPLUS MANHATTAN KS	PROVOX SYSTEMS MCKINNEY TX
FIRST CHOICE WEBSITE MANAGEMENT	2	1	0	FIRST CHOICE AGENDA MANAGEMENT	4	8	0
ONE TIME COSTS	$37,185	$77,894	No proposal	ONE TIME COSTS	$20,840	$12,748	$700[1]
YEAR 1 ANNUAL COST	$0	$15,845	No proposal	YEAR 1 ANNUAL COST	$34,872	$42,155	$21,360
ON-SITE TRAINING	$5,790	$7,200	No proposal	ON-SITE TRAINING	$13,400	$1,252	Included above
YEAR 2 ANNUAL COST	$5,600	$15,845	No proposal	YEAR 2 ANNUAL COST	$37,313	$42,155	$10,370
YEAR 3 ANNUAL COST	$5,880	$15,845	No proposal	YEAR 3 ANNUAL COST	$39,925	$44,263	$10,370
YEAR 4 ANNUAL COST	$6,174	$15,845	No proposal	YEAR 4 ANNUAL COST	Not provided	$46,476	$10,370
YEAR 5 ANNUAL COST	$6,482	$15,845	No proposal	YEAR 5 ANNUAL COST	Not provided	$48,800	$10,370

[1] Not included in additional $25/meeting fee to scan, convert, and upload all existing & historical meeting documents into the new system.

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Seventeen additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Procure the "govAccess" website hosting solution from Granicus and the "CivicClerk" Agenda Management solution from CivicPlus, with integration between the two solutions completed by both vendors and Rock-IT.

SIGNATURE   DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR   VOTE   DATE