**COUNTY OF DELAWARE**
**ADDENDUM # 1**
**PUBLIC MEETING AND BOARDS AND COMMISSION MANAGEMENT SOFTWARE REQUIREMENT (eITD-040125)**

The County of Delaware advertised on the County of Delaware's website/PennBid and in the Philadelphia Inquirer and Daily Times newspapers the Request for Proposal for: **PUBLIC MEETING AND BOARDS AND COMMISSION MANAGEMENT SOFTWARE REQUIREMENT (eITD-040125)** on February 11, 2025. Proposals are to be received via PennBid on Tuesday, April 1, 2025 @ 11:00 a.m.

**\*\*\*PROPOSAL QUESTIONS, CLARIFICATIONS AND ANSWERS\*\*\***

**Questions #1:** We have reviewed the Proposal Cost Entry Excel spreadsheet, and we will attach that form to the portal. Appendix H, 'Submission Format,' does not include a tab for cost, which we believe is a key component of the proposal, as the RFP (Page 10) outlines specific cost and Invoicing requirements. Can we include an additional "cost" tab in our proposal in addition to the main format outlined in Appendix H?

**Answer:** Per Appendix H, Tab 7 is for Completed Executed Forms & Attachments which includes Appendix B – 2 for inputting your fees. If you would like to include a breakdown of said costs, can be included in the same tab for the proposal.

**Questions #2:** How many boards do you want to maintain in the Board & Committee module?

**Answer:** As of now we have 48 Boards and Commissions that would need to be maintained in the program. A list of those boards can be found at the address, Boards, Commissions, & Appointments - Delaware County, Pennsylvania

We would need to track board seats, terms of each member, as well as applications and resumes for each board.

**Questions #3:** How many boards and committees do you want to use for agenda management?

**Answer:** Roughly 9 boards would need agenda management and meeting video support.

**Questions #4:** Can the County share some of the issues you're experiencing with the current meeting management/ Boards and Commissions / video streaming solution? Where is it falling short? What is your biggest complaint or source of dissatisfaction?

**Answer:** The current solution has a lot of weird bugs to deal with. The customer service isn't the greatest. The video livestream isn't in HD.

**Questions #5:** Are you in an Office 365 environment?

**Answer:** Yes.

**Questions #6:** The instructions in Appendix H of the RFP mention that the forms are part of the proposal format. However, the portal also includes a designated section for each form. Should the forms be included in both the proposal document and the portal or only in the portal?

**Answer:** The forms should be uploaded into both their designated section for each form and as part of the a complete proposal in "Supplementary Documents."

**Questions #7:** What are your main reasons for conducting a competitive procurement at this time?

**Answer:** The county would like to review and potentially re-bid all contracts over a certain value every 3-5 years.

**Questions #8:** Regarding the requirement for Boards & Commissions to "upload applications and resumes for their board to the website via the software" -- Is this a new requirement for the County?

**Answer:** No

**Questions #9:** Will the County seek to redact content (like contact information, address, etc.) from candidate applications / resumes before uploading to the website?

**Answer:** The personal info such as names and resume are not visible to the public. But candidates who are applying for those board seats can upload their resumes via the board website to be reviewed by members of Council as well as Senior staff.

**Questions #10:** Can you describe your current process for reviewing and approving agenda items?

**Answer:** After an item is submitted the approval workflow is as follows: Budget Director confirms funding source, Executive Director reviews and approves agenda item, the Solicitor's office approves the item, County Clerk does the final approval and posts the item on the agenda.

If an item on the agenda is a purchase then the purchasing director approves after the budget director but before the Executive director.

**Questions #11:** What does your current workflow process look like? Does it vary by agenda item type and/or meeting body?

**Answer:** After an item is submitted the approval workflow is as follows: Budget Director confirms funding source, Executive Director reviews and approves agenda item, the Solicitor's office approves the item, County Clerk does the final approval and posts the item on the agenda.

If an item on the agenda is a purchase, then the purchasing director approves after the budget director but before the Executive director.

**Questions #12:** Do you have specific requirements related to how you would like the solution to facilitate your elected officials (or their appointee) to vote on agenda items?

**Answer:** The elected official should have the ability to vote, yay, nay, or abstain.

**Questions #13:** If possible, please share the budget (or an approximate) allocated for this project.

**Answer:** N/A