

PITTSYLVANIA COUNTY
VIRGINIA



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PITTSYLVANIA
COUNTY, VIRGINIA

Connie Gibson, Procurement
Manager

1 Center Street Virginia

Phone (434) 432-7744

Website:

www.pittsylvaniacountyva.gov

March 31, 2022

RE: RFP 20220322

The following shall serve as Addendum #1. Please acknowledge receipt of this addendum when submitting your proposal.

Dear Vendor:

1. Clarify the term E-publishing, is this related to the reflection of the data on the platform? Who should have access to it? **Administrator**
2. Could you explain who content reviewers are and their role/functions on the platform? What kind of data and tools should be available for them? **Staff. They should be able to edit and approve items.**
3. Could you please provide additional explanations on:
 - a. What is the essence and process of such applications by citizens? **Citizens will not be using**
 - b. How the citizens should register and authenticated in the system? Should it be a self service registration or by invitation only? **Citizens not using system**
 - c. What is the total number of applications and expected peak system load e.g. max number of applications per minute/day/month? **Not sure**
4. Describe the process and the equipment and software used for Public screen. **We use a laptop with an HDMI port.**
5. Considering that "all devices" is a too broad definition, we kindly ask you to confirm if the below compatibility would be sufficient to satisfy this requirement:

MacOS or Windows Computer with Apple Safari (version 13 or later), Google Chrome (version 73.x or later) or Microsoft Edge (version 79.x or later),
Mobile iOS device running the current or the previous officially released iOS version. **YES**
6. Considering that "unlimited" is a too broad requirement, we would highly appreciate sharing your expectations of the average and maximum number of users to be registered in the system and to access the system simultaneously, data volume. This data is important to prepare the most suitable and efficient proposal in terms of pricing, infrastructure and system performance. As you may understand 100 users and 100,000 users make a great difference in terms of the expected system load and would require different approaches. **Most Board and Commissions have 7 members, we have some with more and if you count the clerk and staff. I think no more than 20 logged in at one time is a good count.**
7. What devices do Board members use for viewing agendas?
-Currently they use iPads, but we would rather not be locked into any specific equipment that must be used.
8. What version of Microsoft Office does County standardize on? **Office 365**

9. Is the County open to self-paced online learning for training delivery?

-My opinion, if it is to be online, I think zoom/teams would be the best avenue for the initial introduction of the software due to Staff needing to be together and able to ask and bounce questions off of each other and the facilitator. Self-paced online learning would be great afterwards.

10. Does the County wish to have historical meeting artifacts made available for the public, via the chosen solution?

We have a document management system in place so I do not think we would need this software to provide access.

11. With regards to the language in final paragraph before the signature block on page 3 of the solicitation document, will the vendor that the County awards the contract to, have an opportunity to negotiate terms, or be able to take exception to conflicting terms (should they arise)? **That is correct.**

12. For Agendas and Meetings:

Number of Council meetings (regular and special) per month?

Normally two (2), but it can vary

Number of Committee meetings per month?

Normally two (2), but it can vary

Number of any other Meetings (Departmental/Community Boards etc) per month?

Four – five

Average number of packages/meeting that are printed on paper?

Two (2)

Average agenda size (pages)?

Two-hundred (200)

Number of staff (Clerks Department/Admins) involved in meeting agenda preparations?

Approximately ten (10)

13. For Agenda Items:

Number of staff that regularly compose agenda items? **Approximately seven (7)**

Number of managers designated as approvers of agenda items? **Four – five**

Number of administrative staff that support the agenda item creation process? **Approximately seven (7)**

Average number of agenda items created and approved across the organization per month? **Fifty-three (53)**

Sincerely,

Connie Gibson
Purchasing Manager