



Brazos River Authority

May 8, 2019

Addendum No. 1 BOARD MANAGEMENT SOFTWARE RFP No. 19-04-1112

It is the responsibility of the Respondent to assure and guarantee by acknowledging the receipt of this Addendum in the Proposal that the Respondent has received the Addendum in its entirety, and that the Respondent accepts all conditions contained herein.

Question 1:

(2. Scope of Services, pg.5)

2. Secure, hosted and accessible via an app from both iOS and Windows devices. - Android is not mentioned, is it required as well? Can you confirm you require native mobile apps for iOS and Windows Mobile OS.

Answer 1:

Android is not required. We require native iOS apps and Windows desktop applications that allow information to be accessible by both. If there is a Windows 10 app, we will require side loading or direct install capability.

Question 2:

(2. Scope of Services, pg. 5)

10. Ability to publish board books piecemeal or complete. - What format are the board books in? PDF? Word? Rich Text?

Answer 2:

We would prefer to be able to publish multiple formats within a board book. If there are limitations, a PDF and a PowerPoint would be satisfactory.

Question 3:

(2. Scope of Services, pg. 5)

12. Ability to create and read board books. - What format are the board books in? PDF? Word? Rich Text?

Answer 3:

We would prefer to be able to publish multiple formats within a board book. If there are limitations, a PDF and a PowerPoint would be satisfactory.

Question 4:

(2. Scope of Services, pg. 5)

14. Ability to update Word, Excel and Power Point documents within the system. - Is the Authority currently licensed for any file sharing platforms such as SharePoint or Google Drive?

Answer 4:

We currently are using SharePoint.

Question 5:

Whether companies from Outside USA can apply for this? Kindly confirm if this is an international bid or limited to USA registered companies only.

Answer 5:

The geographic location for submissions is not limited to the USA.

Question 6:

Whether we need to come over there for meetings?

Answer 6:

Meetings can be Skyped.

Question 7:

Can we perform the tasks (related to RFP) outside USA?

Answer 7:

Yes

Question 8:

Can we submit the proposals via email?

Answer 8:

Submittals must be received as described in the RFP, email submissions are not acceptable.

Question 9:

Do you plan on having the Board Management Software live on a specific domain or would this be a separate self-hosted solution?

Answer 9:

We do not have a preference. If you wish to host the software we would require offline options for reliable access to the data.

Question 10:

Is there a specific budget planned for this project?

Answer 10:

Information not available at this time.

Question 11:

Is there an estimated budget for the ongoing 4-5 years for maintenance? Hosting?

Answer 11:

Information not available at this time.

Question 12:

I am assuming the members are the only users that would have access to this site?

Answer 12:

Members will be the only ones with site access.

Question 13:

Do you have a version of this software already created and you're updating to new software or starting from scratch?

Answer 13:

We currently use Diligent Boardbooks software.

Question 14:

What is meant by "offline"?

Answer 14:

A local copy of board books stored on client machines that does not require an internet connection for access. For reliability in the event of loss of internet or other unforeseen difficulty during a board meeting.

Question 15:

Is this mobile update eg SMS?

Answer 15:

We would prefer to not need SMS for this application.

Question 16:

Provide an example of what is meant by CONTENT UPLOADED ACCESSIBLE offline vs online?

Answer 16:

A local copy of board books stored on client machines that does not require an internet connection for access. For reliability in the event of loss of internet or other unforeseen difficulty during a board meeting.

Question 17:

Do you plan to have these documents used as livefeeds editable or shown and updated during the actual board meetings using the system ? Or will these update to word, excel and PP docs be done 1) pre-meetings or done a post meeting documents.. eg creation of meeting minutes and action items. Or will those items be created in MS office and then uploaded to the environment.

Answer 17:

Documents will be prepared before, shown during, and possibly edited after the meeting.

Question 18:

Are some minor updates required in the system environments?

Answer 18:

All our current system environments are hosted by the service provider.

Question 19:

What user roles can be downloaded or uploaded eg by the board secretary or system admin only and who arbitrates version control over the doc if documents can be updated within the system.

Answer 19:

We would prefer that all users could download a copy for review so mobile users can determine when mobile data will be affected. If download permissions are limited, then board secretary is the only user requiring download; secretary and system admin would both arbitrate version control and uploads.

Question 20:

Will others be able to load or download or just the Board Secretary and a backup board admin?

Answer 20:

We would prefer that all users could download a copy for review so mobile users can determine when mobile data will be affected. If download permissions are limited, then board secretary is the only user requiring download; secretary and system admin would both arbitrate version control and uploads.

Question 21:

Is it up to the vendor to propose best value for 24/7 customer service?

Answer 21:

Yes.

Question 22:

Are you using any existing customer service now?

Answer 22:

Customer service is included in our current software and is required for user management.

Question 23:

Do you have a standard of service defined or expectations to an existing standard that we should bid in order to comply?

Answer 23:

Currently we have on demand access to our board books, which are stored and managed by Diligent. If you store the board data for us we would require on demand access.

Question 24:

Additionally please explain section 4 references to "Tab Format". Is this document 1) a composite Excel SS tab composited of 2, Tab A and Tab B on the same spreadsheet in a single document 2) separate sheets submitted in Excel Table as 2 separate files denoted as TAB A and TAB B or 3) is this just a simple compliance table in a table form inside the text document (not an embedded file or object file in Excel??

Answer 24:

The submission provided for in response to this solicitation shall have tab dividers for the information requested, marked Tab A and Tab B. The information shall not be submitted in electronic form.

Question 25:

Quick question regarding gathering references for the RFP - do you want their contact information in the RFP, or can we provide that to you outside of the RFP?

Answer 25: Please provide in the RFP submission.

Question 26:

at one point in your RFP, it is said that the RFP must be hand-signed. Is it okay if we sign the document digitally?

Answer 26:

Yes, digital signatures are acceptable, as noted on the Proposal Form. Signature may be digital, electronic or hand written.

Question 27:

Does the software need to be installed on-premise at BRA servers or does it need to be provided as a Software-as-a-Service and hosted at a cloud provider?

Answer 27:

We would prefer it as a Software-as-a-Service but are willing to host on-premise.

Question 28:

Is there any preference or requirements for a cloud provider, such as MS Azure or AWS?

Answer 28:

No preference.

Question 29:

Can the software be accessible through a web browser on a Window device, not as an application installed on the device?

Answer 29:

Yes with the option to download for offline access.

Question 30:

On built-in calendar tools: is it sufficient to provide integration with Microsoft Outlook and Google Calendar for sending invitations and receiving confirmation of attendance?

Answer 30:

Yes.

Question 31:

On content search feature: is the full-text search inside documents required, or can the search be limited to titles, headers, agenda items and descriptions?

Answer 31:

Full-text would be preferred however titles, headers, agenda items, and descriptions will suffice.

Question 32:

On ability to update Word, Excel and PowerPoint documents: is it sufficient to have the ability to download a document, make an update in Word, Excel or PowerPoint, and then upload and replace the original document?

Answer 32:

That would be sufficient.

Question 33:

On Resource Center: what content needs to be available in the Resource center?

Answer 33:

It would be ideal for us to be able to manage that content ourselves. We have industry and organization specific terminology as well as regulatory information which we maintain within the resource center. At the very least we would like to have information that would assist the end user in using the service.

Question 34:

On Hyperlinking feature: does the Hyperlink need to point to a separate document or a position in a document being viewed?

Answer 34:

Separate document.

Sincerely,

Clarissa Cabrera, CTPM, CTCM

Clarissa Cabrera, CTPM, CTCM
Purchasing Manager, Administrative Services