



# **REQUEST FOR PROPOSAL**

**Agenda Management Software**

**The City of Lake Forest**

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**Issue Date:  
July 18, 2023**

**Bid Due Date:  
August 7, 2023**

**The City of Lake Forest  
220 E. Deerpath  
Lake Forest, Illinois 60045**

# THE CITY OF LAKE FOREST

## REQUEST FOR PROPOSAL

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Submittals due Friday, August 7, 2023, at 11:00am CST

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### I. INTRODUCTION

The City of Lake Forest (“City”) is soliciting proposals from qualified vendor based on the criteria/requirements outlined in this Request for Proposal (“RFP”). All proposals must be received by Margaret Boyer, City Clerk, by **11:00 A.M. CST on Monday, August 7, 2023.**

### II. OVERALL PROJECT OBJECTIVES

The City of Lake Forest is soliciting proposals from qualified vendors to assist in the development and administration of a comprehensive and continuous agenda management software system specifically designed to assist in agenda management.

The City currently develops this service in-house as a technical responsibility on a weekly, noting exceptions. The intent of this request for proposal (“RFP”) is to obtain the best qualified, responsible vendor to perform the scope of work being requested.

### III. DESCRIPTION OF THE RFP PROCESS

The RFP shall consist of a two (2) step process.

A. Step 1 – Submission of Proposal

The City will establish an internal RFP team to review and evaluate the written responses to the RFP in accordance with the evaluation criteria identified herein.

B. Step 2 – City Selection and Recommendation

The internal RFP team will review demos and submittals from vendors, leading to the selection of a qualified vendor to provide services to develop and administer agenda management services. City staff will then seek the approval of the recommended vendor from the internal team to the Lake Forest City Council.

#### **IV. BACKGROUND**

##### **Community Information Overview**

Lake Forest, Illinois is located 30 miles north of Chicago with an area of approximately 17 square miles, and is home to 19,375 people, according to the 2020 Census. The City of Lake Forest was incorporated as a city under a special charter granted by the Illinois State Legislature in 1861 that permits Lake Forest to be administered efficiently and economically with a minimum number of separate government bodies. The City Council is the legislative and policy-making body and includes the Mayor and two Aldermen from each of the City's four wards.

The City operates under the council-manager form of government with the day-to-day operations of the City in the hands of a full-time, professional City Manager who is appointed by the Mayor with the approval of the City Council. Additionally, the City relies on its extensive boards and commission, as residents consistently volunteer their time to assist in community business and development. With its natural beauty every season, Lake Forest is a remarkable community because of the individuals who call it home. Lake Forest is an exceptional place. Its special characteristics and generous and engaged residents create a wonderful environment in which to live. It is a city that values its rich heritage, offers high quality educational opportunities, and preserves its historic structures and natural open spaces.

The City's most recent Strategic Plan (2018-2022) focused on Fiscal Stewardship, Business and Economic Vitality, Environmental Sustainability, Recreation & Leisure, Multi-Modal Transportation and Infrastructure, Community Character, Health and Safety, and Housing Diversity and Residential Development.

#### **V. SCOPE OF WORK**

The final project scope, responsibilities, and tasks will be determined with the preferred vendor who is selected. The successful vendor will need to demonstrate the ability to perform and supply the following scope of services:

- Create and generate agendas and minutes for meetings, either through templates or normative tendencies, for applicable boards and commissions.
- Provide a centralized repository for managing and organizing meeting and agenda documents, including easy retrieval and search.
- Include a built-in streaming service to broadcast live meetings to the public, integrated with agenda system.
- Facilitation of collaboration among stakeholders allowing them to review and provide feedback on agenda items and associated documents.
- Support voting options and decision-making processes, including a record of voting results.
- Enable the publication of agendas and associated documents to the appropriate communication channels, including but not limited to, the City's website.
- Work collaboratively with The City of Lake Forest, composed of City Staff, to ensure smooth implementation.

There are approximately 20 boards and commissions, made up of over 150 residents, that operate within the City of Lake Forest. The agenda management system that is implemented will incorporate not only the City Council system, but these boards and commissions as well.

The project's goal is to select a recommended vendor by August 28, 2023, which is when the vendor will be notified. Final approval of the vendor and project commencement will come from City Council on September 5. We have targeted implementation administration for a crossover period with our current process on November 20, 2023, and would like full implementation to be established by December 18, 2023. Onsite or virtual meetings and regular communication with the City will be required throughout the project.

## **VI. OPTIONAL SERVICES**

The consultant vendor will strive to find reliable and valid modes for the management of documents and processes. The criteria for respondents will be additionally based on the extra add-ons within the software, including but not limited to;

- Multiple entity capabilities (Boards and Commissions)
- Full streaming services with high-quality audio and video (w/ cable capabilities)
- Public-facing elements (countdown from agenda, notifications, etc.)
- FOIA management and software
- Grant management/Coordination

## **VII. PROJECT SCHEDULE MILESTONES**

A timeline of the project milestones can be found below:

1. Consultant Notified as Selected RFP Vendor from City Council – August 28, 2023
2. Agreement Formulated and Setup Begins – September 22, 2023
3. Crossover Period Capability – November 20, 2023
4. City Staff Fully-Implement Agenda Management System – December 18, 2023

## **VIII. RFP SUBMISSION**

Certain requirements must be met to ensure that adequate information is being offered to The City of Lake Forest for consideration as outlined in the following paragraphs. Respondents to this RFP are encouraged to provide any additional information that they believe will enhance their submittal and help The City of Lake Forest evaluate their capability.

### **A. Cover Letter**

A cover letter expressing interest in providing the outlined services listed in the proposed scope of work. The letter should also summarize key points of the RFP stressing the professional approach to the project and how to the team's abilities and experiences fit the position and any unique qualities the vendor may have in preparing and implementing agenda management systems.

### **B. Staffing Plan**

Provide information about the professional team, including:

1. The qualifications for all professional staff members who will help to work fulfill the needs of the project.

2. A description of any special requirements or innovations needed or suggested for fulfillment of this project.
3. A description of which project of the work will be executed by subcontractors or subconsultants, and a list of those members that will be connected to the project.

C. Experience and Reference List

This section should provide a corporate resume or statement of qualifications with respect to recent relevant experiences on similar project, including:

1. Brief description of three similar local projects that have been completed within the past five years.
2. Provide a list of clients for whom similar types of work have been performed. The list should include the project name and description of the type of work it involved, the client name, address, phone number, and a contact name.

D. Project Schedule

Provide a detailed project schedule utilizing the above project schedule milestones as an outline.

E. Cost Proposal

Provide a detailed cost proposal for all services outlined in Section V “Scope of Work”. This detailed cost proposal should also clearly outline any subconsultant work.

**IX. RFP SUBMITTAL FORMAT**

The vendor shall submit their proposal via email to Margaret Boyer, City Clerk, at [boyerm@cityoflakeforest.com](mailto:boyerm@cityoflakeforest.com), no later than 11:00am on August 7, 2023. **The subject line of the email should state RFP Submittal – Agenda Management Software.** Each proposal shall contain all of the information required herein to be considered for award. Omission of required data may be cause for disqualification. Any other information thought to be relevant, but not applicable to the enumerated sections, should be provided as an appendix to the RFP submittal. **Individual vendors may only submit one proposal.**

**X. RFP SUBMITTAL REVIEW CRITERIA**

Qualified vendors interested in providing the services described herein are invited to submit an RFP submission. All respondents will be evaluated by members of City staff in accordance with the evaluation criteria specified below. The Committee’s selection of the qualified vendor will be subject to the approval of The City of Lake Forest City Council. Submittals will be evaluated on a total score basis, with a maximum of one hundred (100) points.

<i>EVALUATION CRITERIA</i>	<i>VALUE</i>
1. Vendor qualifications, background, and prior experience in implementing similar services.	25
2. Technical approach and understanding of the scope of the project.	20
3. Vendor ability to meet schedules, budgets, & results achieved with similar projects.	20
4. Incorporation of Optional Services.	15

5. Overall project design, methodology, and presentation.	10
6. Professional qualifications of key personnel, references.	10
<b>Total Points</b>	<b>100</b>

**XI. RFP PROCESS TIMELINE (TENTATIVE AND SUBJECT TO CHANGE)**

<i>DATE</i>	<i>ACTIVITY</i>
<b><u>July 18, 2023</u></b>	Request for Proposal Publicly Posted
<b><u>July 28, 2023</u></b>	Deadline for Questions from Respondents
<b><u>August 4, 2023</u></b>	Responses to questions will be issued to respondents
<b>11:00am – August 7, 2023</b>	<b><i>Deadline for RFP Submission</i></b>  <b>The vendor shall submit their proposal via email to Margaret Boyer, City Clerk, at <a href="mailto:boyerm@cityoflakeforest.com">boyerm@cityoflakeforest.com</a>, no later than <u>11:00am on August 7, 2023</u>. The subject line of the email should state <i>RFP Submittal – Agenda Management Software</i>.</b>
<b><u>The week of August 21, 2023</u></b>	Interview/demonstrations with vendor & selection of recommended vendor by RFP Committee. Selected respondent will be notified no later than <b>August 28, 2023</b> .
<b><u>September 5, 2023</u></b>	Seek City Council approval of recommended vendor at the City Council Meeting conducted on <b>September 5, 2023</b> at City Hall.

**XII. QUESTIONS**

Questions concerning the RFP and elements discussed herein may be directed to Margaret Boyer, City Clerk, at [boyerm@cityoflakeforest.com](mailto:boyerm@cityoflakeforest.com).

**XIII. Terms and Conditions**

This RFP is issued pursuant to applicable provisions of the City’s Purchasing Policies and Procedures. The City will not be liable in any way for costs incurred by respondents in replying to this RFP. The City of Lake Forest reserves the right to reject any and all proposals, to waive any informality, to request interviews of consultant(s) prior to award and to select and negotiate the contract services in the best interest of the City.