

Town of Lauderdale-By-The-Sea



REQUEST FOR PROPSAL RFP No. 12-05-01 For

WEB CASTING AND AGENDA MANAGEMENT SERVICES

RFP OPENING: May 17, 2012, 2PM
Town Hall
4501 Ocean Drive
Lauderdale-By-The-Sea, FL 33308

TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA
REQUEST FOR PROPOSALS - RFP No. 12-05-01

The Town of Lauderdale-By-The-Sea (FL) invites qualified firms to submit proposals for:

WEB CASTING AND AGENDA MANAGEMENT SERVICES

The Town intends to award a multi-year contract to a firm to provide the services described herein.

The Town's deadline to receive sealed proposals is **2:00 PM EST** on **May 17, 2012**, in Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308. Submittal of packages should be marked on the exterior "RFP No. 12-05-01".

The Town's contact information for this RFP is:

Town Clerk
4501 Ocean Drive
Lauderdale-By-The-Sea, FL 33308
Telephone: 954-640-4200
Fax: 954-640-4236
E-Mail: junew@lbts-fl.gov

RFP documents may be obtained on the Town's Web site: www.lbts-fl.gov. You may also obtain the documents by contacting the Town Clerk.

The Town reserves the right to waive any informalities or minor irregularities; reject any and all proposals which are incomplete, conditional, unclear, contain unsigned forms, or which contain terms not allowed for; accept or reject any proposal in whole or in part with or without cause; and accept the proposal which best serves the Town. All information required by this RFP must be supplied to constitute a valid proposal.

Table of Contents

Part I Statement of Work

- A General Information/Objective
- B Scope of Work
- C Insurance and Licenses

Part II General Information

- A Definitions
- B Invitation to Propose; Purpose
- C Contract Awards
- D Proposal Costs
- E Inquiries
- F Timetables
- G Delays
- H Proposal Submission
- I Public Records
- J Irregularities; Rejection of Proposals
- K Oral Presentation
- L Insurance and Licenses
- M Proposal Format
- N Evaluation Method and Criteria
- O Submission of Proposal
- P Pre-proposal Meeting
- Q Representations and Warranties

Exhibits

- | | |
|------------|--------------------------|
| RFP Form A | Qualifications Statement |
| RFP Form B | Reference Form |
| RFP Form C | Price Proposal Form |
| RFP Form D | Proposer's Certification |

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

RFP No. _____

Project: _____

PART I - STATEMENT OF WORK

A. OBJECTIVE

The Town of Lauderdale-By-The-Sea is seeking proposals for web casting and agenda management services.

B. SCOPE OF WORK

The Town seeks proposals from qualified firms to continue to provide user-friendly and cost-effective services for web casting and agenda management services. The Town's existing contract with Granicus, Inc., for such services are set to expire in July 2012.

This Request for Proposal (RFP) solicitation is competitive and designed to enable the Town Commission to select the best offer from the firm best suited to provide the services we are seeking for web casting and agenda management services. Selection will be made by the Commission after review of a Town staff recommendation. The Town reserves the right to reject any or all proposals not deemed acceptable or not provided with sufficient detail or not in accord with this solicitation. Selection will be primarily based on the qualifications of the firm to perform the services requested, the firm's experience, cost and the projected quality of the services outlined.

Firms are instructed to submit eight (8) duplicates and one (1) original proposal in a sealed opaque envelope package, reflecting the firm's name, return address, RFP No., identification of the project and date of bid opening on the sealed envelope, prior to 2PM on May 17,2012 to the Town Clerk, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308. Instead of eight hard copies, eight discs or flash drives that contain the proposal in either **WORD or PDF** formats will be accepted. The proposals will be publicly opened and announced aloud shortly thereafter.

This RFP and all proposals submitted are subject to all applicable federal and state regulations, the Town Charter, Code and regulations, including without limitation, Section 2-25 of the Town Code and the Town Purchasing Manual.

ANTICIPATED SERVICES AND ROLE OF FIRM

Lauderdale-By-The-Sea RFP No. 12-05-01

WEB CASTING AND AGENDA MANAGEMENT SERVICES

The firm should possess considerable experience in web casting and agenda management services. Some anticipated responsibilities (subject to negotiation) include the following:

- 1 Data and video storage for all past and future Town meetings, including the Town Commission, Planning & Zoning, Board of Adjustment, Charter Review Board, Candidate Forums, Town Hurricane Seminars and any other meetings the Town deems important to the community. The Town began web casting services in December 2007.
- 2 Unlimited viewers and distribution.
- 3 Backup of all data and meetings from December 2007 forward.
- 4 Intuitive web-casting management system available via any standard web browser and all necessary encoding hardware (maintained by the firm selected).
- 5 The capability to support on-demand streaming to popular mobile devices, such as iPhone, iPad, Blackberry and Android.
- 6 Encode video in all of the following file formats: Windows Media Format, H.264, MP4, and MP3 audio.
- 7 Live rewind/fast forward and the ability to clip segments of the video to download, embed or publish to alternate Web sites, such as YouTube.
- 8 Support multiple bit rate streaming and high definition streaming players.
- 9 Video player that supports standard resolution and widescreen resolution videos.
- 10 Ability to create CD or DVD formatted copies of archived content within the application.
- 11 Ability to share on social media Web sites.
- 12 User-friendly ability to index Web casts live during meetings with agenda items.
- 13 Allow users to link and display agendas.
- 14 Key word search function with archived video.
- 15 Web page design services to create a view page and video player page that match the Town of Lauderdale-By-The-Sea's soon-to-be redesigned Web site.
- 16 Hosted and supported by fully redundant data centers.
- 17 Documented and supported Application Programmatic Interface that allows for integration with other agency software, systems and Web sites.

Lauderdale-By-The-Sea RFP No. 12-05-01

WEB CASTING AND AGENDA MANAGEMENT SERVICES

- 18 Security managed by a designated system administrator without need for additional programming or customization.
- 19 Ability to secure any live or archived webcast either by IP address range or by username and password authentication.
- 20 Real-time technical and customer care support, including remote access and remote support of all equipment including the media vault and encoder. Prefer 24-Hour hotline.
- 21 A designated account manager who serves as the primary account contact responsible for regular support.
- 22 Online knowledge portal for user support.
- 23 Complete deployment and configuration services for all hardware and software.

The successful vendor ("Contractor") will also agree to the following:

- That all data, records and information which the Contractor, its agents and employees create, and which are incorporated into the Contractor's proposal, will become and remain at all times the exclusive property of Lauderdale-By-The-Sea;
- That all such data, records and information constitutes at all times proprietary information of Lauderdale-By-The-Sea;
- That Contractor will not disclose, provide, or make available any of such proprietary information in any form to any person or entity;
- That it will not use any names or addresses contained in such data, records and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data;
- That it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data;
- That it will take all reasonable steps and the same protective precautions to protect Lauderdale-By-The-Sea proprietary information from disclosure to third parties as with the Contractor's own proprietary and confidential information; and that all data of the form that is generated as a result of this RFP is the property of Lauderdale-By-The-Sea.

The list above should not be considered inclusive.

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

C. INSURANCE AND LICENSES

RFP - GENERAL INFORMATION

PART II

A. DEFINITIONS

For the purposes of this Request for Proposals (RFP):

Proposer shall mean the contractor, consultant, respondent, organization, firm, or other person submitting a response to this RFP.

Town shall mean the Town of Lauderdale-By-The-Sea, Town Commission or Town Manager, as applicable, and any officials, employees, agents and elected officials.

Contact information for the purpose of this RFP shall means:

Town Clerk
4501 Ocean Drive
Lauderdale-By-The-Sea, FL 33308
Telephone:954-640-4200.
Fax: 954-640-4236
E-mail: junew@lbts-fl.gov

B. INVITATION TO PROPOSE; PURPOSE

The Town solicits proposals from responsible firms to perform work for or provide goods and/or services to the Town as specifically described in Part II hereof.

C. CONTRACT AWARDS

The Town Commission anticipates entering into a contract with the Proposer who submits the proposal judged by the Town to be most advantageous to the Town. The Town anticipates awarding one contract, but reserves the right to award more than one contract if in its best interest. If the Town accepts a Proposal, the Town will provide a written notice of the award.

The Proposer understands that neither this RFP nor the notice of award constitutes an agreement or a contract with the Proposer. A contract or agreement is not binding until a written contract or agreement has been approved as to form by the Town Attorney and has been executed by both the Town (with Commission approval, if applicable) and the

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

successful Proposer.

D. PROPOSAL COSTS

The Town shall not be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

E. INQUIRIES

The Town will not respond to oral inquiries. Proposers may send by mail, electronic mail or fax written inquiries for interpretation of this RFP to the attention of the City Clerk. Please mark the correspondence "RFP No. 12-05-01 - QUESTION"

The Town will respond to written inquiries received at least 7 working days prior to the date scheduled for receiving the proposals. The Town will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the Town will email, mail or fax written addenda to any potential Proposer who has provided their contact information to the Clerk. Although the Town will make an attempt to notify each prospective Proposer of the addendum, it is the sole responsibility of a Proposer to remain informed as to any changes to the RFP.

F. TIMETABLES

The Proposer shall adhere to the schedule set forth in Part II concerning this RFP.

G. DELAYS

The Town may postpone scheduled due dates in its sole discretion. The Town will attempt to notify all registered Proposers of all changes in scheduled due dates by written addenda.

H. PROPOSAL SUBMISSION

Individuals or firms are instructed to submit eight (8) duplicates and one (1) original sealed proposal, reflecting the firm or individual's name, return address, RFP No., identification of the project and date of bid opening on the sealed envelope, prior to 2:00 PM on May 17, 2012, to the office of the Town Clerk, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308. **Instead of eight copies, a word document or PDF could also be submitted on a disc or flash drive.** The proposals will be publicly opened and announced aloud shortly thereafter.

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

To: Town of Lauderdale-By-The-Sea

RFP No. 12-05-01 for Project: **WEB CASTING AND AGENDA MANAGEMENT SERVICES**

Submitted by:
Address: _____.

Proposals shall be submitted in person or by mail. E-mail submittals are not accepted.

**THE TOWN MUST RECEIVE ALL PROPOSALS
ON OR BEFORE 2:00 PM ON MAY 17, 2012.**

Late submittals, additions, or changes will not be accepted or returned to the bidder unopened.

Due to the irregularity of mail service, the Town cautions Proposers to assure actual delivery of proposals to the Town prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling the Office of the Town Clerk before proposal opening time. Proposers may withdraw their proposals by notifying the Town in writing at any time prior to the opening. Proposals, once opened, become property of the Town and will not be returned.

I. PUBLIC RECORDS

Proposals are public documents and subject to public disclosure in accordance with Chapter 119, Florida Statutes (the Public Records Law). Certain exemptions to the Public Records Law are statutorily provided for and it is the Proposer's responsibility to become familiar with these concepts. Proposer agrees to defend, indemnify, and hold harmless the Town and the Town's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the Town's treatment of records as public records.

J. IRREGULARITIES; REJECTION OF PROPOSALS

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive or irregular. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions.

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

K. ORAL PRESENTATION

At its discretion, the Town may require any Proposer to make an oral presentation of the proposal.

L. INSURANCE AND LICENSES

The successful Proposer shall maintain in full force and effect throughout the contract: (a) insurance coverage reflecting the minimum amounts and conditions required by the Town, and (b) any required licenses.

M. PROPOSAL FORMAT

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified herein.

Unless otherwise specified, Proposers must use the proposal forms provided by the Town herein. These forms may be duplicated, but failure to use the forms may cause the proposal to be rejected. Any erasures or corrections on the form must be made in ink and initialed by Proposer in ink. All information submitted by the Proposer shall be printed, typewritten or competed in ink. Proposals shall be signed in ink. When an RFP requires multiple copies they may be included in a single envelope or package properly sealed and identified.

All proposals must be submitted as specified in this RFP. Any attachments shall be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals lacking this reference may be considered to have no reference material included in the additional documents.

Proposers shall prepare their proposals using the following format:

1. Letter of Transmittal

This letter will summarize in a brief and concise manner, the Proposer's understanding of the scope of work and make a positive commitment to provide its services on behalf of the Town. The letter must name all of the persons authorized to make representations for or on behalf of the Proposer, and must include their titles, addresses, and telephone numbers. An official authorized to negotiate and execute a contract on behalf of the Proposer must sign the letter of transmittal.

Lauderdale-By-The-Sea RFP No. 12-05-01

WEB CASTING AND AGENDA MANAGEMENT SERVICES

2. Title Page

The title page shall show the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the subject: "RFP No. 12-05-01 Project: **WEB CASTING AND AGENDA MANAGEMENT SERVICES**

3. Table of Contents

Include a clear identification of the material by section and by page number.

4. Organization Profile and Qualifications

This section of the proposal must describe the Proposer, including the size, range of activities, and experience providing similar services.

Each Proposer must include:

- Documentation indicating that it is a licensed Firm, authorized to do business in the State of Florida and, if a corporation, is incorporated under the laws of one of the States of the United States.
- The name and current license number of the Firm who will be assigned to this project. If more than one Firm will be assigned, indicate which individual will be responsible for supervising the project, including the percentage of time each primary individual is expected to contribute to this project.
- Resumes and professional qualifications of all primary individuals and identify the person(s) who will be the Town's primary contact and provide the person(s)' background, training, experience, qualifications and authority.
- A completed RFP Form A, Qualifications Statement, (Exhibit A to this document.)
- A completed RFP Form B, Reference Form (Exhibit B to this document.)

5. Experience

The Proposer must describe its expertise in and experience with web casting and agenda management. The vendor shall have at least five years of successful experience working with local governments. Describe previous experience relating to the Scope of Work requested in this RFP. Has the firm worked for other governmental entities, particularly municipalities? If so, please describe the work performed and include contact information for references, the time the firm was engaged and a list of accomplishment for each.

6. Approach to Providing Services

This section of the proposal should explain and detail the approach, activities and work products to be provided to accomplish the Scope of Work.

Lauderdale-By-The-Sea RFP No. 12-05-01

WEB CASTING AND AGENDA MANAGEMENT SERVICES

7. Compensation
The proposal shall document the fee proposal for the goods and/or services on RFP Form C. Compensation shall be inclusive of all license and maintenance fees, costs to train Town personnel in use of the system, and equipment necessary to provide the services. See Page 15 for further requirements of the compensation proposal.
8. Additional Information
Any additional information which the Proposer considers pertinent for consideration should be included in a separate section of the proposal.

N. EVALUATION METHOD AND CRITERIA

1. General
The Town shall be the sole judge of its own best interests, the proposals, and the resulting negotiated contract or agreement, if any. The Town reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Proposer, including shareholders, principals and senior management before making an award. Awards, if any, will be based on both an objective and subjective comparison of proposals and Proposers. The Town's decisions will be final. The Town's evaluation criteria may include, but shall not be limited to, consideration of the following:
 - Past performance on similar projects
 - Expertise of Firm(s) assigned
 - Past contracts with other governmental jurisdictions
 - Related experience in Florida
 - Reference checks
 - Compensation
2. Selection
The Town Manager may conduct the selection process, or at the option of the Town Manager, it may be referred to a selection committee (the "Committee"). Either the Town Manager or the Committee will review all proposals received and establish a list of selected Proposers deemed to be the most qualified to provide the service requested based in part on the criteria set forth above. The Town Manager may submit a recommended firm or a "short list" or a combination of a recommended firm and the "short list" to the Town Commission and the Town Commission shall make a final award. The Town Manager may request oral presentation from the Proposers. Proposers are advised that the Town reserves

Lauderdale-By-The-Sea RFP No. 12-05-01

WEB CASTING AND AGENDA MANAGEMENT SERVICES

the right to conduct negotiations with the most qualified Proposer, but may not do so. Therefore, each Proposer should endeavor to submit its best proposal initially.

O. SUBMISSION OF PROPOSAL

1. **Interviews:**

The Town reserves the right to conduct personal interviews or require presentations prior to selection. The Town is not responsible for any expenses which Proposers may incur in connection with a presentation to the Town or related in any way to this RFP.

2. **Request for Additional Information:**

The Proposer shall furnish such additional information as the Town may reasonably require. This includes information, which indicates financial resources as well as ability to provide the services. The Town reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate, including but not limited to, a background investigation. Failure to provide additional information requested may result in disqualification of the proposal.

3. **Proposals Binding:**

All proposals submitted shall be binding for at least one hundred twenty (120) calendar days following opening. Town may desire to accept a proposal after this time. In such case, Proposer may choose whether or not to continue to honor the proposal terms.

4. **Alternate Proposals:**

An alternate proposal is viewed by the Town as a proposal describing an approach to accomplishing the requirements of this RFP which differs from the approach set forth in the solicitation. An alternate proposal may be a second proposal submitted by the same Proposer, which differs in some degree from the prior proposal or from this RFP. Alternate proposals may be in the area of technical approach, or other provisions or requirements of this RFP. The Town will, during the initial evaluation process, consider all alternate proposals submitted and reserves the right to award a contract based on an alternative proposal if the same is deemed to be in the Town's best interest.

5. **Proposer's Certification Form:**

Each proposer shall complete the "Proposer's Certification" form included as RFP Form D and submit the form with the proposal. This form must be acknowledged before a notary public with notary seal affixed on the document.

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

P. PRE-PROPOSAL MEETING

None Required for this RFP.

Q. REPRESENTATIONS AND WARRANTIES

In submitting a proposal, Proposer warrants and represents that:

1. Proposer has examined and carefully studied all data provided, and any applicable Addenda; receipt of which is hereby acknowledged.
2. Proposer has visited the relevant site, if any, and is familiar with and satisfied as to the general, local and "site" conditions that may affect cost, progress, and performance of goods and/or services in their proposal.
3. Proposer is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and performance of the goods and/or services in their proposal.
4. Proposer has obtained and carefully studied (or assumes responsibility for having done so) all documents available related to the relevant site and performed any examinations, investigations, explorations, tests, studies and data concerning conditions (including surface, subsurface and underground, as applicable) which may affect cost, progress, or performance of the goods and/or services which relate to any aspect of the means, methods, techniques, sequences, and procedures to be employed by Proposer, including safety precautions and programs incident thereto.
5. Proposer has given Town written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in this RFP and any addenda thereto, and the written resolution thereof by the Town is acceptable to Proposer.
6. The RFP is generally sufficient in detail and clarity to indicate and convey understanding of all terms and conditions for the performance of the proposal which is submitted.
7. No person has been employed or retained to solicit or secure award of the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and no employee or officer of the Town has any interest, financially or otherwise, in the RFP or contract.

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

RFP FORM A

RFP No. _____ Project No. _____

Proposer: _____

QUALIFICATIONS STATEMENT

THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.
The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

1. State the full and correct name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)
 - 1.1. The correct and full legal name of the Proposer is:
 - 1.2. The business is a (Sole Proprietorship) (Partnership) (Corporation).
 - 1.3. The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:
2. Please describe your company in detail.
3. The address of the principal place of business is:
4. Company telephone number, fax number and e-mail addresses:
5. Number of Firms employed:
6. Name of Firm(s) to be assigned to this Project:
7. Company Identification numbers for the Internal Revenue Service:
8. Provide Broward County Occupational License Number, if applicable, and expiration date:
9. How many years has your organization been in business? Does your organization specialize in a certain type of web casting and agenda management service?
10. In the past three years, have you ever failed to complete any web casting and agenda management work awarded to you? If so, where and why?

Lauderdale-By-The-Sea RFP No. 12-05-01

WEB CASTING AND AGENDA MANAGEMENT SERVICES

11. Provide the following information concerning all contracts **in progress** as of the date of submission of this Proposal for your company, division or unit as appropriate.

Name of Project	Contract with:	Contract Amount	Estimated Completion Date	% of Completion to Date

(Continue list as necessary)

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

RFP Form B

RFP No. _____ Project No. _____

Proposer: _____

REFERENCE FORM

THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE. The Proposer guarantees the truth and accuracy of all statements and the answers contained herein.

Give names, addresses and telephone numbers of four individuals, corporations, agencies, or institutions for which you have performed work similar to what is proposed in this RFP:

1. Name of Contact _____

Title of Contact _____

Telephone Number: _____ Fax Number _____

E-Mail Address _____

2. Name of Contact _____

Title of Contact _____

Telephone Number: _____ Fax Number _____

E-Mail Address _____

3. Name of Contact _____

Title of Contact _____

Telephone Number: _____ Fax Number _____

E-Mail Address _____

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

4. Name of Contact _____
Title of Contact _____
Telephone Number: _____ Fax Number _____
E-Mail Address _____

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

RFP Form C

RFP No. _____ Project No. _____

Proposer: _____

PRICE PROPOSAL FORM

THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.
The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

Name of Proposer: _____

Name of authorized representative of proposer: _____

Project Cost

Please ensure your DELIVERABLES include and all costs associated with this project.

Instructions: List and show the project cost for each deliverable your firm will provide per the requested scope of work. Include the monthly fees associated with each proposed deliverable. Please include all costs for all any new training, new equipment and your monthly service fees.

Fees should be detailed to the extent possible per deliverable, with estimated out-of-pocket expenses separate from the proposed fees for professional services.

The Total Project Cost SHALL include all fees and reimbursements for out of pocket costs. The Town will not reimburse for any costs not actually incurred and paid for by the Contractor and included in its proposal. Reasonable proof thereof will be required.

- 1 If the firm selected is new to the Town, please list any and all costs associated with providing new servers (media vaults and encoders) and any other needed equipment.
- 2 If the firm selected is new to the Town, detail any and all onsite or online training costs (regardless of format) for the Town Clerk's Office and Public Information Office.
- 3 If the firm selected is new to the Town, detail any and all costs associated with the transfer of video and other indexing data from Granicus to the new system.
- 4 Detail any associated costs with the following service options (if there are no additional costs, please, state so):

Lauderdale-By-The-Sea RFP No. 12-05-01

WEB CASTING AND AGENDA MANAGEMENT SERVICES

- Unlimited (in excess of the minimum three or four meetings/month) data storage.
- Ability to include meeting notes, meeting minutes creator, recommendations and presentation slides.
- An iPad and Android application to download and review the most recent agenda.
- Ability to subscribe to keyword notifications (RSS feeds).
- Cross-link agenda alongside streaming video with option to integrate minutes, staff reports and index points.
- Graphical reporting of live viewers including those viewing mobile web casts.
- Graphical reporting of archive viewership, most popular webcasts and viewership.
- Ability to choose different video player sizes, including wide aspect ratio video players.
- Proposed payment conditions and schedule.

By: _____
Name:

Title:

Lauderdale-By-The-Sea RFP No. 12-05-01
WEB CASTING AND AGENDA MANAGEMENT SERVICES

RFP FORM D

RFP No. _____ Project No. _____

Proposer: _____

PROPOSER'S CERTIFICATION

THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.
The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

I have carefully examined the Request for Proposal referenced above ("RFP") and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the RFP. I agree that my proposal will remain firm for a period of 120 days in order to allow the Town adequate time to evaluate the proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

The firm and/or Proposer hereby authorizes the Town of Lauderdale-by-the-Sea, its staff or consultants, to contact any of the references provided in the proposal and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this proposal.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Town or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

If this proposal is accepted, a contract will be executed as proposed, in a form approved by the Town Attorney.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted

Lauderdale-By-The-Sea RFP No. _____ for _____