

State of Alabama     )  
County of Baldwin    )

**MASTER AGREEMENT FOR PROFESSIONAL SERVICES**

This **Master Agreement for Professional Services** is made and entered into by and between the County of Baldwin (hereinafter called "County") acting by and through its governing body, the Baldwin County Commission and Sire Technologies by Alpha Corp. Inc. (hereinafter referred to as "Provider").

**WITNESSETH:**

**Whereas**, the County issued Invitation to Bid WG09-43 in relation to the purchase and installation of an Automated Agenda Workflow and Meeting Management, Voting, and Video Streaming System; and,

**Whereas**, the Provider responded to Bid WG09-43 and was chosen by the County to provide the needed services in accordance with the Bid and Response; and,

**Whereas**, the parties now wish to set forth and define, among other things, the project plan, terms, conditions, scope of services in connection with the contemplated project;

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants herein contained, the sufficiency of which being hereby acknowledged, Provider and County do hereby agree as follows:

**I. Obligations Generally.** The County hereby employs, and the Provider agrees to perform for the County, those professional services as hereinafter set forth and as further specified in this document and in the Attachments hereto (the Master Agreement). The Master Agreement shall serve as the binding contract for the services of Provider. Provider shall commence performance of the services outlined herein upon full execution of the Master Agreement at the project kick-off date set forth in the Project Plan. All work shall be commenced and completed in a timely manner as, and at the times, herein set out.

**II. Recitals Included.** The above recitals and statements are incorporated as part of the Master Agreement, and shall have the effect and enforceability as all other provisions herein.

**III. Professional Qualifications.** For the purpose of this Master Agreement, the Provider represents and warrants to the County that it possesses the professional,

**technical, and administrative personnel with the specific experience and training necessary to provide the professional services required herein.**

**IV. No Prohibited Exclusive Franchise.** The County neither perceives nor intends, by this Master Agreement, a granting of an exclusive franchise or violation of Art. I, Section 22 of the Alabama Constitution.

**V. Representation/Warranty of Certifications, Etc.** Provider represents and warrants that Provider is presently certified, licensed and otherwise permitted under all necessary and applicable laws and regulations to perform the services herein, and that Provider shall renew, maintain, and otherwise ensure that all such certifications, licenses, and permits are current and valid, without interruption, for and through completion of the services. The representation and warranty aforesaid is a material inducement to the County in entering this Master Agreement, and the parties agree that the breach thereof shall be deemed material at the County's option.

**VI. Legal Compliance.** Provider shall at all times comply with all applicable Federal, State, local and municipal laws and regulations. This compliance includes, without limitation, a registered agent and the proper authorization from the Alabama Secretary of State to conduct business in the State of Alabama.

**VII. Independent Contractor.** Provider acknowledges that it is an independent contractor, and Provider shall at all times remain as such in performing the services under this Master Agreement. Provider is not an employee, servant, partner, or agent of the County and has no authority, whether express or implied, to contract for or bind the County in any manner. The parties agree that Provider shall be solely responsible for and shall have full and unqualified control over developing and implementing its own means and methods, as it deems necessary and appropriate in providing the aforementioned services, and that the County's interests herein are expressly limited to the results of said services. Provider is not entitled to unemployment insurance benefits, and Provider is responsible for and obligated to pay any and all federal and state income tax on any monies paid pursuant to this Master Agreement.

**VIII. No Agency Created.** It is neither the express nor the implied intent of Provider or County to create an agency relationship pursuant to this Master Agreement; therefore, the Provider does not in any manner act on behalf of County and the creation of such a relationship is prohibited and void.

**IX. Unenforceable Provisions.** If any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof. This Master Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

**X. Entire Agreement.** Including the listed Attachments hereto and the items herein contained, this Master Agreement represents the entire and integrated Master Agreement between County and Provider and supersedes all prior negotiations, representations, or agreements, either written or oral. This Master Agreement may be amended only by written instrument signed by all parties.

**XI. Failure to Strictly Enforce Performance.** The failure of the County to insist upon the strict performance of any of the terms, covenants, agreements and conditions of this Master Agreement shall not constitute, and shall never be asserted by Provider as constituting, a default or be construed as a waiver or relinquishment of the right of the County to thereafter enforce any such term, covenant, agreement, or condition, but the same shall continue in full force and effect.

**XII. Assignment.** This Master Agreement or any interest herein shall not be assigned transferred or otherwise encumbered by Provider without the prior written consent of the County, which may be withheld or granted in the sole discretion of the County.

**XIII. Ownership of Documents/Work.** In the event that any intellectual property is created specifically to meet the needs of Baldwin County, such property will be owned by the County.

**XIV. Notice.** Notice required herein shall be in writing, unless otherwise allowed, and said notice shall be deemed effective when received at the following addresses:

PROVIDER: Sire Technologies, Inc.  
Alpha Corporation  
3676 West California Ave. B100  
Salt Lake City, Utah 84104

COUNTY: Baldwin County Commission  
c/o Chairman  
312 Courthouse Square, Suite 12  
Bay Minette, AL 36507

WITH A COPY TO:  
Baldwin County CIS Department  
Director  
312 Courthouse Square, Suite 13  
Bay Minette, AL 36507

and

Kris Painter  
Sire Technologies, Inc. by Alpha Corporation  
3676 West California Ave. B100  
Salt Lake City, Utah 84104

**XV. Attachments.** The following exhibits and/or attachments listed below are specifically included as a necessary part of this Master Agreement and the same shall not be complete without such items:

- A. Project Plan (This document may be adjusted and replaced from time-to-time to meet the needs of the Parties)
- B. Alpha Corporation/Sire Software Product License Agreement.
- C. WG09-43 Bid Specifications/Invitation to Bid.
- D. Sire's Response to the County WG09-43 RFP for CRM Software.
- E. Final Quote.
- F. Sire Technologies Maintenance Agreement.
- G. Performance Bond.

County and Provider jointly shall cause such items as listed above to contain dates, signatures of the parties with authorization to make such signatures, and sufficient marks and references back to this Master Agreement noting their inclusion and attachment hereto as if fully set forth and as a necessary part of this Master Agreement. **In any event of a conflict between this document and the Attachments referenced above, this document shall govern. Although specific reference may be made to individual Attachments and/or to this document, this document, along with all of the Attachments, shall make up the integrated Agreement of the Parties (the "Master Agreement").**

**XVI. Services to be Rendered.** Provider is retained by the County as a licensed and qualified contractor equipped and capable to supply any services envisioned herein including, without limitation, those duties indentified in the Project Plan for the subject services. In addition, the following shall be provided:

- A. Provider will provide ongoing communications with County regarding this service, including updates, emails and etc. as requested. Additionally, Provider will meet with County as needed or requested.
- B. Provider is responsible for the professional quality, technical accuracy, timely completion and coordination of all services furnished by or in relation to this Master Agreement.
- C. Provider represents and warrants that its services shall be performed within the limits and standards provided by the County, in a manner consistent with the level of care and skill ordinarily exercised by similar providers under similar circumstances at the time the services are performed.
- D. Provider shall ensure that during the term of this Master Agreement a suitably qualified person is appointed as Sire's Project Manager (the "Project Manager"). The Project Manager shall ensure that he or she maintains regular contact with the County's appointed officer. The Project Manager shall consult with the County's appointed officer as often as may reasonably be necessary to

ensure the continuous and efficient provision of the Services in accordance with this Master Agreement. The Project Manager and the County's appointed officer shall inform each other promptly and in writing of any known instances of activity or omission on part of the County or Provider or any third party which prevent or hinder, or may prevent or hinder the parties from complying with this Master Agreement.

**XVII. General Responsibilities of the County.**

- A. The County shall provide reasonable notice to Provider whenever the County actually observes or otherwise actually becomes aware of any development that affects the scope or time of Provider's services hereunder or any defect or nonconformance in the work of Provider's.
- B. The County shall pay to Provider the compensation as, and subject to the terms set out below.

**XVIII. Termination of Services.** The County may terminate this Master Agreement, with or without cause or reason, by giving thirty (30) days written notice of such to the other party. Upon receipt of such notices, Provider shall discontinue its work to the extent specified in the notice.

In the event of termination, the County shall pay Provider for all services satisfactorily rendered, and for any expenses deemed by County to be a reimbursable expense incurred pursuant to this Master Agreement and prior to the date of termination.

**XIX. Compensation Limited.** The compensation to be paid to the Provider shall be the full compensation for all work performed by Provider under this Master Agreement. Any and all additional expenditures or expenses of Provider, not specifically listed in full within this Master Agreement, shall not be considered as a part of this Master Agreement and shall not be demanded by Provider or paid by County.

**XX. Direct Expenses.** Compensation to Provider for work shall be paid as set forth in the Final Quote (See Attachment E) and the Sire Technologies Maintenance Agreement annual fees table (See last page of Attachment F). Said compensation shall be all inclusive, including without limitation, reimbursement of all cost, incidentals and operating expense associated with those directly engaged in performance of the requested services.

**XXI. Method of Payment.** Provider shall submit invoices to the County for payment for work performed. Such invoice shall include a statement of the milestone completed to qualify for payment as set forth in the Final Quote and the corresponding amount due for completion of said milestone and for those payments set forth in the Sire Technologies Maintenance Agreement annual fees table. Payment shall be made by the County within thirty (30) days of the approval of the invoice submitted by the Provider. The County agrees to review and approve invoices submitted for payment in a timely manner.

**XXII. Effective Dates.** This Master Agreement, to include all of its component parts and Attachments, shall be effective and commence immediately upon the same date as its full execution. Notwithstanding this provision, the Sire Technologies Maintenance Agreement shall be effective and commence sixty (60) days following the date of the written Project Acceptance by the County.

**XXIII. Term and Termination Dates.** The Term of this Master Agreement shall coincide with, and remain applicable during, the complete Term of: 1) the Project Plan, 2) the Alpha Corporation Software Product License Agreement, and 3) the Sire Technologies Maintenance Agreement. The Term of each of these three Attachments shall be determined by referring to each of the Attachments individually. Nothing herein stated shall prohibit the parties from otherwise terminating this Master Agreement according to the provisions contained herein.

**XXIV. Force Majeure.** \_\_\_\_\_ The Parties hereto shall incur no liability to the other if performance becomes impossible or impracticable by reason on an event or effect that the parties could neither have anticipated nor controlled. This allowance shall include both an act of nature and acts of third parties. Any costs that would otherwise be incurred and/or necessitated by the provisions herein shall be alleviated for either party by such event or effect.

**XXV. Indemnification.** Provider shall indemnify, defend and hold County and its affiliates, employees, agents, and representatives (collectively "County") harmless from and against any and all claims, demands, liabilities, damages, losses, judgments, costs, and expenses including, without limitations, attorneys' fees, for any and all personal injury (including death) and property damage of any kind or nature whatsoever, incurred by, asserted against, or imposed upon County, as a result of or in any manner related to provision of services hereunder, or any act or omission, by Provider. This indemnification shall survive the expiration of this Master Agreement and any renewal terms herein allowed.

**XXVI. Insurance.** During the term of this Master Agreement, the Provider shall obtain and maintain the following insurance: (i) Commercial General Liability including coverage for (a) independent contractors, (b) products/completed operations, (c) personal injury, (d) contractual liability, with combined single limit of not less than \$1,000,000.00 each occurrence or its equivalent, with a minimum of \$2,000,000.00 in the aggregate, naming the County as an additional insured; (ii) Worker's Compensation in amounts required by applicable law, and Employer's Liability with a limit of at least \$1,000,000.00 each accident. Provider has procured workers compensation and liability insurance as evidenced by the insurance certificates attached hereto as if fully set forth.

**XXVII. Number of Originals.** This Master Agreement shall be executed with two originals, both of which are equally valid as an original.

**XXVIII. Governing Law.** This Master Agreement in all respects, including without limitation its formation, validity, construction, enforceability and available remedies,

shall be governed by the laws of the State of Alabama, without regard to Alabama conflict of law principles.

**XXIX. Change Control.** Either party may submit written requests for changes to the services set forth in the Attachments (or any part thereof) to the other party during the term of this Master Agreement. Provider shall advise the County of the likely impact of any such change, including, but not limited to, any effect on the Charges. The parties shall in good faith discuss changes proposed as soon as reasonably practicable. Until such time as a change control document is agreed (not to be unreasonably withheld or delayed by either party) and signed by both parties, covering such change both parties shall continue to perform their respective obligations set out in this Master Agreement as if such change had not been requested.

**XXX. Performance Bond.** The Provider will furnish, as well as maintain, a Performance Bond, in a form and on terms approved by the County in an amount not less than the total of the Final Quote, maintained until any and all services contemplated herein this Master Agreement are determined to be complete and paid in full by the County (Attachment G).

**SIGNATURE PAGE TO FOLLOW**

IN WITNESS WHEREOF, the parties hereto have executed this Master Agreement on the last day of execution by the COUNTY as written below.

**COUNTY:**  
Baldwin County Commission

**ATTEST:**

Charles F. Gruber  
Charles F. Gruber,  
Chairman

3/2/2010  
/Date

Michael L. Thompson  
Michael L. Thompson,  
County Administrator

**PROVIDER:**  
Sire Technologies by Alpha Corp Inc.:

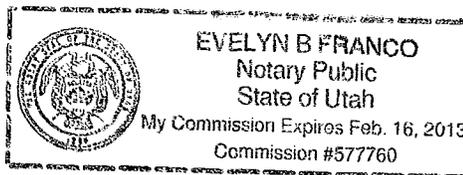
By Mike Painter /Date  
Its Mike Painter CFO

Mike Painter 2/22/2010  
State of Utah  
County of Salt Lake

I, Evelyn B. Franco Notary Public in and for said County, in said State, hereby certify that, Michael Painter as CFO an individual whose name is known to me, acknowledged before me on this day that, being informed of the contents of the Master Contract for Professional Services, he/she, as such and with full authority, executed same with full authority to do so.

Given under my hand and official seal, this the 22 day of February 2010.

Notary Public Evelyn B. Franco



# Project Plan

**February 5, 2010**

**Installation of SIRE Technologies  
Agenda Plus / Minutes Plus / Data Conversion  
Workflow Automation / Video Streaming / Voting and Meeting  
Management**

**By:**

**Chris Yokley, Project Manager, Baldwin County  
Linda Lang, Project Manager, SIRE Technologies**

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## 1. Project Overview

The Baldwin County Commission is partnering with SIRE Technologies to implement an agenda management solution encompassing Agenda Plus, Forms, Workflow, Minutes Plus, Data Conversion, Video Plus, and Voting for the purpose of automating the collection and production of documents presented for County Commission meetings. Implementing the SIRE agenda management system will bring about the following business objectives:

- Save time and manpower creating agendas and minutes for the following meeting types:
  1. County Commission Meetings to be delivered by SIRE
  2. Other meetings types can be created internally by County staff using the Admin features of the product
- Improve accessibility of agenda documents and meeting video both internally by County staff and externally to the public by providing access pre and post meeting 24/7 via the County web sites.
- Creating agenda document workflows to adhere to records management policies and procedures.
- Providing electronic reviews and approvals of agenda documents
- Provide legacy data conversion of agenda and minutes.
- Provide capability to manage meeting live while capturing electronic votes of commissioners with ability to display results real time.

SIRE will specifically provide the following functionality and services:

### **Software Delivery**

- Install SIRE Server Core
- Install SIRE Agenda Plus
- Install SIRE Minutes Plus
- Install SIRE Pub for Intranet or Internet Access
- Install Workflow - Server License
- Install Form – Server License
- Install SIRE Video Plus
- Install SIRE Voting and Meeting Management

### **Services**

- Setup/Configuration of Agenda Plus, Minutes Plus
- Setup/Configuration of Intranet and Internet Access to all related Agenda/Minutes Documents
- Workflow Development Process for County Commission
- Setup/Configuration of Video Plus including video hosting
- Project Management Services provided through Project Acceptance
- Setup/Configuration of Voting and Meeting Management

**Training**

- SIRE Agenda Plus General System Administrator Training
- SIRE Agenda Plus Core Functionality Training
- SIRE Minutes Plus Training
- SIRE Forms and Workflow Administrator Training
  - SIRE Workflow – Agenda Item Submitter Training.
  - SIRE Workflow – Agenda Item Reviewer Training
- Video and Media Manager Training
- Report Access using MS-SQL Reporting Services
  - RDL's available on SIRE Technologies web page for download
  - Solution is an open architecture application and the County can use their own reporting tools to create their own custom reports
- 3-day hands on administrator and operator training

**2. Scope Statement**

A Phased Approach will be taken to logically implement the SIRE suite of products:

- Phase 1 – County Commission Core Agenda Plus, Minutes Plus, Video Plus and Posting the Agenda to the Web
- Phase II – Automate Agenda Item Approval Workflow Process through Forms/Workflow
- Phase III – SIRE Voting and Meeting Management
- Phase IV – Data Conversion

**Approximate Dates**

<b>Phase I – Core Agenda Plus and Minutes Plus System Configuration in Clerk Area</b>	<b>Responsible Party</b>	<b>Approximate Date Items to be Completed</b>
On-Site Project Kick-Off <ul style="list-style-type: none"> <li>● Agree to project roll out process, project plan, communication plan, define roles and responsibilities.</li> <li>● Discuss technical needs/requirements – System support procedures, Access for configuration, Upcoming needs within the project.</li> <li>● Discovery on Current Agenda/Minutes Process</li> <li>● Discuss Web Publishing</li> <li>● Discovery on Current Agenda Approval Process (Workflow).</li> <li>● Discovery on Data Conversion</li> </ul>	SIRE/Baldwin County Project Team	Contract Signing + 3 weeks
Design Agenda/Minutes Meeting Types – Create Design Specification	SIRE	Kick-off + 2 weeks
Coordinate Review of Agenda Design Document	SIRE/Baldwin County	Kick-off + 2 weeks
Build/Configure Meeting Types based upon Design Document	SIRE	Kick-off + 4 weeks

<ul style="list-style-type: none"> <li>• During this time coordinate times to review what is being built for each meeting. <ul style="list-style-type: none"> <li>○ Meeting Compiles (Agenda and Minutes)</li> <li>○ Packet Configuration</li> <li>○ Printing Packet Process</li> <li>○ Web Site Configuration</li> </ul> </li> <li>• SIRE Internal Testing</li> <li>• Remote Installation of Encoder Server</li> </ul>		
Return Visit to Baldwin County <ul style="list-style-type: none"> <li>• System Administration Training</li> <li>• Agenda Plus Administration Training</li> <li>• Agenda Plus Commission Administration Training</li> <li>• Minutes Plus Commission Administration Training</li> <li>• Walk through Process from start to finish to produce agenda</li> <li>• Video and Media Manager Training</li> </ul>	SIRE/Baldwin County	Kick-off + 6 weeks
Parallel New Agenda Process with Current Process (recommended 2-3 cycles prior to Go Live) <ul style="list-style-type: none"> <li>• Create Agenda w/attached supporting materials</li> <li>• Create and Print Packet</li> <li>• Publish Agenda</li> <li>• Take Minutes During Meeting</li> <li>• Produce Minutes Document</li> <li>• Publish Minutes Document</li> <li>• SIRE Technologies and Baldwin County will discuss and determine an appropriate transition process for internal processes, data conversion and public facing web portal</li> </ul>	Baldwin County	Kick-off + 6 weeks thru Kick-off + 9 weeks
Go Live – Return Visit to Baldwin County for direct support	SIRE/Baldwin County	Kick-off + 9 weeks
<b>Phase II - Automate Agenda Item Approval Workflow Process through Forms/Workflow</b>		
	<b>Responsible Party</b>	<b>Approximate Date Items to be Completed</b>
Design Core Agenda Form/Workflow Process– Create Design Specification	SIRE	Kick-off + 4 weeks
Coordinate Review of Workflow Design Document	SIRE/Baldwin County	Kick-off + 4 weeks
Build/Configure Form/Workflow based upon Design Document <ul style="list-style-type: none"> <li>• During this time coordinate times to review what is being built. <ul style="list-style-type: none"> <li>○ Form end users will be filling out to submit agenda item. Document (Agenda Report) being produced from form.</li> <li>○ Permissions, information, who it will route to, emails, deadlines, delegation required at each step.</li> </ul> </li> </ul>	SIRE	Kick-off + 6 weeks thru Kick-off + 10 weeks

<ul style="list-style-type: none"> <li>• SIRE Internal Testing and QA</li> <li>• Establish Roll out to End Users</li> <li>• County Validation of Workflows <ul style="list-style-type: none"> <li>○ Visual Diagram Review / Acceptance to Code</li> <li>○ 1<sup>st</sup> Proto-type Automated Workflow Review</li> <li>○ 2<sup>nd</sup> Proto-type Automated Workflow Review</li> <li>○ 3<sup>rd</sup> Hands-on Testing</li> <li>○ Acceptance for Pilot</li> </ul> </li> </ul>		
Return visit to Baldwin County <ul style="list-style-type: none"> <li>• Pilot Department Training/ Testing</li> </ul>	SIRE/Baldwin County	Kick-off + 12 weeks
Workflow Testing/Acceptance	SIRE/Baldwin County	Kick-off + 12 weeks thru Kick-off + 14 weeks
Return visit to Baldwin County <ul style="list-style-type: none"> <li>• Administrative Training of Forms/Workflow</li> <li>• End User Training</li> </ul>	SIRE/Baldwin County	Kick-off + 15 weeks
Workflow Go Live	Baldwin County	Kick-off + 16 weeks
<b>Phase III – Voting and Meeting Management</b>		
	<b>Responsible Party</b>	<b>Approximate Date Items to be Completed</b>
Discover and Create Design Specification of Voting and Meeting Management System <ul style="list-style-type: none"> <li>• Clerks and Voting Station configuration</li> <li>• Image Displays</li> </ul>	SIRE	Kick-off + 17 weeks thru Kick-off + 20
Coordinate Review of Voting and Meeting Management Design Document	SIRE/Baldwin County	Kick-off + 20 weeks
Build/Configure Voting and Meeting Management based upon Design Document <ul style="list-style-type: none"> <li>• During this time coordinate times to review what is being built. <ul style="list-style-type: none"> <li>○ Clerks and Voting Station configuration.</li> <li>○ Image Display scripts</li> </ul> </li> <li>• County Validation <ul style="list-style-type: none"> <li>○ Visual Diagram Review / Acceptance to Code</li> <li>○ 1<sup>st</sup> Proto-type Automated Voting Review</li> <li>○ 2<sup>nd</sup> Proto-type Automated Voting Review</li> <li>○ 3<sup>rd</sup> Hands-on Testing</li> <li>○ Acceptance for Pilot</li> </ul> </li> </ul>	SIRE	Kick-off + 21 weeks thru Kick-off + 24 weeks
Return visit to Baldwin County <ul style="list-style-type: none"> <li>• Pilot Training/ Testing with Commission Administration staff</li> </ul>	SIRE/Baldwin County	Kick-off + 25 weeks
Voting and Meeting Management Testing/Acceptance	SIRE/Baldwin County	Kick-off + 26 weeks thru Kick-off + 27 weeks
Return visit to Baldwin County <ul style="list-style-type: none"> <li>• Administrative and Commissioner Training</li> </ul>	SIRE/Baldwin County	Kick-off + 28 weeks
Voting Go Live	Baldwin County	Kick-off + 29 weeks
<b>Phase IV – Data Conversion</b>		
	<b>Responsible</b>	<b>Approximate Date Items to be</b>

	Party	Completed
Data Conversion Testing/Acceptance	SIRE/Baldwin County	Kick-off + 30 weeks thru Kick-off + 31 weeks
Return visit to Baldwin County <ul style="list-style-type: none"> <li>EDMS End User Training</li> </ul>	SIRE/Baldwin County	Kick-off + 32 weeks
<b>Project Sign Off</b>	<b>SIRE/Baldwin County</b>	<b>Kick-off + 32 weeks</b>

**3. Future Work (Identified but not in scope for these project phases.)**

1. TBD throughout Project and at Project Kick-off

**4. Deliverables**

1. Project Plan
2. Standard Training Documentation available on SIRE Technologies Web Site
3. Project Implementation Working Documents
  1. Work Breakdown Schedule (WBS)
  2. Change Order Document
  3. Action / Issue Log
  4. Project Meeting Agendas / Recaps
  5. Trip Reports Pre and Post Visits
    - On-site daily schedules

**5. Project Assumptions**

1. Baldwin County has a project manager and project champion to help coordinate required tasks and provide resources.
2. Baldwin County has prepared all stakeholders (those who are positively or negatively affected by this project) in all departments to support this effort.
3. Project management staff from SIRE Technologies and Baldwin County will work directly with each other and make a good faith effort to assure that Baldwin County's needs are met.
4. Once this project begins, changes in scope may be necessary. The project managers from SIRE Technologies and Baldwin County will maintain adequate control over project scope and use the adopted Change Order document to determine and notify all of project impacts.
5. Resources from the Baldwin County departments will be available to help SIRE Technologies define and formulate agendas and workflows.
6. Baldwin County has prepared the schedules of all stakeholders and the user community to devote the necessary time and energy into appropriate training on the SIRE products.

7. The Baldwin County IT department will provide SIRE Technologies remote access including the ability for using GoToMeeting. SIRE Technologies will provide the GoToMeeting account for the remote processes.
8. The Baldwin County IT department takes responsibility for supporting internal data processing needs such as server backups, scheduling back-ups, system redundancies, virus protection, server readiness and security policies and procedures.

## **6. Project Constraints**

1. Absences by team members, whether planned or unplanned, whether from the Baldwin County team or SIRE Technologies team, may impact the project timing.
2. Timely installation of required hardware may impact project schedules.

## **7. Project Organization**

### **1. Project Roles and Responsibilities**

1. *Project Sponsor*: The person or group providing financial resources, in cash or in kind, for the project.
2. *Account Executive*: Individuals responsible for the project scope
3. *Technical Support*: Individuals with expertise about the system being implemented.
4. *Project Manager*: The person managing the project and its successful, on-time completion.
5. *Stakeholders*: Individuals and organizations actively involved in the project, or whose interests may be affected as a result of project execution or project completion.
6. *Subject Matter Experts*: Individuals with expertise about systems or processes required to complete the project and/or make it successful.
7. *SIRE Administrator*: Individual responsible for becoming expert in SIRE's use, and to administer the SIRE product suite and act as first-level support for end users.

## 8. Project Directory

Name	Title	Department	Project Role	Email	Phone
Linda Lang	Project Manager	Implementation	Project Manager	<a href="mailto:llang@siretechnologies.com">llang@siretechnologies.com</a>	801.977.8608
Chris Yokley	Software Development Manger	CIS	BCC Project Manager	<a href="mailto:cyokley@co.baldwin.al.us">cyokley@co.baldwin.al.us</a>	251.580.1910

## 9. Communication Plan

1. Day to Day Communications on non-urgent items that affect the project should be by email, with all team members on the distribution list, including the SIRE Technologies team members. If an item is identified as an issue, it will be entered on the Issue Log for the project. All electronic documents relating to the project will be stored on the Project's share on the SIRE Technologies Web Center (A login and password will be provided to the Baldwin County to be shared with the project team.)

**Note:** Email is *NOT* to be used for messages of any urgency. Critical or time-sensitive items must be communicated immediately by telephone, followed by a summation email to keep everyone apprised. Emergency calls should be directed to Project Manager or designee.

2. Project Status Reports serve two functions. They provide feedback to the project organization and they serve as a historical record of the project progress, decisions, success, achievements, and shortcomings. Background information that is obvious to the project team at the time of the report may not be available to subsequent readers; therefore inclusion of all related information will be helpful for documentation.

Project Status Reports are accomplished through a bottom-up approach. Team members will report to their Project Manager on a weekly basis in the Project Team Meetings. Information gathered during the Project Team Meetings will be incorporated into a Project Status Report that will be distributed to all Team members and to the Executive Committee

3. Communications Grid

Communication	Project Mgr	Project Team	Delivery
Day to Day	X	X	D, E
Status Meeting Minutes	X		D*, AN, T, E
Status Report		X	W, E

Change Assessment	X		AN, P
Urgent/Emergency	X	X	D, T

\*When SIRE Technologies is onsite.

**Delivery Key:**

**Frequency** (D) daily; (W) weekly; (M) monthly; (AN) as needed

**Delivery Method** (E) email, (M) memo, (P) PM tool output, (C) conference, (T) teleconference

## 10. Risk And Asset Management

*Risk is an uncertain event or condition that, if it occurs, has a positive or negative effect on a project's objectives.*

Risk management endeavors to optimize the likelihood of meeting project objectives and maximize the opportunities representing "positive" risk. Risk management also endeavors to minimize the occurrence of threatening conditions and events, and the impacts to project objectives that result. Identification of risks up front reduces the amount of surprises, crisis management, disappointment, workarounds, re-work and waste.

Project risks will be categorized as follows:

1. Scope, Technical or Quality Risks:

Project changes or additions, required customizations, technical design issues

2. Management Risks:

Lack of proper management, resource issues, sponsorship,

3. Organizational Risks:

Slow decision-making, interruption of funding, changes in corporate goals or strategy, labor issues, end-user buy-in

4. External risks:

Delivery of equipment, environment issues, construction

5. Training risks:

High level of coordination and planning will be required to make sure staffs are trained.

Proper training in all aspects of the application is a must.

When project risks are identified, project management will discuss ways to mitigate the risk, agree on a contingency plan and decide the trigger points for action.

## 11. Issues / Change Management

An issue is a concern that may impede the progress of the project if not resolved. Issues require a decision and a resolution. The resolution may require concurrence from many people.

Changes to this project's scope are driven by issue resolution. As stakeholders identify an issue, the project managers will track and agree on severity and impact to the project as show-stopper, work-around, or nice-to-have. To insure the health of the project, all issues and changes must be documented to their conclusion.

1. Show-stopper: This type of issue is mission critical to the County and the user community cannot possibly do their work unless the project team resolves it.
2. Work-around: This issue is a feature or function of the SIRE product 'out of the box' that doesn't fit the model of how the user visualizes the product should be. It can also be a malfunction of the product that needs to be addressed (a bug). Work can continue forward with adjustments on the part of the end user.
3. Nice-to-have: This issue is a special request for SIRE Technologies to provide the County. This issue helps drive new features and functions of the product.
4. The Change Process:
  - a. Baldwin County project manager contacts SIRE Technologies project manager to discuss how the change will be handled.
  - b. The project managers from SIRE Technologies and Baldwin County agree on how the change impacts the scope of work. They agree if the change can be incorporated as part of a release, handled as part of the original project scope or may require additional cost.
  - c. SIRE Technologies and the Baldwin County project managers will then work together to establish a technical specification if they agree it is needed.
  - d. SIRE Technologies project manager will work with their internal development group to understand the requirement.
  - e. SIRE Technologies project manager will then report back to Baldwin County's Project Manager on what the change requires for implementation.
  - f. A change order form is used to communicate the required change.

Note: Any change in scope will require Baldwin County project sponsor and project manager approval with a formal signoff.

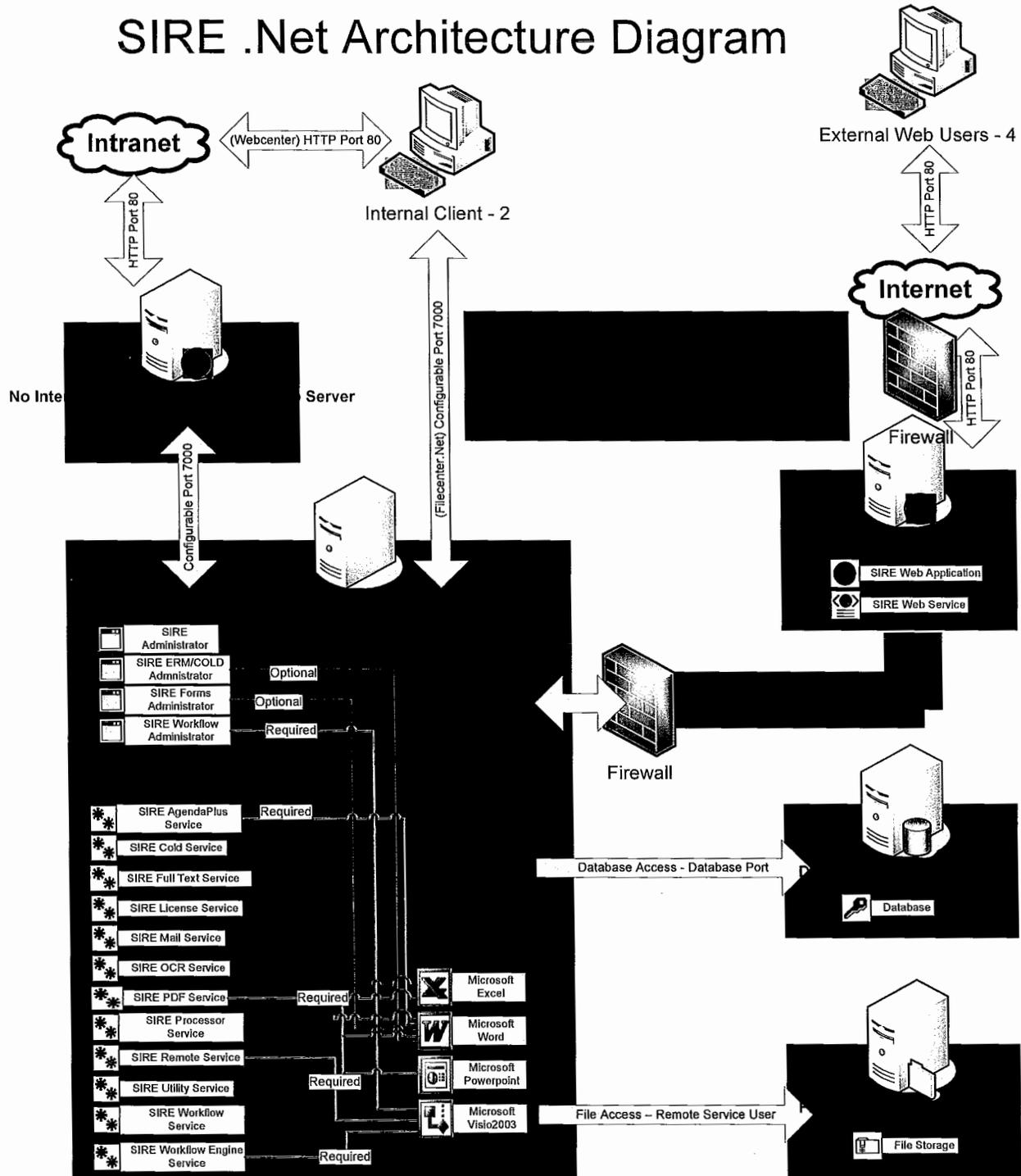
Significant changes in scope will be subject to Baldwin County's / SIRE's agreed change management process. Any modifications resulting in the delay of project completion or addition of resources (money, people, hardware, software, etc.) will be subject to formal agreement.

## 12. Payment Milestones

<b>Milestone</b>	<b>Description</b>	<b>Payment</b>	<b>Amounts</b>
1.	Paid upon contract signing.	50% of Software	\$23,781.00
2.	Software Delivery/Installation	50% of Software	\$23,780.75
3.	Phase I - Agenda/Minutes Meeting Type and Web Delivery Installation, Configuration	25% of Services	\$10,672.00
3.	Phase I – Training	40% of Training	
4.	Phase II - Agenda Item Approval Workflow Process Design, Development	25% of Services	\$10,672.00
4.	Phase II – Training	40% of Training	
5.	Phase III – Voting and Meeting Management Installation, Testing	25% of Services	\$7,918.00
5.	Phase III - Training	20% of Training	
6.	Phase IV – Data Conversion	10 % of Services	\$2,065.00
7.	Project Acceptance	15% of Services	\$3,098.00
	Maintenance will be invoiced 60 days after the written project acceptance by Baldwin County.		\$11,191.00
	<p>Note: Project acceptance is deemed to be complete when all deliverables and functionality have been met, acceptance testing has been completed, Baldwin County has been functioning fully for two Commission meeting cycles. (Approximately 30 days) Without major disruptions or issues and Baldwin County provides written project acceptance confirming such.</p> <p>Payments will be made according to and upon acceptance by Baldwin County of each of the milestones defined above.</p>		
	The first year of free video hosting services will be deemed to have begun 30 days after first being published to the Public Web Portal		

### 13. Technology Architectural Plan - Outline

# SIRE .Net Architecture Diagram





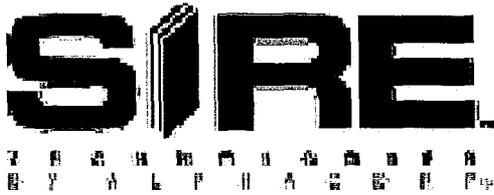
#### **14. Project Decisions**

During the course of the project when technical, procedural, operational decisions are made they will be documented in the weekly status report. The Weekly Status Meeting Recap is a document maintained by the project team.

#### **15. Project Acceptance and Signoff**

Before the project can be considered complete the following conditions must be met:

1. All outstanding issues have been documented and reviewed by the project team.
2. All decisions and resolutions have been documented and reviewed by the project team.
3. Complete a post project assessment meeting (Lessons Learned) attended by all of the project team.
4. Final Acceptance by Baldwin County as outlined in this project plan.
5. Complete a Support Handoff Document with all vital information for ongoing support. As well as an introduction to Operations with expectations laid out of avenues the County can use to get support, when support is available and response times for support.



AlphaCorp

Attachment B to Master Agreement

**SIRE Technologies**

3676 West California Ave B100

Salt Lake City, Utah 84104

801-977-8608 Phone

801-977-8775 Fax

[www.SIRETechnologies.com](http://www.SIRETechnologies.com)

Agreement Number \_\_\_\_\_

**SOFTWARE PRODUCT LICENSE AGREEMENT**

This Agreement, effective as of the date of full execution, between Sire Technologies, by AlphaCorp. Inc, (hereinafter referred to as "Licensor") and the County of Baldwin, Alabama, (hereinafter referred to as "Licensee").

**RECITALS**

**WHEREAS**, Licensor has prepared and will prepare certain computer software programs; and holds proprietary rights in certain computer software programs; and

**WHEREAS**, Licensee is desirous of using said computer software programs, subject to the restrictions and limitations set forth herein, **NOW, THEREFORE**, in consideration of the covenants and conditions set forth below, the parties hereto agree as follows:

**1) GRANT OF LICENSE**

- a) Licensor, and/or third party supplier, owns the copyright and/or certain proprietary information protectable by law in the Software Product.
- b) Licensor grants to Licensee a non-exclusive, non-transferable license to use each Software Product(s), or portions thereof, in Object Code form only, on the Designated Server. Nothing in this Agreement is intended to transfer to Licensee any rights in said Software Product, except for the right to use as set forth herein.

**2) CONSIDERATION** As consideration for the license of the Software Product granted in Article 2, Licensee shall pay Licensor the License Fee set forth in the Master Agreement.

**3) TERM OF AGREEMENT** The term of this Agreement shall commence upon the full execution of this Agreement and shall terminate upon the Licensor's prior written notice, or default by licensor or Licensee as may be set forth in other provisions of this Agreement. Upon termination, Licensee shall immediately return the Software Product and all copies thereof to Licensor, and within thirty (30) days of termination, Licensee shall deliver a written certification to Licensor certifying that it no longer has custody of any copies of the Software Product. In no event shall any action or inaction by Licensor or Licensee constitute a waiver of any rights or remedies provided by law.

**4) TITLE** The original and any copies of the Software Product, in whole or part, including Licensor-supplies translations, compilations, partial copies, modifications and updates, are the property of Licensor (or with regard to third party software, the property of the third party).

**5) DEFAULT** In the event that Licensee or Licensor fails to observe or perform any provisions of this Agreement, and if such default is not cured within thirty (30) days after Licensee or Licensor gives the other party written notice thereof, the party not in default may terminate this Agreement upon written notification to the defaulting party. In no event shall an action or inaction by Licensor or Licensee constitute a waiver of any rights or remedies provided by law.

**6) COPYING THE SOFTWARE** Licensee may make copies of the Software Product in Object Code form only solely for use by Licensee for backup or archival purposes or for placing the Software Product in a form for execution on the Designated CPU. Licensee agrees to maintain records of each copy of the Software Product, and upon request, such record will be provided to Licensor. All copies, or portions thereof, must bear any proprietary notice which may appear on the Software Product copy furnished by Licensor under this Agreement.

**7) COPYRIGHT/TRADE SECRET PROTECTION** Licensee agrees to place a copyright/trade secret notice in a form specified by Licensor on all copies of the Software Product which have been reproduced by Licensee in accordance with the provisions of Article 6.

**8) RIGHT TO BACKUP CPU** Licensee may by written notice identify a Backup CPU by manufacturer, model number, serial number and installation site. Licensee shall have the right to transfer the license granted hereunder to such Backup CPU when the Designated CPU is temporarily inoperable.

- 9) **SECURITY** Except as may be provided otherwise in this Agreement, Licensee shall not, without the express written consent of Licensor, provide, disclose, or otherwise make available the Software Product, or copies thereof, to any third party. Licensee shall take appropriate action by instruction, agreement, or otherwise with those of its employees and third party agents having access to the Software Product to restrict and control the use, copying, modification, disclosure, transfer, protection, and security of such Software Product in accordance with the provisions of this Agreement.
- 10) **CONFIDENTIALITY** Licensee shall keep the Software Product confidential within its own organization. The confidentiality provisions of this Agreement shall continue in effect between the parties regardless of whether or not licensee has returned the Software Product to Licensor. Provided, however, that Licensee's obligations hereunder shall not apply to any Software Product if:
- Such Software Product is already in or falls into the public domain through no act or omission on the part of the Licensee, its Directors, Officers, Employees, or Agents; or
  - Such Software Product shall have been published or hereafter otherwise made available to the public generally by Licensor; or
  - Licensee obtains such Software Product from a third party in a manner which does not violate any obligations to Licensor.

- 11) **PATENT, COPYRIGHT AND TRADE SECRET INFRINGEMENT** Licensor shall defend, at its expense, any claim or suit brought against Licensee alleging that the Software Product furnished hereunder infringes a United States Patent, Copyright or Trade Secret, and shall pay all damages and attorney fees finally awarded, provided that Licensor is given prompt written notice of such claim, sole authority to defend or settle the claim, and full cooperation by Licensee.

In the defense or settlement of the claim, Licensor may obtain for Licensee, at Licensor's expense, the right to continue using the Software, Product, replace or modify the Software Product so that it becomes non-infringing, or if such remedies are not reasonably available, accept return of the Software Product for a refund on a five (5) year amortized schedule, providing return of all of the License Fee, Service and Training costs during the first (1<sup>st</sup>) year, four fifths (4/5) of the License Fee, Service and Training costs during the second (2<sup>nd</sup>) year, three fifths (3/5) of the License Fee, Service and Training costs in the third (3<sup>rd</sup>) year, two fifths (2/5) of the License Fee, Service and Training costs in the fourth (4<sup>th</sup>) year, and one fifth (1/5) of the License Fee, Service and Training costs in the fifth (5<sup>th</sup>) year.

Licensor shall not have any liability if the alleged infringement is based upon the modification of the Software Product or the use or sale of the Software Product in combination with other software of devices where infringement would not have occurred from the normal use of the Software Product.

- 12) **WARRANTY** Licensor warrants that the Software Product delivered pursuant to this Agreement shall conform to Licensor's written specifications and Bid Response to WG09-43. SIRE Technologies will provide a one year service, support, and warranty on all software and hardware provided under this Bid. Any item that is not correct or has defects or does not work as stated will be repaired, fixed, or replaced without cost to the County. A communication between the County I.T. staff or Administrative staff directly to SIRE Project Manager or Support Staff will instigate a trouble support ticket which will be handled by the proper SIRE staff in order to correct. SIRE will provide any shipping costs during the warranty period. Licensor's obligations under this warranty, unless otherwise stated, are limited to making the revisions of replacements in a reasonable period of time to correct deficiencies identified in writing by Licensee within ninety (90) days from the effective date of this Agreement.

EXCEPT FOR THE EXPRESS WARRANTY STATED ABOVE, LICENSOR GRANTS NO WARRANTIES, EITHER EXPRESS OR IMPLIED, WITH RESPECT TO THE SOFTWARE PRODUCT, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

NO LIABILITY FOR CONSEQUENTIAL DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL ALPHACORP OR ITS SUPPLIERS BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OR INABILITY TO USE THIS ALPHACORP PRODUCT, EVEN IF ALPHACORP HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES/JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

- 13) **RESTRICTIONS ON USE** Licensee may utilize the Software Product to perform its own work and work of its customers. However, Licensee is not granted the right to utilize the Software Product in the capacity of a service bureau. Licensee agrees not to reverse engineer, decompile or otherwise attempt to derive source code from the Software Product.

- 14) **MODIFICATIONS** Licensee shall have the right to modify the Software Product, Ownership of such modifications shall vest in Licensee, provided nothing in such modifications incorporates the Licensor's Software Product which shall be subject to all other terms of this Agreement. Licensee will not claim as its property a re-implementation of Licensor's Software Product.
- 15) **SEVERABILITY** In the event any term, condition or provision of this Agreement is determined to be void, invalid, illegal or unenforceable, it shall, only to that extent, be deemed stricken, However, all other provisions shall remain and constitute the Agreement between the parties.
- 16) **ASSIGNMENT** Except as set forth hereinafter and in Article 4, this Agreement may not be assigned, sublicensed, or otherwise transferred without the prior written consent of Licensor, which consent shall not be unreasonably withheld. This Agreement shall be binding upon any assignee of Licensee.
- 17) **LIMITATION OF REMEDY** Licensee agrees that the Licensor's sole liability in contract, tort or otherwise arising out of or in any way connected with each software Product hereunder for damages shall not exceed the amount of all funds paid by the Licensee including, without limitation, License Fees and Service and Training costs. . In no event shall either party be liable to the other for any indirect or consequential damages.
- 18) **CHOICE OF LAW/CHOICE OF FORUM** Both parties hereby agree that, irrespective of the place of making or place of performance of this Agreement, this Agreement shall be exclusively governed and interpreted according to Alabama Law, both Statutory and Decisional, and further, no action, suit, or proceeding shall be commenced, maintained, or prosecuted other than in Alabama in a court of competent jurisdiction
- 19) **EXPORT RESTRICTIONS** Licensee agrees not to transmit the Software Product outside the country of purchase without the prior written approval of Licensor. This Agreement is subject to any laws, regulations, orders. Or other restrictions on the export of the Software from the United States or agencies thereof (including the United States Department of Commerce).
- 20) **NOTICES** All written notices to be given hereunder whether pursuant to this Agreement or a provision of law, shall be either delivered in person, by prepaid telegraphic means, or by the United States mail, postage prepaid, Notices shall be addressed as follows:

TO LICENSOR:                   AlphaCorp  
   3676 West California Ave. B100  
   Salt Lake City, Utah 84104

ATTENTION:                   Kris Painter

TO LICENSEE:

ATTENTION:

or at such other place as may be designated from time to time in writing.

**GENERAL**

- a. Licensee and Licensor agree to take reasonable steps to comply with all applicable Local, State and Federal laws and Executive Orders and regulations issued pursuant to thereto.
- b. This agreement must not be deemed or construed to be modified, amended, rescinded, cancelled or waived in whole or in part, except by written Amendment signed by the parties hereto.
- c. Licensor shall not be liable for delays in any of its performance hereunder due to causes beyond its reasonable control, including, but not limited to acts of God or strikes.
- d. No waiver of any rights caused by breach of any provision of this Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provisions hereof and no waiver shall be effective unless made in writing.

Licensee and Licensor acknowledge that they have read the terms and conditions of this Agreement they understand all such terms and conditions and that they agree to be bound thereby.

**ALPHACORP:**

LICENSEE

\_\_\_\_\_  
 (Name of Licensee)

By: Mike Painter  
(signature)

Mike Painter  
(Please Print)

CEO  
(Title)

By: Charles F. Gruber  
(Signature)

Charles F. Gruber  
(Please Print)

Chairman  
(Title)

## PRODUCT AND LICENSE QUANTITIES

Product Number	Product Description	Quantity
30050	SIRE Forms – web forms module – Server License	1
40050	SIRE Server Core Components – Server License	1
70050	SIRE Enterprise Workflow Server – Server License	1
110050 – 110054	Agenda Plus Client Licenses – Concurrent	20
110055 – 110057	SIRE Minute Plus – Per Seat	2
110068	SIRE Steaming Video Encoder – Per Seat	1
110079	SIRE Voting Plus – Server License	1
110078	SIRE Voting Plus – Client License	5
110064	Agenda To Go	5
110066	Agenda Wrap Up	1



# Quote

Document Management & Agenda Automation  
for State & Local Government

Exhibit E

To: Wanda F Gautney  
Baldwin, County of  
257 Hand Avenue  
Bay Minette, Alabama 36507  
[Phone]

Date: February 18, 2010  
Expiration Date: 5/10/2010  
Sales Manager: Craig Petersen

QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	MAINTENANCE
	HARDWARE			

As Per the RFP the County will provide all Hardware. We require not proprietary hardware for the installation of our products. We will provide all hardware specifications in our response to this RFP

SUBTOTAL HARDWARE			\$	
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## SOFTWARE

### SIRE SERVER CORE

1.00	SIRE Server Core (More than 5 Concurrent Licenses) - This is a one time cost for any size customer that provides the PDF, FTR and other needed capabilities. This is required for all clients. This is a required component for EDMS. Includes the following modules: SIRE Administrator, SIRE FileCenter / WebCenter, SIRE OCR / FTR, SIRE Retention Manager, SIRE Office Add-in Module, SIRE Reports (Requires MS SQL), SIRE Web Publishing, and SIRE Workflow.	10,500.00	\$	10,500.00	2,100.00
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### SIRE AGENDA PLUS LICENSES

20.00	SIRE Agenda Plus Concurrent User License (1 - 25 Licenses) - Allows for creating and managing agendas, submitting and reviewing agenda items, and publishing agendas.	750.00	\$	15,000.00	3,000.00
0.00	SIRE Scan To Agenda (per workstation)	495.00	\$	-	-
5.00	SIRE Agenda To Go (per workstation) - Provides council members the ability to view agendas electronically and to make annotations for use during meeting.	495.00	\$	2,475.00	495.00
1.00	SIRE Agenda Wrap Up (per Workstation) - Allows for the signing of documents after the meeting or placing of numbers on documents such as resolution or ordinance numbers.	495.00	\$	495.00	99.00
0.00	SIRE Agenda Packet Print (per Workstation) - This allows the agenda and all supporting material to be printed as a batch. Also allows for right-hand printing.	1,200.00	\$	-	-

### SIRE MINUTES PLUS LICENSES

2.00	SIRE Minutes Plus - Per user license for SIRE Minutes and Meeting Management (1 user).	2,995.00	\$	5,990.00	1,198.00
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### SIRE MEETING MANAGEMENT & VOTING SYSTEM

1.00	SIRE Meeting Management and Voting System Server License	5,000.00	\$	5,000.00	1,000.00
5.00	SIRE Meeting Management and Voting System Client License	1,500.00	\$	7,500.00	1,500.00

**SIRE eFORMS**

1.00	SIRE Forms: Allows for the creation, editing and publishing of online forms. This is an enterprise license.	5,995.00	\$	5,995.00	1,199.00
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**SIRE VIDEO PLUS WEB STREAMING**

1.00	SIRE Video Plus - Encoder Server - Per Server	3,000.00	\$	3,000.00	600.00
<b>SUB-TOTAL SOFTWARE</b>			\$	<b>55,955.00</b>	<b>11,191.00</b>

**VIDEO STREAMING**

**SIRE VIDEO PLUS WEB STREAMING**

1.00	SIRE Video Plus - Annual Video Streaming Hosting Service (Per month)	530.00	\$	6,360.00	
<b>SUB-TOTAL ANNUAL VIDEO HOSTING</b>			\$	<b>6,360.00</b>	

**SERVICES**

4.00	Project Management (Per Day Cost)	1,350.00	\$	5,400.00	
1.00	Installation, Implementation, & Testing days ( Per Day Cost)	1,350.00	\$	1,350.00	
2.00	Agenda Template Configuration (Per Day Cost)	1,350.00	\$	2,700.00	
3.00	Workflow Definition and Configuration (Per Day Cost)	1,350.00	\$	4,050.00	
2.00	Acceptance Testing (Per Day Cost)	1,350.00	\$	2,700.00	
1.00	Website Configuration / Customization (Per Day Cost)	1,350.00	\$	1,350.00	
5.00	Data Conversion (Per Day Cost)	1,350.00	\$	6,750.00	
<b>SUB-TOTAL SERVICES</b>			\$	<b>24,300.00</b>	

**ONSITE TRAINING**

3.00	SIRE Workflow and Forms Administrator Training - Usually requires 3 days. Cost per day.	1,350.00	\$	4,050.00	
1.00	SIRE Agenda Plus Submitter Training - Typically a 2 hour class. For individuals and groups. Cost per day.	1,350.00	\$	1,350.00	
1.00	SIRE Agenda Plus Reviewer Training - Usually 10 people per class in a hands-on environment. Cost per day.	1,350.00	\$	1,350.00	
2.00	SIRE Agenda Plus Clerk Training - Usually requires 2 days. Hands-on training. Cost per day.	1,350.00	\$	2,700.00	
2.00	SIRE Agenda Plus System Administrator Training - Usually requires 2 days. Hands-on training. Cost per day.	1,350.00	\$	2,700.00	
1.00	SIRE Minutes Plus Training - Usually requires 1 day. Cost per day.	1,350.00	\$	1,350.00	
2.00	SIRE Voting and Meeting Management Administration and Operation - This is a 3 day hands-on class for administrator and operators. Cost per day.	1,350.00	\$	2,700.00	
<b>SUB-TOTAL TRAINING</b>			\$	<b>16,200.00</b>	

**EXPENSES \***

6.00	Travel: Airfare (per trip)	400.00			
20.00	Per Diem: Daily expense for Lodging, Car, meals (per day)	200.00			
<b>SUB-TOTAL EXPENSES</b>			\$		

**COST OVERVIEW**

<b>Total Cost for Hardware</b>	\$	-
<b>Total Cost for Software</b>	\$	55,955.00
<b>Total Cost for Services</b>	\$	24,300.00

<b>Total Cost for Training</b>	\$	16,200.00
<b>Total Cost for Expenses</b>	\$	-
<b>TOTAL COST for ANNUAL MAINTENANCE</b>	\$	11,191.00
<b>ANNUAL VIDEO HOSTING</b>	\$	-
<b>GRAND TOTAL</b>	\$	107,646.00
<b>TOTAL DISCOUNT 15%</b>	\$	14,468.25
<b>TOTAL SYSTEM COST</b>	\$	93,177.75

**ANNUAL RECURRING COSTS**

<b>ANNUAL MAINTENANCE</b>	\$	11,191.00
<b>ANNUAL VIDEO HOSTING</b>	\$	6,360.00
<b>TOTAL ANNUAL RECURRING COSTS</b>	\$	17,551.00

**Thank you for your business!**

For more information, please contact us at [info@victor.com](mailto:info@victor.com) or call us at 1-800-555-1234.

Attachment F to Master Agreement

SIRE TECHNOLOGIES
MAINTENANCE AGREEMENT
3676 West California Avenue Unit B100
Salt Lake City, UT 84104

This Maintenance Agreement is made by and between SIRE TECHNOLOGIES and:

SIRE TECHNOLOGIES by phone at 801-415-0626 or email: support@siretechnologies.com

CUSTOMER AND PRINCIPAL ADDRESS

County of Baldwin
312 Courthouse Square, St 13
Bay Minette, Alabama 36507

RISK OF LOSS. This Agreement does not cover service, maintenance or repair necessitated by loss or damage resulting from any cause beyond the control of SIRE TECHNOLOGIES, including, but not limited to loss or damage due to fire, water, lightning, earthquake, riot, unauthorized service or modifications, theft, or any other cause originating outside the Product.

hereafter referred to as "Customer" or "County". Under this Agreement, SIRE TECHNOLOGIES shall maintain the following Product, at the rates shown:

ANNUAL MAINTENANCE CHARGES

See Attached Product List and Charges

PERFORMANCE. SIRE TECHNOLOGIES shall exercise its best efforts in performing services covered under this Agreement, but shall not be liable for damages, direct or otherwise, for failure to perform services at a location deemed hazardous to health or safety or arising out of delays or failure in furnishing parts or services caused by Acts of God, Acts of Government, labor disputes or difficulties, failure of transportation, or other causes beyond its control, or for any consequential damage whatsoever.

and on any attached schedule(s), hereafter called "the Product" according to the maintenance services set forth in the following "Terms and Conditions"

\* Product - is defined as equipment and/or software as applicable

TERMS AND CONDITIONS

TERM. The initial term of this Agreement is for a period, beginning sixty (60) following the date of the written Project Acceptance by the County, of 1 year . Upon expiration of the Initial Term of the Agreement, it shall be deemed renewed with the same terms and conditions for further successive periods of one (1) year(s) unless either party has given the other party written notice not less than thirty (30) days prior to the expiration of the Initial Term or subsequent renewal term(s).

LIABILITY. SIRE TECHNOLOGIES shall not be responsible, nor incur liability of any kind, nature or description to the Customer, its agents or employees or any other firm or corporation, whether direct or consequential, in event of failure or fault in condition or operation of the Product or for errors of omission in the transmission or display of information arising from the actual or alleged use of operation of the Product.

CHARGES. The charges for the maintenance described hereunder, are the total of the charges listed above. SIRE TECHNOLOGIES shall invoice the Customer sixty days prior to anniversary date, and the Customer shall pay the aggregate to SIRE TECHNOLOGIES within forty five (45) days of the date of each invoice. SIRE TECHNOLOGIES has the right to increase maintenance charges at each anniversary or the effective date, by an amount not exceeding 5 percent of the total maintenance agreement. Written notice of such increase shall be given to the customer not less than thirty (30) days before the anniversary of the effective date. In addition, the Customer shall pay all federal, state, or local taxes on the services rendered or parts supplied.

SIRE TECHNOLOGIES'S LIABILITY. SIRE TECHNOLOGIES shall procure and maintain in full force and effect at all times during the performance of on-site maintenance under this Agreement, Workmen's Compensation Insurance. SIRE TECHNOLOGIES personnel shall comply with, all reasonable rules and regulations in effect at the Customer site.

SERVICE HOURS. When software is covered by this agreement, the maintenance agreement provides for unlimited telephone software support. If the customer requests on site support the customer will be billed at SIRE TECHNOLOGIES established service rates plus expenses. SIRE TECHNOLOGIES shall provide maintenance service as expeditiously as possible after notice from the Customer that the Product is inoperable. Service may be obtained during maintenance center office hours which are 6:00 AM to 6:00 PM daily (Mountain Standard Time), Monday through Friday, excluding public holidays. Service at times other than during maintenance center hours, shall be furnished upon the Customers request and at SIRE TECHNOLOGIES' established charges for labor and travel in effect at the time such service is performed. Hosting Services include monitoring and maintenance of the hardware and systems stored in our co-locate facility. SIRE provides 24/7 technical and end-user support for the co-locate system and hardware located in the co-locate facility.

DEFAULT. In the event of payment default by the Customer, SIRE TECHNOLOGIES shall be entitled to collect interest and collection costs, including court costs and reasonable attorney's fees. In the event of default by the Customer in any term or condition herein, SIRE TECHNOLOGIES may, at its option, refuse service or terminate its obligations under this Agreement.

NOTIFICATION. Any notice required herein shall be in writing and shall be deemed given if mailed or delivered to the other party at its last known mailing address.

WAIVER. It cannot be changed, altered or modified orally. All changes or modifications must be in writing by the parties hereto.

TAX. Sire Technologies is responsible for any and all tax.

TYPES OF SUPPORT. Technical support includes telephone and email when the customer has problems or questions.

SOFTWARE SUPPORT. The customer will supply the conditions and data which caused the malfunction and help reproduce the failure.

SERVICE NOTIFICATION. The Customer shall notify SIRE TECHNOLOGIES of suspected Product malfunction, by calling SIRE TECHNOLOGIES service and identifying the problem and symptoms. Notification may be made to

Handwritten signatures and dates for SIRE TECHNOLOGIES (2/19/2010) and BALDWIN COUNTY (3/2/2010) with titles CFO and Chairman.

**Attachment F to Master Agreement**

**Maintenance Product List and Charges**

Item Number	Quantity	Serial Number	Description	Annual Rate \$
110076	1		Annual Hosting Fee for Video Streaming	\$6,360.00
30050	1		SIRE Forms – web forms module – Server License	\$1,199.00
40050	1		SIRE Server Core Components – Server License	\$2,100.00
70050	1		SIRE Enterprise Workflow Server – Server License	\$0.00
110051	20		Agenda Plus Client Licenses – Concurrent	\$3,000.00
110055	2		SIRE Minute Plus – Per Seat	\$1,198.00
110068	1		SIRE Steaming Video Encoder – Per Seat	\$600.00
110079	1		SIRE Voting Plus – Server License	\$1,000.00
110078	5		SIRE Voting Plus – Client License	\$1,500.00
110064	5		Agenda To Go	\$495.00
110066	1		Agenda Wrap Up	\$99.00
			Total Annual Fee	\$17,551.00



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## **Section A -- Executive Summary**

Name of proposing firm: AlphaCorp, Inc. DBA SIRE Technologies, Inc.

Address of proposing firm: 3676 W. California Ave., Unit B100  
Salt Lake City, UT 84104

Contact names: Craig W. Petersen  
801.977.8608 main  
801.910.5905 mobile  
801.977.8775 fax  
[cpetersen@siretechnologies.com](mailto:cpetersen@siretechnologies.com)

SIRE Technologies, Inc. develops, delivers, and supports its own Agenda Automation Software and Electronic Document Management System (EDMS) called SIRE (Store, Index, Retrieve, and Exchange). This powerful product suite is specifically designed for government agencies and dramatically reduces the costs of manually processing, storing, and retrieving documents and information. At the same time, SIRE helps government agencies increase their productivity, profitability, and security.

With extensive expertise in the state and local government sector, SIRE Technologies understands the challenges Baldwin County is facing. In fact, most of our clients have faced very similar issues, and have succeeded in not only solving these issues, but have benefited from numerous other efficiencies our solutions provide. Our clients are not only streamlining their processes, reducing the amount of labor required to complete their work, and increasing public access to information – but they are also seeing tremendous benefits from paper savings, saved courier costs, fewer public information requests at the office, and synergies from automating processes not only in their departments but city, county, or state wide.

For more than two decades or since 1983, SIRE's core focus has been on local and state government agencies. This has resulted in a deep understanding of the environment in which governments operate and the challenges they face related to compliance, budget, and politics.

Experience has taught us that sometimes our clients need only to streamline and automate existing processes. Others want to re-think the way they do business in response to new or changing ordinances, newly elected leaders, or departmental growth. SIRE's solutions are modular in design allowing us to affordably provide our customers with a fit that best suits their circumstances and needs. Yet our straight-forward pricing methodology, combined with products that contain a long list of standard features, provide our clients with the best value possible.

### **Why Choose SIRE Technologies?**

Any company can claim to be the best. SIRE proves it with an unbeatable history of excellence in delivering outstanding solutions in document and agenda management while earning a reputation for delivering unparalleled service.

SIRE is used faithfully by organizations with some of the highest standards for document and agenda management including the City of Cape Coral Florida, City of Oklahoma City, OK, Johnson County, KS, Louisville Kentucky, Tarrant County, TX, Osceola County Florida, and the City of Frisco, TX. Top publications to write about the growing success of SIRE include Forbes, MorningStar, Wachovia Securities, FindLaw, Federal Computer Week, Government Technology, Document Management, ARMA, AIIM, Defense Daily Network, and Document Imaging Report.

As your organization grows and adapts to its changing environment, so too must your systems. Offering the ability to expand or "scale" implies more than merely adding user licenses. SIRE offers technology that is truly



scalable and capable of adapting to meet growing demands, expanded use throughout your entire organization, changing policies and practices, and even new laws. The reliability of SIRE stems from its unique architecture that allows the system to be configured to provide an exact fit without the need to write new software code.

Another way in which SIRE proves its leadership comes from the long list of successful integrations with 3rd party applications and mainframe systems. This will ensure that your system can communicate with the other related systems in your office – making your job that much easier.

Keeping with its reputation as the innovative leader, SIRE was the first to migrate over to the revolutionary .NET architecture. This new platform technology is proving to provide superior ease-of-use, flexibility, less maintenance, and even better security. As you might expect from a state-of-the-art system, SIRE is compliant with both DoD 5015.2 and Sarbanes Oxley.

SIRE Technologies' Agenda and Content Management solutions suite prove to be some of the World's best of breed -- according to three leading independent panels. Three organizations, The Enterprise Content Management Connection, Software and Information Industry Association and the Public Technology Institute, have all independently acknowledged SIRE Technologies' products as some of the best available.

#### **Why is SIRE the best choice for Baldwin County?**

SIRE Technologies can confidently address all the business needs identified in this RFP and provide Baldwin County with a complete, "end-to-end" agenda management system.

SIRE Agenda Plus allows the County to manage the whole process, from submitting agenda items and creating meetings, to creating meeting minutes and publishing it all online for public access. SIRE expands the legislative management process to include streaming video of meetings, complete with descriptive indexing of video segments, and inclusion of meeting minutes directly in the video recording. By answering the County's legislative management needs before, during, and after the meetings, SIRE offers the industry's only Total Meeting Management Solution.

#### **SIRE Agenda Plus allows Clerks to simplify their jobs through the following:**

- Our new design allows you to rapidly and easily record motions and votes. Our unique parallel recording system reduces or eliminates the amount of time needed to publish your recorded meetings.
- Track committee members, their terms, who appointed them and their accomplishments thanks to SIRE Committee Manager™.
- Spend less time cleaning up your minutes prior to publishing with SIRE Minutes Plus™.
- Make changes to the agenda during the meeting without the fear of losing those changes thanks to Minutes Plus™.
- Agenda Wrap Up that helps you streamline post meeting activities such as collecting signatures, assigning ordinance numbers, etc.
- Meeting within Meeting functionality accommodates committee or board meetings held during a regular session.

For any size meeting, all the County will need to do is create, coordinate, and compile. Simply create the meeting by selecting a date and time, location, meeting type, and agenda item due dates. Then, coordinate with others by having them add agenda items. Items can be submitted through the web forms application by any authorized user and then routed through a workflow for approval or review purposes. Managers can approve or decline items as desired. Finally, after all items are submitted and approved, you can compile the meeting, print agendas, and publish the agenda with all supporting material to the web.



SIRE Agenda Plus™ will save the County time and money by streamlining the agenda creation process, facilitating rapid meeting minute's creation, and accommodating both novice and expert users. Its modular design ensures the best fit for your needs and the best value for your budget dollar. SIRE Agenda Plus is built using .NET architecture, which means it easily integrates with legacy systems and 3rd party applications, and offers superior security, reliability, and ease of use.

- Residing on SIRE's robust Electronic Document Management System, the SIRE Meeting Management components give you unsurpassed features, flexibility, and security while eliminating the hassle of dealing with multiple vendors and products to address all your meeting management needs.
- SIRE Agenda Plus™: Manage the entire agenda process from submitting items and creating meetings, to minutes and publishing.
- SIRE Minutes Plus™: Work in one single screen to take roll calls, minutes, motions, and votes associated directly with the corresponding agenda item. Even view a live stream of your recording during the meeting to see what is being broadcasted.
- SIRE Video Plus™: Recordings are time-stamped, indexed, and available immediately to the public. Even record an entirely independent meeting within a meeting.
- SIRE Committee Manager™: Track appointments, election periods, and availability for re-election of different entities within your organization.
- We did our best to provide Baldwin County with enough information in our response to show that we have the solution you are looking for. Some details, such as the project plan and pricing, are estimates based on our understanding of the project scope as outlined in this RFP, and cannot be confirmed until further discovery has been completed.

SIRE Technologies agrees and follows these Acts and Requirements: The proposed system solution and certifying that the Bidder will comply with the laws of the State of Alabama, applicable portions of the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act and the regulations issued there under by the federal government; and that activities provided to the general public under the resulting contract are in conformance with the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government.

SIRE has received and reviewed Addendum No. 1, October 13, 2009 and Addendum No. 2, November 09, 2009.

My name is Craig Petersen, and I will serve as the Single Point of Contact for any questions pertaining to this response and subsequent product demonstrations, contract negotiations, contract management, and any other activities resulting from this response.

Thank you for this opportunity to earn your business!

Sincerely,

A handwritten signature in black ink that reads "Craig Petersen". The signature is written in a cursive style and is positioned above a horizontal line.

Craig Petersen, Regional Director  
Office Phone: 801.977.8608 - Cell Phone: 801.910.5905

Request for Proposal – for Bid #WG09-43 for Automated Agenda Workflow  
and Meeting Management Solution for the Baldwin County Commission  
Due: November 10, 2009



[cpetersen@siretechnologies.com](mailto:cpetersen@siretechnologies.com)

## Section B -- Company Background

Each Bidder must provide in Response Section B the following information about their company so the Baldwin County Commission (BCC) can evaluate the Bidder's stability and ability to support the commitments set forth in response to the ITB. BCC may require additional documentation to support and/or clarify requested information.

**A. Describe the company's experience in agenda management, voting and video streaming systems**

SIRE Technologies, Inc (a subsidiary of AlphaCorp, Inc.), develops, delivers, and supports its own Agenda Automation Software called SIRE (Store, Index, Retrieve, and Exchange). This powerful product suite helps business, governmental, and educational organizations dramatically reduce the costs of manually processing, storing, and retrieving their documents and information. At the same time, SIRE helps them increase their productivity, profitability, and security. SIRE has been developing our Document Management solutions since 1983. We started to develop our Agenda Plus, meeting automation products in the year 2000.

Any company can claim to be the best. SIRE proves it with an unbeatable history of excellence in delivering outstanding solutions in document and agenda management for over two decades, while earning a reputation for delivering unparalleled service. As of the writing of this RFP, SIRE enjoys a client retention rate of 98.7%.

With hundreds of successful implementations and rollouts in the state and local government sector, our solution has been proven to dramatically increase staff productivity, effectiveness, and overall efficiency by providing instantaneous access to virtually any file stored in our system from anywhere and literally eliminating the problem of lost, misplaced, or duplicate files. SIRE also significantly elevates the security of files by managing access on the cabinet, folder, and file level, thereby regulating public access to classified information. Access can be restricted to viewing and printing rights only for selected individuals, groups, or document types.

There will be no extra cost for the County to include any non-Council meetings and agendas. The solution allows Baldwin County to create an unlimited amount of meeting agendas, including the ability to collect, generate, record, maintain, and report on any information relative to these meetings.

This is how SIRE will solve some of the major predicaments Baldwin County is facing today:

- ❖ **Prepare Agendas Quickly** - SIRE's Agenda Plus offering makes gathering information for meetings and agendas simple. Users add items that can be viewed online in a consistent format.
- ❖ **Improve Coordination** - With SIRE's Agenda Plus all participants and meeting facets work together without time and space restrictions. Coordination challenges are eliminated.
- ❖ **Make Item Approval Easy** - Managers can view and approve agenda items the instant they are submitted.
- ❖ **Publish Information:** Easily publish agendas and supporting materials on the City's Internet site.
- ❖ **Full-Text Searching** - "Google" type searches of streaming video, agendas, minutes, voting logs, summaries and attachments using Full Text Search.



- ❖ **Online Access & Status Review** - Users can access and review meeting status right from their Internet browser. Even if users are on the road, they can submit agenda items.
- ❖ **Easy Administration & Set Up** - SIRE's Agenda Plus has a simple to use administration utility that includes meeting and security preferences. These pre-configured settings also make it possible for users to quickly set up meetings and add agenda items.
- ❖ **Complete Security** - Security is managed by and within individual departments. For example, a specific department can be given permission to view and add agenda items, but individuals within a department can be limited to just viewing. As a result, SIRE's Agenda Plus offers complete security for all your meeting and agenda documents.
- ❖ **Preset Meeting Types** - The system administrator can create preset meeting types which are like templates. Users can then add agenda items and related materials to the template. The result is a consistent agenda from one meeting to the next.
- ❖ **Meeting Locator** - Meetings are displayed within your chosen browser as a list. To find a specific meeting, all you need to do is click the "Find Meeting" link and enter the meeting type, date, or both. A list of all meetings appears according to your search criteria.
- ❖ **Fast Compile and Format** - Once all agenda items are approved, the meeting is ready to compile and format, which takes just a few minutes. When SIRE's Agenda Plus compiles a meeting, it submits it into a template such as a word-processing document or PDF. Although the agenda is automatically formatted according to the template, adjustments can be made in the finished document.
- ❖ **SIRE Video Plus** - SIRE helps state and local government achieve their transparency goals through the new and innovative SIRE Video Plus. SIRE Video Plus allows government to easily stream meetings as they happen or to record them and publish to the web together with the meeting minutes, supporting materials and the meeting agenda if desired – all in a searchable format. And because Agenda Plus, Minutes Plus and Video Plus are all created by the same provider, SIRE eliminates the difficulties and frustrations encountered by joining agenda and video products from different providers.
- ❖ **Video Plus** offers a number of unique features, including but not limited to:
  - Users are given industry standard components to control the stream of video and audio at the time of recording.
  - Capable of Multicast broadcasts.
  - You have the choice of hosting the recordings either at your facility or SIRE can host it for you.
  - Maintain control over your data files.

B. A brief description of the company, including past history, present status, future plans, etc.

SIRE Technologies is a privately held corporation and was established more than two decades ago in 1983, on the foundation that the client comes first. Its loyal customer base stands as a testament to the strength of its products, which include document management and agenda automation solutions. These products are part of the software suite called SIRE, which stands for: Store, Index, Retrieve, and Exchange—and serves as the



inspiration for our company name.

SIRE Technologies has grown in sales, 30 – 40 percent a year for the past 6 years. SIRE looks forward to the future in providing agenda automation and ECM (Enterprise Content Management) with great expectations as our software systems provide great dollar and labor saving returns for City and County organizations across the nation.

**C. Company size and organization**

SIRE Technologies is a closely held family corporation. The Painter Family, including Jim Painter, Chairman of the Board; Kris Painter, President; Mike Painter, Chief Financial Officer; and Kathy Painter, Secretary are the Principal Officers of the company. The family purchased the business in November, 1991 and incorporated in 1992, in the State of Utah, under the parent name of AlphaCorp, Inc. The business name is now SIRE Technologies, by AlphaCorp, Inc.

SIRE Technologies has 68 employees and is in a growth mode.

**D. Current Dun & Bradstreet rating or financials**

SIRE's D&B # is 09-311-9048 and the County can review our credit history via the D&B number.

SIRE is in a growth phase and anticipates no future plans with regard to merging, consolidation, or the sale of the company.

For your review, we have included revenue figures over the past few years below.

Year	2003	2004	2005	2006	2007	2008
Total Revenue	3,250,772	5,044,749	5,738,079	6,963,000	7,367,635	8,974,086

Please feel free to contact us for any further questions. We would also be happy to provide bank references and detailed audited financials upon award of the RFP Contract.

**E. Disclose any history of defaults, contract terminations, and bankruptcies**

SIRE Technologies is a division of AlphaCorp, Inc. AlphaCorp is a closely held family Corporation. AlphaCorp has been a software vendor since 1983 and presently develops, sells, and supports their own suite of products called SIRE.

AlphaCorp has never been adjudged bankrupt or petitioned the court for relief under the Bankruptcy Code.

We understand that in today's business environment it is important to know how your account will be managed if a provider goes bankrupt or for other reasons cannot perform the services outlined in the contract. To alleviate this concern, SIRE can provide its customers with its source code via an escrow agreement for a fee, if so desired. If the source code is escrowed and SIRE goes out of business or for some other reason is unable to service your account in the future, the escrow manager will provide you with the source code.

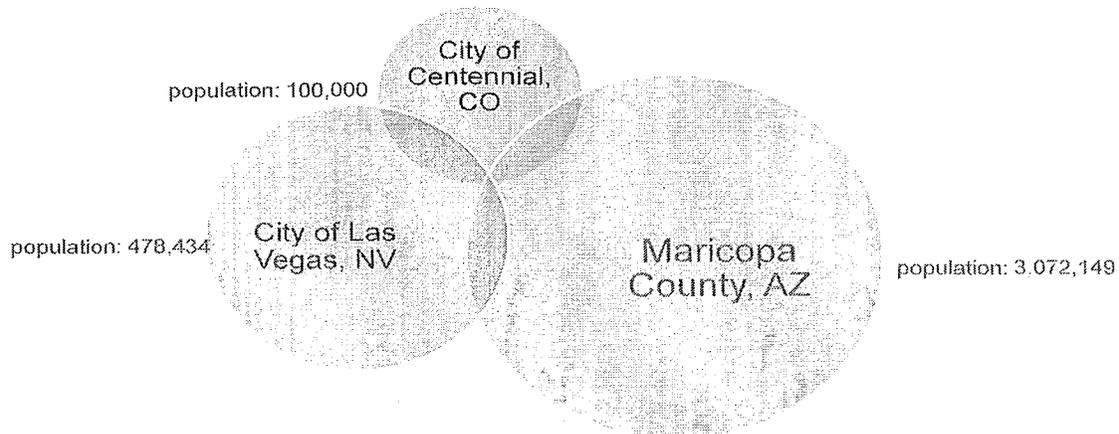
**F. Listing of all customers implemented by the Bidder and currently using the proposed system.**



**SIRE Partial Client List**

Phoenix, City of	AZ	Anchorage,	AK	U of UT Registrar	UT
Vega Business Tech	CA	Nevada Supreme Court	NV	Ontario, City of	CA
Casa Grande, City of	AZ	Irvine, City of	CA	Modesto, City of	CA
Harman Management	UT	Grand Junction, City of	CO	JBS Swift (EA Miller)	UT
Salt Lake County	UT	Santa Clara, City of	CA	L-3 Communications	UT
DeForest, Village of	WI	Lake City, City of	MN	Metlakatla Indian Comm	AK
Auburn Hills, City of	MI	Sarasota, County of	FL	Lincoln, City of	CA
Sylvania, City of	OH	Summit, County of	UT	Temecula, City of	CA
Sutter Insurance	CA	Lee's Summit, City of	MO	Chula Vista, City of	CA
Dental Select	UT	Board of Prof Resp.	DC	Bluffdale, City of	UT
Las Vegas, City of	NV	Moorhead, City of	MN	Compton, City of	CA
Oakville, Town of	ON	Lee County	FL	Forsyth, County of	NC
GA Student Finance	GA	State of UT, Parks&Rec	UT	Osceola Commissioners	FL
San Carlos, City of	CA	Yolo Health, County of	CA	Mesa, County of	CO
Tucson, City of	AZ	San Joaquin Valley	CA	Wash Conservancy Dist	UT
Halton	ONT	Neways International	UT	Steadfast	CA
Oklahoma, City of	OK	Pocatello, City of	ID	San Diego (SDCERS)	CA
Irvine PD, City of	CA	Price, City of	UT	Cedar Hills, City of	UT
Salt Lake County, IT	UT	Tarrant, County of	TX	South Jordan, City of	UT
Pittsburg, City of	CA	Shelby, County of,	TN	Daly, City of	CA
Tybera	UT	FL OAG	FL	Calabasas, City of	CA
Utah State Courts	UT	Edmonton, City of	AB	Utah State University	UT
Foster, City of	CA	Turner Construction	CA	State of UT Risk Mgmt	UT
Salt Lake County, Rec.	UT	Moreno Valley, City of	CA	AZ Court of Appeals	AZ
North Las Vegas, City	NV	Glenn County Assessor	CA	Santa Cruz, City of	CA
Louisville/Jefferson	KY	Lorain Public Library	OH	Davis, County of	UT
Tooele, County of	UT	Dallas Ind. School Dist	TX	Huntington Beach, City	CA
South Salt Lake, City of	UT	Eden Prairie, City of	MN	Tempe, City of	AZ
Georgetown Mun. Water	KY	Washington, County of	UT	Stratford, City of	ONT
Prescott Companies	CA	Clearfield Recorder,	UT	Pacifica, City of	CA
Springville, City of	UT	Centennial, City of	CO	Picerne Group	CA
Yuba, City of	CA	Utah Transit Authority	UT	Powell, City of	OH
Clark, County of	NV	Salt Lake Cty, Contracts	UT	Stockton, City of	CA
Utah Cancer Specialists	UT	Midland, City of	TX	Mesquite, City of	NV
Culver, City of	CA	Salt Lake Cty, Treasurer	UT	Placerville, City of	CA
Georgia - Ethics Comm.	GA	Maricopa, County of	AZ	South County Bank	CA
West Covina, City of	CA	Placer, County of	CA	Frisco, City of	TX
Ventura, County of	CA	West Valley, City of	UT	LA Attorney Disciplinary	LA
Garrett College	MD	Draper, City of	UT	Richmond, City of	CA
Post Falls , City of	ID	Longmont, City of	CO	Cape Coral, City of	FL
Montverde, Town of	FL	Fort Collins, City of	CO	Irwindale, City of	CA
Salt Lake Cty, Surveyor	UT	Salt Lake Cty, Auditor	UT	Wasatch, County of	UT
Durango, City of	CO	Napa, City of	CA	Wake, County of	NC
Carbon, County of	UT	Uintah, County of	UT	Winston-Salem, City of	NC
Fairborn, City of	OH	Folsom Cordova SD	CA		
Sacramento, County of	CA	Rocklin, City of	CA		
Browning Arms	UT	Walnut Creek, City of	CA		
Collier, County of	FL	Cedar, City of	UT		
Hot Springs PD, City of	AR	Cache, County of	UT		

SIRE Technologies has a great deal of experience with government agencies of all sizes. Our modular product design allows us to successfully accommodate clients both large and small.



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G. Vendor must have current experience with an Alabama agenda management system and must provide a summary detailing that experience.

SIRE Technologies has agenda management experience across the United States and as per Addendum No. 1. SIRE hopes to have experience in Alabama shortly.

H. Geographic area covered

SIRE Technologies has installations throughout the United States and Canada.

I. Indicate the number of employees for your organization and the distribution of those employees as follows:

SIRE has 68 Employees at the present time.

- Research and development

13 employees in Research and Development

- **Training**

5 employees in Training positions.

- **Support**

10 employees in Support

- **Location and description of the company office and the support centers designated to provide primary support for the proposed system**

The Headquarters Office is in Salt Lake City Utah. All of the development and support is in this office. We have support given by both our support staff and when needed, our development staff can support as well. We do a great job with support as all of our installations will attest. Our Florida customers say we support like we are local in their city or county.

## Section C -- Hardware and Software Environment

### SIRE HARDWARE SPECIFICATIONS VERSION 5.2

This document will provide you with the recommended server and client specifications as well as several different configurations and server strategies that have been proven to work for other client sites. The following servers are discussed below; Application Server, Database Server and the Web Server. We also discuss Dual and Single server configurations.

#### APPLICATION AND DATABASE SERVERS

**Processor:** Intel 2.0 GB QuadCore processors, or Dual – Intel 3.0 DualCore processors minimum

**Memory:** 2-4 GB for Application Server, Maximum memory allowed if for Database Server.

**Storage Space:** Minimum of 150 GB storage. For Database Server: 3 separate hard drives (min. 72 GB each) for operating system, data, and log files, or use a larger drive configured with RAID level 5 redundancy.

**Operating System:** Windows Server 2003 (32 bit).

**Other Required Software:**

- Microsoft Office or Microsoft Word 2003 (Required for SIRE Agenda Plus).
- Microsoft Visio 2007 Professional (Required for SIRE Workflow).
- Microsoft SQL Server 2000 or above.

#### **Recommended Configuration**

For maximum performance we recommend two separate servers, one each for the applications and the database per the above specifications. The documents would be stored using either a SAN (storage area

network) or a NAS (network-attached storage) storage solution. Storage on the application server is possible under certain circumstances.

### Single Server Configuration

For smaller sites, a single server can be used for the application, database, and documents. In this case, it is recommended to use faster processors, more memory, and separate hard drives to house the applications, data, and documents. Alternatively, the applications and database could be housed on the same server, with documents on a separate server or storage device.

The following example describes how a single server might be set up when using it for the application, database, and document repository.

#### Drive Configuration:

- Hardware Mirrored Drives (2) for the OS and SIRE application services—Recommend 60-80 GB Drives.
- RAID 5 Drives (4)—Recommend 146 GB Drives.
- Create 1 partition with 2 directories:
  - database
  - images (Administrative Share)

### Required Administrative Shares for SIRE

In order for non-browser clients and administrators to use SIRE, there are several administrative shares that need to be set up on the application and image servers. Below is an explanation and a recommended share name, based on our standard installation conventions.

- **Filecenter share** - This is created on the Program Files/SIRE/Filecenter folder. All FileCenter and Administrator users need access to this share to run the automatic client update and to run SIRE Administrator.
- **Images\$ share** - Set on the images folder on the image server. All FileCenter and Capture clients and administrators must have access to this share to view and work with documents.
- **Batches\$ share** – Recommended administrative share to allow scanned batches to be accessed and modified by Capture users and administrators.

### EXTERNAL WEB SERVER FOR PUBLIC ACCESS

In order to provide public access to documents in SIRE, and/or if using SIRE Agenda Plus for creating and publishing agendas and minutes, you should have an external, publicly accessible web server to run the SIRE web applications and SIRE Web services in addition to the internal SIRE application server as designated above. When installing the external web server, you must know the name of the SIRE remoting server and the designated port to access it.

### Recommended External Web Server Specifications

**Processor:** Dual Intel 2 GB processors

**Memory:** 2-4 GB

**Storage Space:** Minimum of 80 GB storage. We recommend a configuration with RAID level 5 redundancies.

**Operating System:** Windows Server 2003

**Other Required Software:**

- SIRE Web components (includes SIRE Web Applications and SIRE Web Services).
- Internet Information Services (IIS) with the following additional components:
  - ASP.NET

**VIRTUAL ENVIRONMENTS**

Your SIRE database, Web Server and Development Applications will run fine in a virtual environment; however, we do not recommend you run your SIRE Application server in a virtual environment due to performance considerations.

**END USER CLIENT WORKSTATIONS**

**Processor:** minimum 1 GB processor

**Memory:** 512 MB RAM or higher

**Storage Space:** Minimum of 20 GB storage

**Operating System:** Windows XP or higher

**Other Required Software:**

- MS Internet Explorer 6.0 or higher
- MS Word 2003 or higher

**MINUTES PLUS WORKSTATION**

**Processor:** minimum 1 GB processor

**Memory:** 512 MB RAM or higher

**Storage Space:** Minimum of 20 GB storage

**Operating System:** Windows XP or higher

**Other Required Software:**

- MS Internet Explorer 6.0 or higher
- MS Word 2003 or higher

**ENCODER SERVER**

**Processor:** Dual Dualcore Intel 3x GB processors

**Memory:** 4 GB

**Storage Space:** Minimum of 150 GB storage

**Operating System:** Windows Server 2003 (32 bit).

**Hardware:** Osprey 440 Four Channel Card

**Other Required Software:**

- Microsoft Window Media Encoder
- Microsoft Windows Media Services

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## **SIRE Agenda Plus Meeting Automation Software Modules**

SIRE Technologies can confidently address all the business needs identified in this RFP and provide the County of Baldwin with an end-to-end agenda management system.

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- Residing on SIRE's robust Electronic Document Management System, the SIRE Meeting Management components give you unsurpassed features, flexibility, and security while eliminating the hassle of dealing with multiple vendors and products to address all your meeting management needs.
- SIRE Agenda Plus™: Manage the entire agenda process from submitting items and creating meetings, to minutes and publishing.
- SIRE Minutes Plus™: Work in one single screen to take roll calls, minutes, motions, and votes associated directly with the corresponding agenda item. Even view a live stream of your recording during the meeting to see what is being broadcasted.
- SIRE Video Plus™: Recordings are time-stamped, indexed, and available immediately to the public. Even record an entirely independent meeting within a meeting.
- SIRE Committee Manager™: Track appointments, election periods, and availability for re-election of different entities within your organization.



**Post-Meeting Activities:**

- ✓ *Easy* - Single Click technology of summaries, agendas with attachments, minutes and streaming video to the web
- ✓ *Efficient* - "Google" type searches of streaming video, agendas, minutes, voting logs, summaries and attachments using Full Text Search
- ✓ *Useful* - Customizable agenda and summary formats
- ✓ *Timesaving* - Automatically formats agenda and summaries in the correct format

**Agenda Preparation:**

- ✓ *Options* - Agenda templates for different types of meetings
- ✓ *Team-Driven* - Item request submission workflow allowing other departments to electronically submit an agenda item (with attachments) for approval
- ✓ *Portable* - Copy or move agenda items to different meetings or to a different location of a current meeting
- ✓ *Format-Driven* - Customizable agenda formats
- ✓ *Organized* - Single Click agenda rollups
- ✓ *Convenient* - Single Click agenda posting to the web.

*Some of the ways in which SIRE Agenda Plus facilitates the entire legislative process include:*

- ❖ **Prepare Agendas Quickly** - SIRE's Agenda Plus offering makes gathering information for meetings and agendas simple. Users add items that can be viewed online in a consistent format. Spell Check with Agenda Creation and Minutes.
- ❖ **Improve Coordination** - With SIRE's Agenda Plus all participants and meeting facets work together without time and space restrictions. Coordination challenges are eliminated.
- ❖ **Integrate With SIRE for Workflow & Searching** - By integrating Agenda Plus with SIRE's document management software, the County will be able to route agendas through workflow for further processing or readily search archived agendas.
- ❖ **Make Item Approval Easy** - Managers can view and approve agenda items the instant they are submitted.
- ❖ **Online Access & Status Review** - Users can access and review meeting status right from their Internet browser. Even if users are on the road, they can submit agenda items.
- ❖ **Easy Administration & Set Up** - SIRE's Agenda Plus has a simple to use administration utility that includes meeting and security preferences. These pre-configured settings also make it possible for users to quickly set up meetings and add agenda items.
- ❖ **Complete Security** - Security is managed by and within individual departments. For example, a specific department can be given permission to view and add agenda items, but individuals within a department can be limited to just viewing. As a result, SIRE's Agenda Plus offers complete security for all your meeting and agenda documents.
- ❖ **Preset Meeting Types** - The system administrator can create preset meeting types which are like templates. Users can then add agenda items and related materials to the template. The result is a consistent agenda from one meeting to the next.
- ❖ **Meeting Locator** - Meetings are displayed within your chosen browser as a list. To find a specific meeting, all you need to do is click the "Find Meeting" link and enter the meeting type, date, or both. A list of all

meetings appears according to your search criteria.

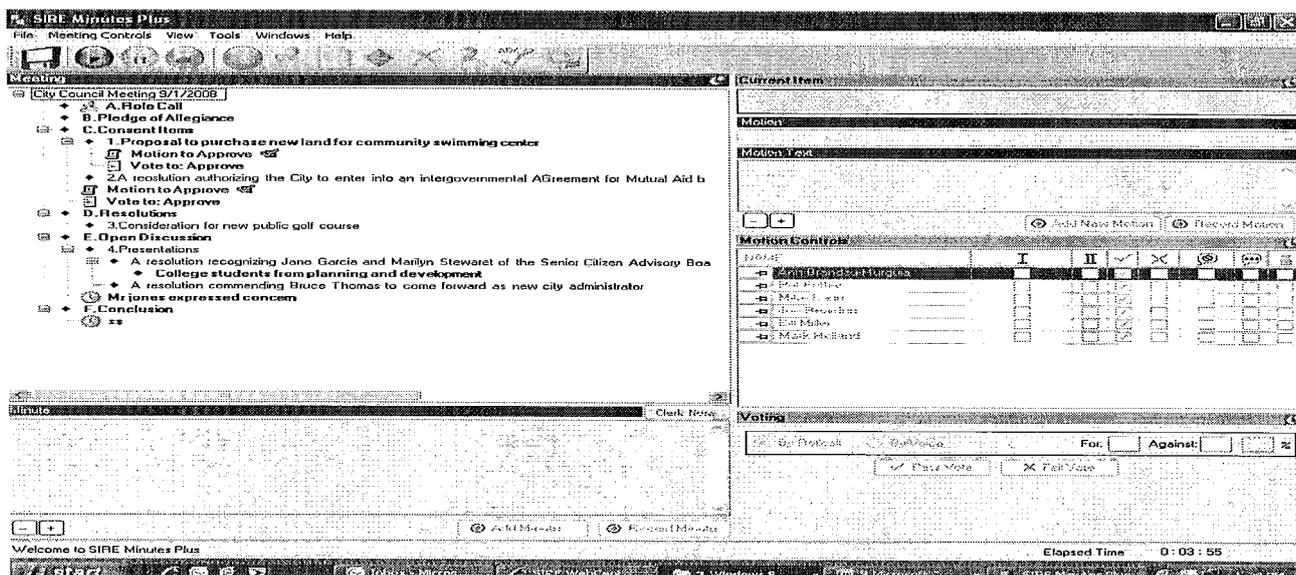
- ❖ **Fast Compile and Format** - Once all agenda items are approved, the meeting is ready to compile and format, which takes just a few minutes. When SIRE's Agenda Plus compiles a meeting, it submits it into a template such as a word-processing document or PDF. Although the agenda is automatically formatted according to the template, adjustments can be made in the finished document.
- ❖ **Customization** - Agenda Plus can be extended or integrated to your specifications.

SIRE's entirely Web-based, modular design gives city, county, state, and gubernatorial agencies the flexibility they need to meet agenda and meeting automation needs through a single solution while also meeting their budgets. Its easy-to-use, intuitive interface translates into instant user adoption. Built on Microsoft .NET technology, SIRE easily integrates seamlessly with existing systems and third-party applications.

### **SIRE Minutes Plus™**

Clerks of Cities/Counties can easily record roll call, speaker notes, motions, and votes with SIRE Minutes Plus. Users have the flexibility of recording a variety of motions and updating roll call on the fly through a single, simple interface. And when its time to start an executive or committee meeting in the middle of things, SIRE's "meeting within a meeting" functionality makes it easy to keep up with events without losing pace. Minutes are quickly published to the public website with a push of a button. Each agenda item is automatically linked to its supporting materials (if any) and linked to the video recording – allowing you to do more in less time. Great for meetings of all sizes, SIRE's infrastructure allows for quicker rollup and transfer of large agendas. Internal users are able to find and view past meeting minutes and supporting materials, including audit trails, with an easy- to -use search engine. Constituents are able to find meeting minutes by topic through key word search on a public interface thereby creating a self service portal for public requests.

Minutes Plus makes it easy on IT and AV staffs with its low maintenance design. Being part of a single system, Minutes Plus does not require any special coding, scripting or integration to interact with SIRE's agenda and video components. On those rare occasions when technical support is needed, SIRE offers industry-leading technical support from its US-based support center. Plus, SIRE also eliminates the hassle of calling multiple vendors for support on the different components of your agenda solution.

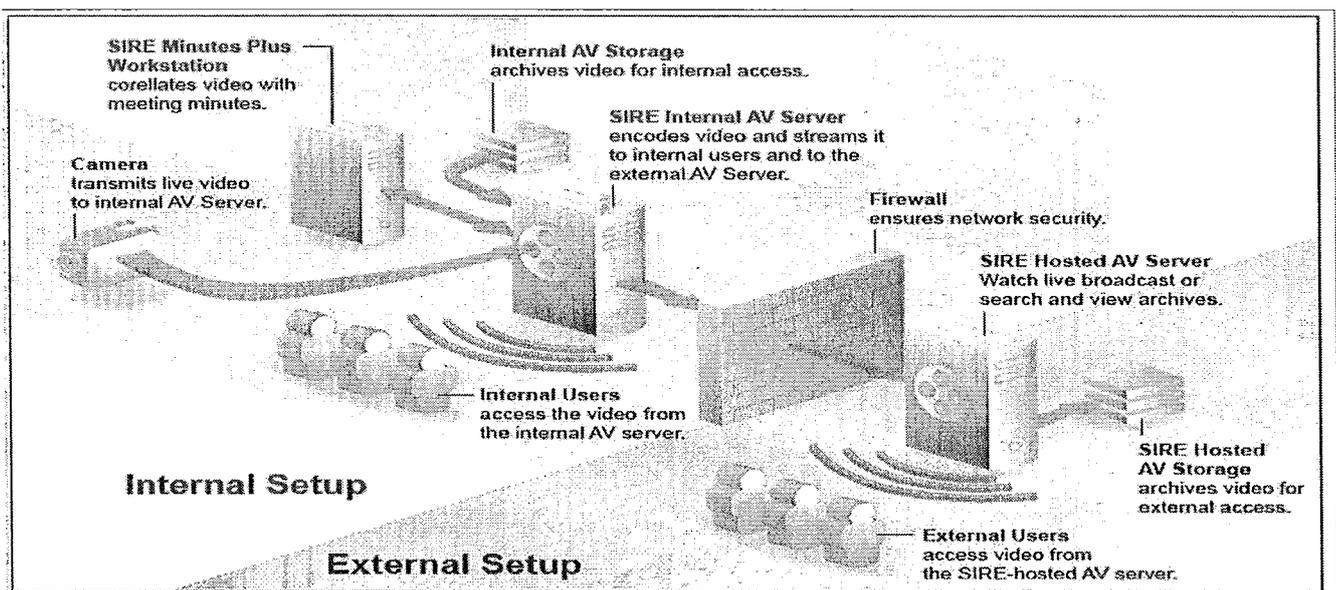


## SIRE Video Plus™

SIRE helps state and local government achieve their transparency goals through the new and innovative SIRE Video Plus. SIRE Video Plus allows government to easily stream meetings as they happen or to record them and publish to the web together with the meeting minutes, supporting materials and the meeting agenda if desired – all in a searchable format. And because Agenda Plus, Minutes Plus and Video Plus are all created by the same provider, SIRE eliminates the difficulties and frustrations encountered by joining agenda and video products from different providers.

Video Plus offers a number of unique features, including but not limited to:

- Users are given industry standard components to control the stream of video and audio at the time of recording.
- Capable of Multicast broadcasts.
- You have the choice of hosting the recordings either at your facility or SIRE can host it for you.
- Maintain control over your data files.



SIRE's unique architecture offers you a reliable, more secure solution that delivers a lower cost of ownership. Of course Video Plus works with all major hardware platforms such as Dell, IBM, HP, etc. Video Plus works with Mozilla, Firefox and is compliant with IE7. With SIRE's US-based on-call support and reliable infrastructure, you can rely on SIRE to be up and running when you need it.

**SACRAMENTO COUNTY**

**ACTION SUMMARY**  
BOARD OF SUPERVISORS  
COUNTY OF SACRAMENTO  
700 H STREET SUITE 1450  
SACRAMENTO, CA 95814

**WEDNESDAY February 25, 2009 10:30 AM and 2:00 PM**

Supervisors: Roger Dickson, Roberta MacGlashan, Don Nottoli, Jemmie R. Yee, Susan Peters  
(Supervisor Peters was absent)

The Board meets simultaneously as the Board of Supervisors and as the governing board of all special districts having business heard this date, in accordance with Resolution Nos. 83-1346, 83-156, 85-1722, 86-1649 and 2003-1338.

If the Board of Supervisors' vote on any land use matter is a tie vote or a two-to-one vote, the vote results in no action by the Board and the matter is continued until the next meeting when all five Members are present. At that meeting, the public hearing, though closed, may be reopened for additional evidence and testimony. If the expiration of time limit for acting on the matter to be considered is within four weeks, a two-to-two or two-to-one vote constitutes denial of the matter.

The Board of Supervisors welcomes and encourages participation in the Board meetings. When it appears there are several members of the public wishing to address the Board on a specific item, at the outset of the item the Chairman of the Board will announce the maximum amount of time that will be allowed for presentation of testimony. Matters under the jurisdiction of the Board and not on the agenda may be addressed by the general public following completion of the agenda items.

**Supporting Materials**

- 10:45 AM - Appeal of Decision by the Planning Director Denying Permission to File a General Plan Amendment Application for 5244 Bradshaw Road (APN 063-0070-017) (Continued from 2/11/09, #7)
- 10:45 AM - Appeal of Decision by the Planning Dir - hearing letter.pdf
- 10:45 AM - Appeal of Decision by the Planning Dir - Avdis-GR Trucking Appeal.doc
- 10:45 AM - Appeal of Decision by the Planning Dir - Avdis-GR Trucking Appeal - Attach A.pdf
- 10:45 AM - Appeal of Decision by the Planning Dir - Avdis-GR Trucking Appeal - Attach B.pdf
- 10:45 AM - Appeal of Decision by the Planning Dir - Avdis-GR Trucking Appeal - Attach C.pdf
- 10:45 AM - Appeal of Decision by the Planning Dir - Avdis-GR Trucking - ZC Initiation.doc
- 10:45 AM - Appeal of Decision by the Planning Dir - Avdis-GR Trucking - ZC Initiation - Attach A.doc
- 10:45 AM - Appeal of Decision by the Planning Dir - Avdis-GR Trucking - ZC Initiation - Attach B.pdf
- 10:45 AM - Appeal of Decision by the Planning Dir - Continued Memo from 2-25-09.doc

SIRE understands that Baldwin County is seeking to replace their agenda management system and desires an automated web-based application for County Commission meetings and agendas that efficiently:

- **collects data in a standardized, prescribed format from multiple sources throughout the County;**

SIRE Forms lets you quickly design and publish electronic forms that users can complete and submit online. SIRE then processes the forms and either uses them to kick off a business process in SIRE Workflow or stores them for later retrieval. SIRE Forms allows you to create electronic forms either from scratch, or based on an existing electronic or paper form your organization currently uses. Data fields are created and associated with form fields. When the form is filled out online, the data fields provide information useful for other tasks such as in SIRE Workflow, populating index fields, or creating a document in a SIRE Cabinet.

If your form is based on an existing paper form, you can scan it and use it as a "background" for your SIRE form. You can then create data fields and place them at specific locations on top of the background image. The layers of the completed form appear identical to the original, but can now easily gather data electronically. You can also take existing electronic forms created in Microsoft Word or Excel, and import them as SIRE forms, utilizing the existing data entry fields as SIRE data fields to store information in within your SIRE system. Forms gives you a set of useful tools including a WYSIWYG (What You See Is What You Get) design screen and click-and-drag field and caption creation, so you can see exactly what your form looks like as you design it.

The Forms module available in SIRE WebCenter creates folders within the SIRE filing system, and replaces paper forms previously required to gather information for business purposes with electronic forms created by your SIRE Administrator. These forms can be offered within an organization or to the public to be completed and submitted over the internet or intranet. Because all data submitted to these forms is already in digital format, they can be quickly and accurately processed by the SIRE filing system and used to execute workflow processes, or stored within the SIRE cabinet structure for later retrieval and use.

- **stores, utilizes and retains current and historical information;**

SIRE will provide public access, via the Internet to archival and historical information such as meeting minutes.

- **facilitates expedited numbering, ordering, re-ordering, summarization, and standardization; of agenda items and categories**

SIRE provides all formatting for the Agenda's that Word provides to include: font, indentation, numbering (in several formats), bolding, and style. SIRE provides the ability to print the entire Agenda and all attachments with configurable numbering (numbering automatically moves to fit the item space).

- **permits standardized, repetitively used language and/or legal verbiage available for insertion in documents;**

Agenda templates can be used to standardize different meeting types with repetitively used verbiage so they become part of the template and won't have to be entered every time an agenda is created. Also, agenda items themselves can be configured to be included in the agenda, even if no child agenda item is created beneath the selected item.

- **facilitates and automates, wherever possible, electronic distribution and/or routing of documents;**

SIRE's system can convert agenda items and attachments to PDF for printing and electronic distribution with ease. For document routing and workflows, SIRE utilizes any Microsoft compliant mail system. The enterprise structure of our technology allows it to be used by every department in the County. More than merely submitting agenda items, every department holding meetings can schedule their own meetings, use their own submittal forms, and SIRE will automatically route the agenda items along the appropriate path – even if that is a different path for every agenda item on every meeting type.

- **tracking and recording document routing (with associated notations) and approvals;**

The process of routing agenda items for approval by various individuals and departments is managed by the SIRE Workflow module. SIRE Administrators design rules for the routing of documents and track them using the SIRE Workflow Administrator application. Users of the SIRE Agenda Plus application can kick off these workflow processes, or approve and reject items that come into their workflow queue in the SIRE WebCenter application.

- **provides and utilizes standardized documents and/or formatting and sorting for input and output of information including, but not limited to the following documents:**

- ✓ Requests for Council Action (RCA)
- ✓ Backup Documentation (presentations, maps, reports, etc...)
- ✓ Meeting Agendas
- ✓ Meeting Minutes

This will be accomplished through the SIRE Forms module.

- **produces documents and query results in multiple file formats (such as word processing documents, html, pdf, spreadsheets, etc.);**

SIRE uses Microsoft Reporting but has the capability to generate custom reports using Crystal Reports. Custom reports can also be created using our Saved Search functionality. Reports can be printed directly or



exported in several different formats including HTML, text, and Excel. Searches can be setup to retrieve information based on a given criteria such as when a user has logged into the system, how many times has a user viewed, scanned, printed etc. System logs can be searched for certain events occurring such as adding a document, viewing, printing, editing, check in, check out, launching a document, emailing, etc. The search results can be printed and exported to ASCII text files, excel spreadsheets and html.

- **automates posting of and access to applicable documents and information on the County's Internet site;**

SIRE provides the ability to publish an HTML Agenda to the web with all associated attachments linked to the document. SIRE's solution is capable of viewing over 300 different file types directly from the Agenda Plus browser without installing the native applications. These include but are not limited to: HTML, MS Office Suite (Word, Excel, PowerPoint, Project) and the related WordPerfect Office set of products as well as PDF, Tiff, AutoCAD, etc.

SIRE's system is able to accept all types of supporting documents and to link to agenda items. These file types include but are not limited to: text, graphics, word processing documents, spreadsheets, acrobat, HTML, SML, photos, and other images. Digital media is also supported such as: TIFF, JPEG, MPEG, GIF, PDF, BMP, and AVI.

- **integrates with existing and projected future desktop software to enable staff to create, store, retrieve, view and edit information within the application and to electronically transmit stored documents, files and information;**

Thanks to SIRE's unique architecture, it can be integrated with virtually any 3rd party application or database, including legacy mainframes. SIRE has a long and successful track record of integrating SIRE with a large variety of different systems. This permits SIRE to create a true "central repository" where all of the organizations data can be researched. This also allows SIRE to act as "middleware" of sorts. That is to say, if users are in another software application during the day, they need not leave that application to look up documents and information related to the data on their screen. A click of a button within the 3rd party application (installed by SIRE with permission of the 3rd party provider) will result in the retrieving of all related documents within SIRE.

- **integrates with existing systems to allow seamless lifecycle of all interrelated items, documents, processes, and business practices;**

SIRE's open architecture allows us to integrate with virtually any software application. Being an open MS Windows solution using industry-standard networks and SQL or Oracle databases, SIRE is fully compatible with all open system standards.

- **stores, retrieves, and views scanned images within the application and enables electronic transmission of stored images;**

SIRE offers this functionality right out of the box.

- **performs accurate keyword and full-text searches;**

SIRE provides the ability to search all of the video, minutes and meeting Agenda with supporting documents by Full Text Retrieval (every word or phrase or index criteria is searchable).

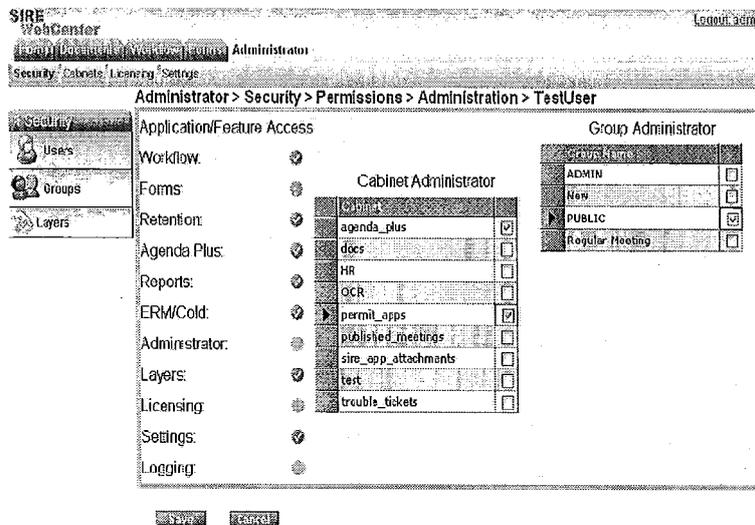
- **provides security to ensure appropriate levels of information access to appropriate County staff and provide routine and on-the-spot system maintenance functions that can be performed with a minimum of technical staff and knowledge required**

SIRE's solution addresses all of the County's security concerns by allowing security at the folder, document, word and annotation levels for both internal and Internet access. Permissions can be set for any actions within the system, including log in, view, edit, email, export, delete, add, check in, check out, save, and print. Permissions can be granted at the cabinet, folder, and annotation levels or you can protect confidential words or paragraphs in individual documents using redaction capabilities. In addition, administrators can control what actions a user can perform on documents within a cabinet. Permissions can be assigned at the group level, or custom permissions can be applied to individual users.

The following is a list of permissions which can be managed at the user and group levels within the SIRE solution. Auditing can be enabled on any or all of these functions:

- ✓ View document
- ✓ Add
- ✓ Print
- ✓ Delete
- ✓ Edit
- ✓ E-Mail
- ✓ Save
- ✓ Export to CD
- ✓ Check Out/In
- ✓ Launch file in native application

We can also utilize existing security via LDAP and Microsoft Active Directory to enable single login access utilizing your existing network user login.



Reports can be generated and the criteria can be set up to search on all logging parameters. The reports can also be generated on a date range, on a particular user or group of users, events, cabinets etc. SIRE provides the ability to log and audit system events, such as file access, deletions and process activities, for reporting, analysis and compliance purposes.



Statistics and reporting features allow for user activity reports showing each user and the number of times they have printed, and viewed any item in FileCenter. System logs allow searching the system logs within a specific date range to monitor actions such as adding, deleting, printing, and viewing of documents. Folder and file count options show all SIRE cabinets and the number of files and folders in each.

Reports can be generated and the criteria can be set up to search on all logging parameters. The reports can also be generated on a date range, on a particular user or group of users, events, cabinets etc.

**SIRE COMMITTEE MANAGER™**

Clerks can now easily track the term of committee or board members, who appointed them, if they can run again, the different positions someone has served in, and what accomplishments they had while in office. The SIRE reporting capabilities provide an easy way to search and find detailed information about a committee, council or board or one of its members - past or current. SIRE Committee Manager™ is easy to install and maintain, and is entirely web-based. Although it can be purchased as a standalone application, it is also part of the overall SIRE Agenda Plus application, requiring no special back-end hardware. Designed for easy maintenance, SIRE Committee Manager™ allows you to upgrade simultaneously with all other SIRE applications, thereby reducing the amount of time needed to maintain the SIRE system.

**SIRE WebCenter** Logout: admin ?

Home | Documents | Workflow | Forms | Retention | Reports | **Boards** | Administrator | Agenda Admin | Workflow Admin

Boards | **Positions** | Members

**Boards > Positions > New Position**

Position Information	
Position #:	1
Position Name:	
Board Name:	Library Board
District:	Benbrook District <a href="#">Edit List</a>
Appointing Entity:	Denton County <a href="#">Edit List</a>
Recommendation Source:	City Council <a href="#">Edit List</a>
Area requirements:	Resident <a href="#">Edit List</a>

**Here you can enter any information about the position that is needed.**

Length: \_\_\_\_\_

**Basic Features:**

- Track Terms and Appointments
- Store and Retrieve Detailed Information
- Web Based
- Configurable Values
- Customizable Web Interface

## SECTION D -- DOCUMENTATION

SIRE provides the following documentation in both written and on-line formats for all new clients:

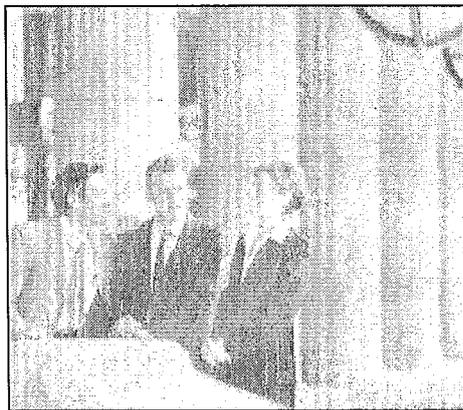
- User Guides for all purchased products.
- System Administrator Guides for all purchased products, which includes documentation of the proposed system architecture and disk space requirements for the solution.
- Training materials for all training sessions.
- Quick Reference sheets for the relevant products.

Upon award of contract SIRE will provide one (1) hard copies and one modifiable electronic copy of all documentation to the City, which you are able to reproduce. With each new release, clients will get the latest user and administration guides in electronic format on the SIRE product CD.

The following is an example of the topics covered in the SIRE Agenda Plus Administrator Guide.

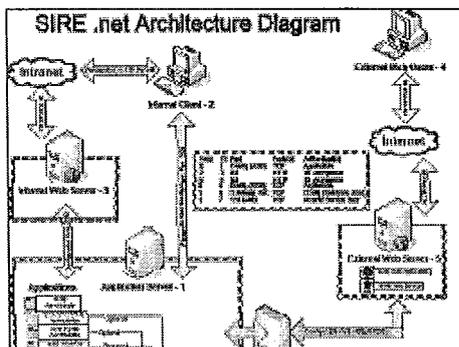
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## Agenda Plus Settings



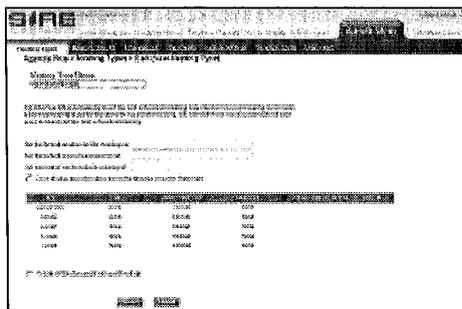
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## Managing the Meeting Attendee List



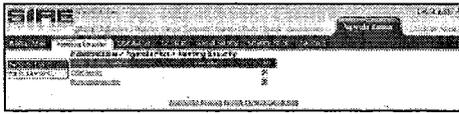
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## Creating Meeting Types



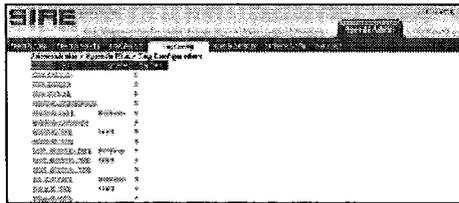
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## Managing Meeting Security



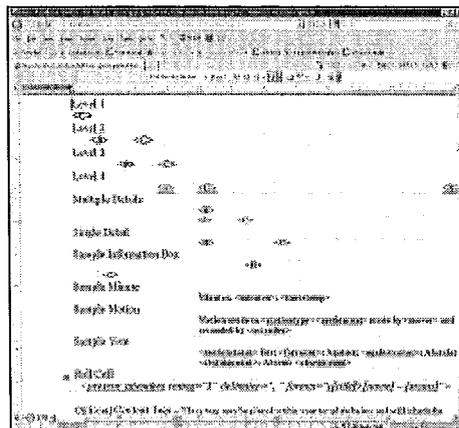
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## Section E -- Other Hardware and Software

### Overview of SIRE Complete Document Management and Agenda Management Software Modules to provide an “End to End” Solution

## SIRE Product Description

SIRE’s system will utilize a single interface for all of your imaging and document management needs. SIRE’s offering actually consists of an entire suite of software products that when combined or used in any configuration, bring the best results electronic filing and records management can provide.

SIRE is an integrated electronic document and agenda management product suite. We say “integrated” because SIRE fits seamlessly into any organization due to our software’s modular design. This modular design allows for future enhancements at your own pace. One of the major advantages of SIRE over our competitors is our scalability. We just don’t centralize on one core area of document management; rather we focus on increasing our ability to provide for a total Electronic Document Management System.

PRODUCT	FEATURES	BENEFITS
<p><b>SIRE FileCenter .NET™</b>  <i>FileCenter provides an easy interface to access all your files. It has the ability to display files of over 300 formats, even when your computer does not have the application necessary for viewing files of that format installed. SIRE FileCenter.NET also integrates with Record Retention to direct the archiving and disposal of documents. SIRE provides the ability to save Microsoft Office Suite content to the SIRE repository, directly from the Microsoft file creator program, including but not limited to DOC, PPT and XLS file formats.                      (Included with SIRE Client License)</i></p>	<ul style="list-style-type: none"> <li>• Index Searches: General Index, Cross-Cabinet, Full-Text, Advanced</li> <li>• Full-Text Searches: Keyword, Free-Text, Annotation</li> <li>• Store Documents</li> <li>• View Documents</li> <li>• Print Documents</li> <li>• Email Documents</li> <li>• Open Documents</li> <li>• Annotation with Audit Trail</li> <li>• Export files</li> <li>• Records Retention Manager</li> <li>• Revision Control</li> <li>• Event Manager</li> <li>• Task Manager</li> <li>• Bookmark Files</li> <li>• Folder Packs</li> <li>• Scan-to-Folder</li> </ul>	<ul style="list-style-type: none"> <li>• Fast Document Retrieval</li> <li>• Work Pool Collaboration</li> <li>• Document Portability</li> <li>• Increased Productivity</li> <li>• Reduced Costs</li> <li>• Improved Communication</li> <li>• Reduced Physical Storage Space</li> <li>• Fast, Complete, and Secure Backups</li> <li>• Minimized Liability</li> <li>• Simplified Disaster Recovery</li> <li>• No Lost Files</li> <li>• Flexible Document Security</li> </ul>



PRODUCT	FEATURES	BENEFITS
<p><b>SIRE WebCenter™</b>  <i>This module lets you access documents in your SIRE System from any internet-connected computer. WebCenter lets you search, view, print, and email documents online. It also lets you publish documents online to meet public access requirements. (Included with SIRE Client License)</i></p>	<ul style="list-style-type: none"> <li>• Easy-to-use interface</li> <li>• Web Access to SIRE File Center</li> <li>• Authentication</li> <li>• Public Access</li> <li>• Document Management Functionality</li> <li>• Cost Effective Access</li> <li>• Full Text Search</li> <li>• View</li> <li>• Print</li> </ul>	<ul style="list-style-type: none"> <li>• Access Documents Anytime, Anywhere</li> <li>• Enhanced Productivity Through Online Retrieval</li> <li>• SIRE WebCenter as a Universal Solution</li> <li>• No Special Software Downloads or Training</li> <li>• Real-Value Through Access, Portability, Distribution</li> <li>• No Special Software Downloads or Training</li> <li>• Combine Applications into a Single Interface</li> </ul>
<p><b>SIRE Capture .NET™ with Auto-Index</b>  <i>This module integrates with your scanners to import documents, files, and records into the SIRE system. It also imports files you already have in electronic format. SIRE Capture.NET can be configured to automatically index and file documents into appropriate folders and file cabinets, as well as supporting color, grayscale and mono. (Add-on Modules)</i></p>	<ul style="list-style-type: none"> <li>• High-Speed Batch Scanning</li> <li>• Non-Proprietary File Format</li> <li>• Barcode Recognition</li> <li>• On-the-Fly Quality Control</li> <li>• Auto-Fill (Indexing)</li> <li>• Supports Most Scanners</li> <li>• Multiple Field Types (Indexing)</li> <li>• Masked Fields (Indexing)</li> <li>• Lookup Fields (Indexing)</li> <li>• Stored Procedures (Indexing)</li> <li>• Front-End Data Validation (Indexing)</li> <li>• Full Keyboard Control</li> <li>• Scan to Folder</li> </ul>	<ul style="list-style-type: none"> <li>• Fix Problems Associated with Paper Processes</li> <li>• Turn Paper Documents into Electronic Files</li> <li>• Complete Document Capture Solution</li> <li>• Retrieve Information Online</li> <li>• Make Information Portable</li> <li>• Enhance Speed, Control, and Flexibility</li> <li>• Broad Scanner Support</li> </ul>
<p><b>SIRE Workflow and Forms™</b>  <i>Office processes that require the approval, insight, and action of multiple people, departments, or committees can be difficult to manage efficiently. SIRE Workflow automates these processes, creating and managing workflows in real time. So many processes require the use and management of forms, including applications, surveys, information forms, contracts, etc. The SIRE Forms module creates, distributes, processes, stores, and retrieves custom-made forms, all through the online, Web-Center interface.</i></p>	<ul style="list-style-type: none"> <li>• Customizable and Automatic Routing</li> <li>• Auto-Notification</li> <li>• Reporting Options</li> <li>• Built-in Approval Options</li> <li>• Tied to Annotations and Revision Control</li> <li>• Resource Management</li> <li>• Exception Handling</li> <li>• Highly Customizable</li> <li>• Collaboration Tools</li> </ul>	<ul style="list-style-type: none"> <li>• Increase Productivity</li> <li>• Streamline Processes</li> <li>• Balance Workloads Easily</li> <li>• Track Progress Quickly</li> <li>• Improve Organizational Communication</li> <li>• Complete Tasks Quicker</li> <li>• Integrate Forms Management</li> <li>• Enhance Security</li> <li>• Easy Form Create and Design</li> </ul>



PRODUCT	FEATURES	BENEFITS
<p><i>(Add-on Modules)</i></p>	<ul style="list-style-type: none"> <li>• Automated Routing</li> <li>• Supports FORMS</li> <li>• Broad application possibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Increase Organization Productivity</li> <li>• Track Submissions</li> <li>• Improve Customer Service</li> </ul>
<p><b>SIRE Agenda Plus™ with Minutes and Video Plus™</b>  <i>This module manages every step of the agenda-creation and meeting management process, including creating meetings, managing approval of agenda items and related materials, searching meeting documents, and much more.</i>  <i>(Add-on Modules)</i></p>	<ul style="list-style-type: none"> <li>• Enterprise Solution</li> <li>• Agenda Automation</li> <li>• Supports Item Attachments</li> <li>• Supports Multi-level Approval Process</li> <li>• Minutes Maker</li> <li>• Summary Creation</li> <li>• Optional Streaming Video</li> <li>• Complete Security Tools</li> <li>• Preset Meeting Types</li> <li>• Meeting Locator</li> <li>• Compile and Formatting Tools</li> <li>• Full Text Search of Minutes, Agendas, and Summaries</li> <li>• Workflow</li> <li>• Modular Design</li> <li>• View</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce Time and Cost of Creating and Managing Agendas</li> <li>• Add, View, and Approve Items from Your PC</li> <li>• Input Items Only Once</li> <li>• Electronically Attach Files Including Staff Reports</li> <li>• Auto-Generate Agendas</li> <li>• Record Meeting Minutes</li> <li>• Distribute Agendas Without Photocopying</li> <li>• Search Agenda Content for Keywords and Phrases</li> <li>• Work with Agendas Directly from Your Document Management System</li> <li>• Control Security as Needed</li> <li>• Web-Enabled</li> </ul>
<p><b>SIRE Committee Manager</b>  <i>Clerks can now easily track the term of committee or board members, who appointed them, if they can run again, the different positions someone has served in, and what accomplishments they had while in office. The SIRE reporting capabilities provide an easy way to search and find detailed information about a committee, council or board or one of its members - past or current. SIRE Committee Manager™ is easy to install and maintain, and is entirely web-based.</i>  <i>(Add-on Module)</i></p>	<ul style="list-style-type: none"> <li>• Track Terms and Appointments</li> <li>• Store and Retrieve Detailed Information</li> <li>• Web Based</li> <li>• Configurable Values</li> <li>• Customizable Interface</li> </ul>	<ul style="list-style-type: none"> <li>• Instant Access to Committee Members information.</li> <li>• Authorized users may access information from any browser.</li> <li>• Allows updated information to be input during meetings</li> <li>• Provides integration with other SIRE products such as Agenda Plus Meeting Automation Systems</li> <li>• May be purchased as a "Stand-Alone" Module.</li> <li>• Easy to use and to maintain.</li> </ul>
<p><b>SIRE Document Viewer</b>  <i>The SIRE solution includes a universal viewer that views over 300 file formats. A system that will support all file formats must also have a universal viewer built in. The viewer works with the EDMS client and can also work when viewing from the web interface. This viewer does not require</i></p>	<ul style="list-style-type: none"> <li>• Viewer is included with any SIRE Client Server Licenses</li> <li>• Viewer is updated annually to provide new software module interfaces</li> <li>• If the viewer receives a file that it cannot view, such as a video or sound file, it will</li> </ul>	<ul style="list-style-type: none"> <li>• Easy to use, even for casual users</li> <li>• View over 300 different file formats without the native software</li> <li>• Easy printing from the SIRE Viewer.</li> <li>• Prints with or without annotations.</li> <li>• Viewer furnished with every SIRE</li> </ul>



PRODUCT	FEATURES	BENEFITS
<p><i>the native software to view the files or images</i></p> <p><i>(Included with SIRE FileCenter)</i></p>	<p>automatically look for and launch the native application with no user intervention, if the user has the required permissions to do so.</p>	<p>FileCenter Client</p> <ul style="list-style-type: none"> <li>• Viewer can be used with SIRE Web client.</li> </ul>
<p><b>SIRE Record Retention Manager™</b></p> <p><i>This module schedules maintenance and disposal of records, files, and documents stored in your SIRE system. Retention guidelines are automated to meet audit and public access requirements.</i></p> <p><i>(Included with SIRE Server Core)</i></p>	<ul style="list-style-type: none"> <li>• Manage retention for both electronic and paper documents</li> <li>• Tackle legal requirements for retention according to your specific organization</li> <li>• Use saved searches to quickly set up retention criteria</li> <li>• Work with retention schedules from the same interface you use for other document management tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Storage</li> <li>• Long-Term Integrity</li> <li>• Guaranteed Authenticity</li> <li>• Disaster &amp; Access Security</li> <li>• Fast &amp; Portable Accessibility</li> <li>• Provides Legal Hold for documents.</li> </ul>
<p><b>SIRE Administrator™</b></p> <p><i>The SIRE Administrator module performs a variety of management tasks, including statistical reporting, SIRE Utilities, and SIRE Agenda Plus</i></p> <p><i>(Included with SIRE Server Core)</i></p>	<ul style="list-style-type: none"> <li>• The Administrator tab lets you access management functions for the SIRE Product Suite, including: Security, Cabinets, Licensing, and Settings.</li> <li>• The Security page within the Administrator tab allows you to view, create, edit, and administer SIRE users</li> <li>• The Cabinets page within the Administrator tab allows you to view, create, delete, configure, and cross-reference SIRE file cabinets, and view, create, delete, and configure SIRE file cabinet views and SIRE file folder indexes.</li> <li>• The Licensing page within the Administrator tab allows you to view the current license your organization has purchased from SIRE Technologies, update your licenses, delegate allocation of your license pool to various departments within your organization, and view the current usage of SIRE licenses throughout your organization.</li> </ul>	<ul style="list-style-type: none"> <li>• By associating users with SIRE Groups allows you to configure a set of permissions and apply them to multiple users by simply adding the desired users to the group. This saves time and energy, because you don't have to set up the same permissions for each individual user.</li> <li>• Administrators have the ability to audit the entire system, including log in, view, edit, email, export, delete, add, check in, check out, save, and print.</li> <li>• SIRE Administrator even has standard statistical and management reporting capabilities.</li> <li>• Permissions can be granted at the cabinet, folder, and annotation levels or you can protect confidential words or paragraphs in individual documents using redaction capabilities.</li> <li>• The majority of tasks performed for the management of the SIRE Product Suite are accomplished within SIRE WebCenter, including creating and managing user accounts, security, cabinets, indexes, and system settings.</li> </ul>
<p><b>SIRE Searching</b></p> <p><i>The SIRE Search window lets you perform simple and advanced searches, cross-cabinet and index searches, file description, annotation,</i></p>	<ul style="list-style-type: none"> <li>• The <b>SIRE Search Results</b> window displays folders that contain files matching your search criteria. Folders can be displayed in a cabinet or card</li> </ul>	<ul style="list-style-type: none"> <li>• SIRE Searching is very easy to use and provides instant view of documents.</li> <li>• Retrieve any FileCenter document</li> </ul>



PRODUCT	FEATURES	BENEFITS
<p>and SQL searches. You can also save searches and access previously saved searches. To perform a Full-Text Advanced Search, your SIRE Administrator must first set full-text permissions for both the user and the file cabinet.</p> <p>(Included with SIRE Client License)</p>	<p>view, and folder index values edited using the SIRE Search Results window.</p> <ul style="list-style-type: none"> <li>The <b>SIRE Files</b> window displays the contents of folders selected from the SIRE Search Results window. Displayed files can be of any format, and can easily be viewed with the SIRE Net Viewer, or within their native applications.</li> <li>Folders and files stored in the SIRE system can be easily retrieved using any of nine search methods available in FileCenter .NET. All FileCenter searches are accessed through the Search window.</li> </ul>	<p>effortlessly</p> <ul style="list-style-type: none"> <li>An Index Search lets you identify files which have index field values that match input search criteria.</li> <li>Cross Cabinet Searches identify files in a single selected file cabinet, or multiple selected file cabinets, that match designated search criteria.</li> <li>A File Description Search compares customized file descriptions to input search criteria and returns search results with matching descriptive file names.</li> <li>An Annotation Search identifies documents with annotation text that matches input search criteria.</li> <li>A SQL Search compares input string values with specific index fields associated with folders using SQL queries.</li> </ul>
<p><b>SIRE Reporting</b>  <i>SIRE Reports allows users and administrators to monitor actions, status, and operations of various features of the SIRE system, and generate complete reports on these various elements.</i></p> <p><i>SIRE Version 5.0 comes pre-configured with a number of SIRE Reports, described in detail in the "SIRE Reports List" document available for download from <a href="http://www.siretechnologies.com">www.siretechnologies.com</a>. New releases of the SIRE Solution Suite will feature additional SIRE Reports as customer needs arise. Customized SIRE Reports can be created through engagement with SIRE Technologies, or through internal, on-site development.</i></p> <p>(Included with SIRE Server Core)</p>	<ul style="list-style-type: none"> <li>Reporting Services 2000 comes in 2 production editions: Enterprise and Standard. Reporting Services can only communicate with SQL Server instances of the same edition.</li> <li>SIRE Reports are accessed through SIRE WebCenter. The reports themselves are accessible to users who have been granted access.</li> <li>The Reports &gt; Reports List page displays all reports in the SIRE system</li> <li>SIRE is tightly integrated with Microsoft Reporting Services. There are a number of "out of the box" reports available with the product. It is also very easy for SIRE or the customer to create custom reports to reflect their specific data. The reporting interface is managed by the SIRE security model and the reports are viewed from within the SIRE product. The reporting services integration currently works only if using SQL Server.</li> </ul>	<ul style="list-style-type: none"> <li>Because of the open architecture in SIRE you can use any third party reporting tools you'd like to interface with data in SIRE. Crystal Reports is frequently used by our customers for reporting.</li> <li>Standard reports include but are not limited to:</li> <li>User activities including logging in, printing, viewing, editing, deleting and other user tasks</li> <li>Number of folders and files by cabinet</li> <li>Security groups and user lists</li> <li>System settings</li> <li>Index and cabinet lists</li> <li>Standard reporting tools such as Crystal and Cognos can also be used to access data from the SIRE system</li> </ul>



PRODUCT	FEATURES	BENEFITS
<p><b>SIRE Security</b>  <i>Security for documents and access is managed by and within individual departments. For example, a specific department can be given permission to view and add agenda items, but individuals within a department can be limited to just viewing. As a result, SIRE's Electronic Document Management System (EDMS) as well as SIRE's Agenda Plus offers complete security for all your meeting and agenda documents.</i></p> <p><i>(Included with SIRE Server Core)</i></p>	<ul style="list-style-type: none"> <li>• SIRE provides the ability to log and audit system events, such as file access, deletions and process activities, for reporting, analysis and compliance purposes.</li> <li>• Statistics and reporting features allow for user activity reports showing each user and the number of times they have printed, and viewed any item.</li> <li>• System logs allow searching the system logs within a specific date range to monitor actions such as adding, deleting, printing, and viewing of documents or agendas</li> <li>• Reports can be generated and the criteria can be set up to search on all logging parameters.</li> <li>• The reports can also be generated on a date range, on a particular user or group of users, events, cabinets etc</li> </ul>	<ul style="list-style-type: none"> <li>• Granular security permissions by meeting type to allow admin to restrict or allow access to view, add items, edit items, add or edit meetings, compile meetings, approve/reject items, or move items.</li> <li>• Allows users to be assigned to different security groups, which are authorized to access different sections of the system and different functionality within the sections of the system</li> <li>• Allows security access to different sections of the system to be defined as read-only, read and edit, or no access</li> <li>• Ability to configure security at the system, business function, screen, file, and field level. Restriction is by user, or defined user group for access to private information and related processing</li> <li>• Restrict withdrawal or renaming of an item based on security permissions</li> </ul>
<p><b>SIRE Web Publishing</b>  <i>SIRE WebCenter is the main application used to manage the SIRE Solution Suite, including functions controlling: SIRE Licensing, Application Settings, File Cabinet Structure, File Indexes, Security, Workflow Management and Administration, Forms Management, Retention Schedules, Reports, Agenda Management and Publishing content to the web.</i>  <i>(Included with SIRE Server Core)</i></p>	<ul style="list-style-type: none"> <li>• SIRE Web Publishing is included in the basic package of SIRE.</li> <li>• Authorized users can post items to the web for internal as well as public viewing.</li> <li>• One Click publishing to the web.</li> <li>• SIRE Security allows public information to be posted to the web.</li> </ul>	<ul style="list-style-type: none"> <li>• There s no additional cost for SIRE Pub</li> <li>• Saves the user a great amount of time to be able to publish items to the web without having to go through the I.T. staff to implement.</li> </ul>
<p><b>Third-Party Integrations</b>  <i>SIRE's open architecture allows us to integrate with virtually any software application. Being an open MS Windows solution using industry-standard networks and SQL or Oracle databases, SIRE is fully compatible with all open system standards.</i></p> <p><i>(Add-on Module)</i></p>	<ul style="list-style-type: none"> <li>• SIRE has direct integration with Microsoft Office, allowing you to save Word and Excel documents, Outlook messages, and attachments directly to the system.</li> <li>• Integrations are a strong point of the SIRE product. Because of its open architecture and very strong API it is possible for SIRE to integrate with virtually any other software solution. This can be done via thick client integration, thin</li> </ul>	<ul style="list-style-type: none"> <li>• SIRE's solution provides for HTML or XML data conversions. SIRE has existing clients with integrations to the SIRE document management system that allow the client to gather information from specific areas of the different screens of their HTE applications and pass them to SIRE in order to automatically retrieve documents.</li> <li>• Each integration is discussed individually and an appropriate integration solution is selected.</li> </ul>



PRODUCT	FEATURES	BENEFITS
	<p>client integration, API integration, data exchange, and more.</p> <ul style="list-style-type: none"> <li>SIRE has developed a full functioning API Tool Kit that will allow integrations with any Open Architecture Application.</li> </ul>	<ul style="list-style-type: none"> <li>The solution can vary based on whether the other application is client based, web based, etc.</li> <li>Some of the Integrations SIRE has accomplished are: ESRI, KIVA, Accela Permits Plus, HTE, Autodesk, Spillman, Banner, JDE, People Soft, Lotis Notes, Simplefile, and many others.</li> </ul>



## Section F -- Project Goals, Minimum Requirements, Functional Requirements

### Software Requirements

REQUIREMENT		ABILITY TO EXECUTE				
		Meets	3 <sup>rd</sup> Party	Modify to meet	Does not meet	Proposal Section and page number #
Meets - The package meets the requirement "out-of-the-box".						
3rd Party – The package is able to meet the requirement with a third-party solution						
Modification – The package must be modified to meet the requirement.						
Does Not Meet – The product is not able to meet the requirement.						
<b>Agenda Management System Requirements</b>						
<b>Hardware &amp; Software</b>						
1.	Do you provide an evaluation program of this system; If requested, can you provide a demonstration of this system?	X				SIRE will provide
2.	What is the suggested server configuration your System will run on? (Please provide complete hardware specifications within your response.)	X				Section C Page 10
3.	What type of web browser does your System support?	X				Sec C Pg 12
4.	Does the system support the use of MS SQL Server 2005?	X				Sec C Pg.10
5.	Is the system able to be deployed enterprise wide across multiple platforms and multiple locations?	X				Section C Page 11
<b>Security &amp; System Administration</b>						
6.	The proposed system must provide group and user level security.	X				Section C Page 21
7.	System must have a Systems Administrator function that can manage security, maintenance tables, workflows, and provide overall system help to users when necessary	X				Section C Page 15
8.	Allows security access to different sections of the system to be defined as read-only, read and write, or no access	X				Section C Page 21
9.	Ability to support simultaneous multiple-user access to all components of the agendas.	X				Section C Page 15
10.	The agenda automation package must allow different levels of security within each meeting type.	X				Section C Page 21
11.	Maintain audit trail of changes made to each item	X				Sec C Pg 21
<b>Public Access – Intranet and Internet</b>						
12.	The agenda automation package shall provide a method to post any and/or all agendas to the Web.	X				Section C Page 20
13.	The agenda automation package shall provide a method to download the agenda and all associated attachments as a single PDF.	X				Section C Page 20
14.	Automatically post agendas and minutes for viewing over the Internet.	X				Section C Page 20
15.	Have Constituents look-up, view or contact commissioner's,	X				Section C Page 20



REQUIREMENT		ABILITY TO EXECUTE				
		Meets	3 <sup>rd</sup> Party	Modify to meet	Does not meet	Proposal Section and page number #
<b>Meets - The package meets the requirement "out-of-the-box".</b>						
<b>3rd Party – The package is able to meet the requirement with a third-party solution</b>						
<b>Modification – The package must be modified to meet the requirement.</b>						
<b>Does Not Meet – The product is not able to meet the requirement.</b>						
	other Board members and elected officials from the Internet					
16.	Provide Internet links, to the public, of digitally stored audio and video records.	X				Section C Page 17
17.	Provide Public access, via the Internet, to archival/historical information, such as meeting minutes, motions, and votes	X				Section C Page 13
18.	The agenda automation package shall have the ability to download a copy of a meeting with all the supporting material to a folder providing easy off-line access.	X				Section C Page 14
19.	The offline agenda version shall allow each user to make notes for each agenda item.	X				Section C Page 14
<b>Requirements - Searching</b>						
20.	Provide for searching of Agenda items, full-text or metadata.	X				Sec C Pg. 20
21.	Ability to OCR documents in order to allow search of text within document.	X				Section F Page 36
22.	Ability to print any search result.	X				Sec F Pg 36
23.	Allow searches by date and/or within date ranges	X				Sec F Pg 36
24.	Support grouping and searching documents based on metadata content.	X				Section F Page 36
25.	Search on agenda titles, agenda content, supporting materials content, supporting materials annotation.	X				Section B Page 5
26.	Public can search meeting agendas, minutes, and associated documents simultaneously.	X				Section B Page 5
27.	Return a list of all search results with links to the agenda item and supporting documents within the respective agenda.	X				Section F Page 36
<b>Requirements - Workflow</b>						
28.	Provide tracking of document through workflow process	X				Sec C Pg 19
29.	Provide multi-level (multiple criteria, multiple approvers) workflow	X				Section C Page 19
30.	Support criteria-based escalation or reassignment of workflow approval	X				Section C Page 19
31.	Allow insertion of items to any step of the workflow	X				Sec C Pg 19
32.	Allow the withdrawal of an item from the workflow	X				Sec C Pg 19
33.	Support criteria-based notification of workflow (delay of approval triggers notification for example)	X				Section C Page 19
34.	Provide appropriate notification of workflow events	X				Sec C Pg 19
35.	Provide for workflow failover or re-routing, based on response time	X				Section C Page 19
36.	Provide authorized users with the ability to create standard and ad hoc workflows for the approval process. The system must give users the ability to track the status of each agenda item.	X				Section C Page 19



REQUIREMENT		ABILITY TO EXECUTE				Proposal Section and page number #
		Meets	3 <sup>rd</sup> Party	Modify to meet	Does not meet	
<b>Meets - The package meets the requirement "out-of-the-box".</b>						
<b>3rd Party – The package is able to meet the requirement with a third-party solution</b>						
<b>Modification – The package must be modified to meet the requirement.</b>						
<b>Does Not Meet – The product is not able to meet the requirement.</b>						
37.	The workflow must provide a GUI front end for administering, creating and editing workflows with point-and-click or drag-and-drop functionality.	X				Attachment 1 Page 78
38.	The workflow shall provide the ability to implement dynamic roles.	X				Attachment 1 Page 79
39.	The ability to change a user assigned to a role must be editable without requiring that a workflow be reconfigured.	X				Attachment 1 Page 79
40.	The workflow must be tightly integrated with an e-forms product. An e-form must be capable of triggering a workflow process.	X				Attachment 1 Page 79
41.	The workflow will allow scripting (ex. VB) to assist in integrating the workflow with other applications used in the agenda creation process.	X				Attachment 1 Page 79
42.	The workflow will not only notify users of jobs in the workflow queue but will also have the ability to notify users through their e-mail system.	X				Attachment 1 Page 78
43.	The workflow shall not limit in any way the type of electronic files that can be attached to the flow.	X				Attachment 1 Page 78
<b>Requirements - E-Forms</b>						
44.	System should contain an integrated, web-based e-forms product for publishing forms to the intranet/internet.	X				Attachment 1 Page 79
45.	The e-forms product shall be tightly integrated with the agenda automation package.	X				Attachment 1 Page 79
46.	The e-forms application shall have the ability to publish information directly to the agenda application.	X				Attachment 1 Page 79
47.	The e-forms application shall have the ability to embed a form directly into a workflow.	X				Attachment 1 Page 78
48.	e-forms shall allow the ability to auto populate fields on a form such as date fields, auto-incremental fields, etc.	X				Attachment 1 Page 79
49.	Supports creation of forms with user input fields that can be configured to represent existing paper forms	X				Attachment 1 Page 79
50.	The e-forms application shall allow users to configure multiple field types on an e-form. These types may include but are not limited to lookups, composite, text, date, time, mask, integer, float, boolean, incremental.	X				Attachment 1 Page 79
51.	There shall be no limit to the number of forms that can be created and published in the e-forms application.	X				Attachment 1 Page 79
52.	The e-forms application shall use XML technology.	X				Att. 1 Pg 79
53.	The e-forms application shall utilize a publishing functionality that allows the administrator to determine when a form is published and made available to the users.	X				Attachment 1 Page 79
<b>Requirements - Agenda Management</b>						



REQUIREMENT		ABILITY TO EXECUTE				
		Meets	3 <sup>rd</sup> Party	Modify to meet	Does not meet	Proposal Section and page number #
<b>Meets - The package meets the requirement "out-of-the-box".</b>						
<b>3rd Party – The package is able to meet the requirement with a third-party solution</b>						
<b>Modification – The package must be modified to meet the requirement.</b>						
<b>Does Not Meet – The product is not able to meet the requirement.</b>						
54.	Support the creation of an agenda by grouping Agenda Item Request documents based on a metadata field containing the requested meeting date and agenda type.	X				Section E Page 28
55.	Once an agenda is created provide the ability for a user to publish the agenda to the web with associated links to supporting documents.	X				Section C Page 14
56.	Allows drafts to be created.	X				Sec C Pg. 16
57.	Create links to, or associate, supporting material for meetings with Agenda Item document.	X				Section C Page 14
58.	Allow flexible reformatting of the document, such as font, indentation, numbering, order of items, etc.	X				Section C Page 15
59.	Allow pending items to be placed on the agenda.	X				Sec C Pg 14
60.	Ability to print entire Agenda and all attachments with configurable numbering.	X				Section C Page 16
61.	Ability to print entire Agenda and all attachments with configurable numbering.	X				Section C Page 14
62.	System provides a post meeting capability for tracking, numbering and signing documents. Provides ability to use workflow in post meeting activities to manage post meeting activities.	X				Section C Page 14
63.	Users can make notes on Agendas and any supporting materials.	X				Section C Page 14
64.	Support the concatenation of associated documents for display, website and print.	X				Section C Page 20
65.	Provide configurable automatic notification when a document is revised	X				Section C Page 21
66.	Record responses to an Agenda Item or document	X				Sec C Pg 13
67.	Provide Shells/Templates for meeting types	X				Sec C Pg 13
68.	Support electronic note-taking by meeting participants	X				Att. 1 Pg 80
69.	The agenda automation package should provide capability to allow versioning of agenda's and agenda items; allow process steps such as draft, revision, and final agenda.	X				Section C Page 13
70.	The agenda automation package shall allow agenda items to be moved with all associated attachments from one agenda to another.	X				Section C Page 14
71.	The agenda automation package shall have the option to show where an agenda item is within the workflow process and it's status (approved, rejected), being drafted, final draft, etc.	X				Attachment 1 Page 78
72.	The agenda automation package shall have the ability to accept different types of attachments to support and link to agenda items. These file types include text, graphics, word processing applications, spreadsheets, acrobat, HTML, XML, Java, and photos and other images. Digital media such as visual files shall also be supported. (TIFF, JPEG, Mpeg, GIF, PDF, BMP, Raw, Scitex, Targa, PCX, Pixar, PNG, Pict, AVI)	X				Section C Page 20



73.	The agenda automation package shall have the ability to automatically convert attachments used to support agenda items to PDF for printing and public distribution.	X				Section C Page 20
74.	The agenda automation package shall have the ability to support annotations to attachments.	X				Attachment 1 Page 74
75.	The agenda automation package shall allow revision control of attachments.	X				Attachment 1 Page 74
76.	The agenda automation package shall allow an unlimited number of meetings to be added and managed by the system.	X				Attachment 1 Page 80
77.	Support electronic signatures.	X				Att. 1 Pg. 93
78.	Ability to select individual pages or sections of a document to be viewed, routed, included in packet, or printed	X				Attachment 1 Page 78
79.	Provide reviewer with a log of items that were reviewed for each meeting	X				Attachment 1 Page 89
80.	Ability to support flexible query capability for ad-hoc reporting based on user-defined criteria	X				Attachment 1 Page 89
81.	Ability to provide a well-documented, user-friendly query and report writing tool (Include list reporting tools supported)	X				Attachment 1 Page 88
82.	Ability to create retention schedules for all documents associated with an agenda based on document type	X				Attachment 1 Page 85
83.	Archive documents within the system, expire documents from view without removing them from the system	X				Attachment 1 Page 85
84.	Provide an email notification for documents that are approaching retention limits	X				Attachment 1 Page 85
85.	Agenda templates shall include preloaded drop-down designations for all Board/Committee/Subcommittee and an option to edit these designations.	X				Section C Page 15
86.	Agenda templates will include a checklist of standard items, including roll call, public presentation and orders of the day. As needed, the checklist of standard items can be edited and amended by authorized users.	X				Section C Page 16
87.	The system proposed shall be of a non-proprietary nature. Describe any functions, features or components that are, or may be proprietary and why they do not restrict utilization of the system.	X				Section C Page 13
88.	The agenda automation package shall have the ability to perform, but not be limited to the following document import methodologies: fax and direct scanning; direct loading and copying.	X				Section C Page 13
89.	The agenda automation package shall have the ability to publish a finalized HTML agenda to the Web with all associated attachments as links to the appropriate agenda item.	X				Section C Page 20
90.	The agenda automation package shall have the ability to create an agenda packet for printing.	X				Section C Page 13
91.	The agenda automation package shall have redaction capability.	X				Attachment 1 Page 84



<b>REQUIREMENT</b>		<b>ABILITY TO EXECUTE</b>				
		Meets	3 <sup>rd</sup> Party	Modify to meet	Does not meet	Proposal Section and page number #
<b>Meets - The package meets the requirement "out-of-the-box".</b>						
<b>3rd Party – The package is able to meet the requirement with a third-party solution</b>						
<b>Modification – The package must be modified to meet the requirement.</b>						
<b>Does Not Meet – The product is not able to meet the requirement.</b>						
92.	The system shall be able to work with D and E size documents.	X				Attachment 1 Page 84
93.	An agenda can be rolled up as draft agenda while items are not approved.	X				Section C Page 12
94.	The agenda automation package shall maintain and make available the history of all agenda items that have been copied to other agendas.	X				Attachment 1 Page 90
95.	The agenda automation package shall allow actions to be added for each agenda item. The actions can be added manually for each item or selected from a pre-configured list tied to each agenda type.	X				Attachment 1 Page 90
96.	The agenda automation package shall have the ability to scan attachments into an agenda.	X				Attachment 1 Page 75
97.	The agenda automation package shall have the ability to select an agenda item and scan the attachments to the item.	X				Attachment 1 Page 75

<b>Requirements - Meeting Management, Minutes, &amp; Voting</b>						
98.	Ability to create meeting minutes template with default text for minutes, motions, and voting	X				Attachment 1 Page 81
99.	Ability to create an attendee list for each meeting type.	X				Att 1, Pg. 81
100.	The agenda automation package shall allow sections to be added to an individual agenda without modifying the meeting type for all meetings.	X				Attachment 1 Page 81
101.	Ability to assign attendees from the attendee list who will be attending a meeting, voting in the meeting, or part of the roll call for the meeting	X				Attachment 1 Page 81
102.	Ability to Import Agenda into minutes application to use for minutes template	X				Attachment 1 Page 80
103.	Ability to configure and modify meeting minute templates.	X				Att 1, Pg 81
104.	Ability to take roll call	X				Att. 1, Pg 81
105.	Ability to activate items and make minute entries or notes	X				Att. 1, Pg 81
106.	Ability to make notes public or private	X				Att.1, Pg 89
107.	Ability to record motions and to log mover and seconder	X				Att. 1, Pg 81
108.	Ability to take and record votes on individual items	X				Att. 1, Pg. 81
109.	Ability to activate items in any order desired	X				Att. 1, Pg 89
110.	Ability to activate individual items or entire agenda sections.	X				Att. 1, Pg 89
111.	Ability to track, add and time speakers.	X				Att. 1, Pg. 81
112.	Ability to perform spell check.	X				Sec C, Pg. 15
113.	Ability to do meetings within a meeting.	X				Att. 1, Pg 80
114.	Must offer a spell checker within the minutes taking solution.	X				Sec. C Pg. 15
115.	Allows the voting order to be changed for each meeting as may be needed	X				Att. 1, Pg 81



T E C H N O L O G I E S

116.	Allows members to be added and deleted from committee rosters "on the fly" for specific meetings so that attendance and votes can be recorded properly.	X			Attachment 1 Page 81
117.	Summary minutes must be linked to the appropriate agenda and the headings, numberings and item descriptions from the agenda will populate the summary minutes. This function shall be editable.	X			Attachment 1 Page 81
118.	Roll calls must be able to be performed at any time during a meeting in case people leave for any reason.	X			Attachment 1 Page 81
119.	Modification of minutes must be simple to perform and not require extensive cleanup.	X			Attachment 1 Page 81
120.	Must allow users to enter multiple motions for a single item, including substitute motions.	X			Attachment 1 Page 89
121.	View Vote Result as members vote	X			Att. 1, Pg. 89
122.	Manual override of votes, roll call, motions, and amendments to agenda and minutes.	X			Attachment 1 Page 89
123.	Is your voting solution compatible with a touch-screen interface?	X			Attachment 1 Page 89
124.	View all Speakers in queue in order as requested	X			Att. 1, Pg 89
125.	Add and Delete Speakers in Request to Speak Queue	X			
126.	Recording Resulting Motions, Votes, Roll call, and Notes from software interface will automatically appear as text in Minutes. Manual transcription of motions, votes, and roll calls will not be accepted.	X			Attachment 1 Page 89
127.	The minutes can be taken with the streaming video or in a standalone mode and imported back into the agenda solution	X			Attachment 1 Page 82
128.	Minutes Annotation Software will produce Linked Minutes document in .html format. The end user may click on any item within the Minutes Doc to link to the audio/video.	X			Attachment 1 Page 81
129.	Clerk will be able to jump directly to any motion, vote, or note in meeting and listen to corresponding audio for easy editing. All of these items will be linked individually to audio/video.	X			Attachment 1 Page 81
<b>Requirements - Video Streaming</b>					
130.	Video should be linked to Agenda Items, Minutes, and Supporting Material	X			Attachment 1 Page 82
131.	Must have a Customizable Web Interface	X			Attachment 1 Page 82
132.	Stream meetings as they happen or record them and publish to the web together with the meeting minutes, supporting materials and the meeting agenda if desired.	X			Attachment 1 Page 82
133.	Video, minutes, meeting agenda and supporting material are all in a searchable format.	X			Section C Page 17
134.	Must Support Multicast Broadcasting	X			Section C Page 17
135.	Users must be able to control the stream of both video and audio at the time of recording. A fixed resolution at the time of recording is not acceptable	X			Attachment 1 Page 82
136.	If during a live meeting a connection problem ensues users must be able to continue to record the meeting, allowing us to	X			Attachment 1 Page 97



	post the audio/video once the network is restored.				
137.	Must be able to create a DVD that includes both the video and the supporting materials if desired.	X			Section C Page 14
138.	Does your solution allow for a County hosted audio/video option or do you provide the hosting? (please provide supporting documentation and network diagrams)	X			Section C Page 10
139.	Does your solution allow us to manage the backup of files or is this controlled by the vendor?	X			Attachment 1 Page 82
140.	What video editing tools will be provided?	X			Att. 1, Pg. 82
141.	What type of mobile encoder is used? What type of encoder is used?	X			Section C Page 12
142.	What is your typical stream rate for your video broadcasts?	X			Attachment 1 Page 97
143.	What type of cards do you typically use in your installations?	X			Sec C Pg. 12
144.	Is it hardware platform dependant or will it run on any server platform?	X			Section C Page 10
145.	Are you using redundant Internet connectivity? If yes, explain.				Section C Page 10
146.	There must have an interface that manages the video streaming and must be integrated with the Minutes Application and Voting System	X			Section C Page 12
147.	The streaming audio/video must be time stamped so the user can go directly to the point of the video for any given item in the agenda.	X			Section C Page 17
148.	Archives of all Audio/Video Content available on- demand	X			Att. 1, Pg. 97
149.	There will be a single view that includes video, audio, closed-captioning, drop-down menu of agenda items to link to, and document viewing area that has any supporting agendas, minutes, staff reports.	X			Attachment 1 Page 82
150.	What media players is your solution compatible with	X			Att. 1, Pg 82
151.	Vendor must be capable of providing podcasting as a service.	X			Sec. C, Pg 17

## Data Conversion from Existing System

Baldwin County currently maintains a custom developed system that is used to store and access agenda and minute documents. The current system contains almost 4,000 documents ranging in sizes up to 250MB each, with all documents having a total size of nearly 35GB. Documents in the current system are stored in PDF format in a Microsoft 2005 database with a column data type of Varbinary (max).

Bid response must include detailed documentation on the proposed migration methodology.

- a. Vendor must migrate documents/data from existing custom developed system into proposed system.

Since legacy systems can vary greatly, the migration methodology may change slightly depending upon the specific requirements. SIRE typically migrates data in two stages:

Stage 1: Export the data from the existing system into an XML format. SIRE can provide export, or the client can perform the export to XML as long as it complies with our recommended XML format. The export of the data would be done based on how it will be loaded into SIRE, typically by document type.

Stage 2: Import the XML data into SIRE using our "out of the box" utility called XML Import. This utility loads the XML data with associated documents into the appropriate place in SIRE

After the import into SIRE, we run validation counts to be sure the data from the old system matches exactly what is now in SIRE.

- b. Proposed system must provide seamless functionality with new and legacy documents.

Legacy documents will be imported into SIRE, thereby providing the same functionality for the legacy documents as the new documents.

- c. Proposed system must provide, at a minimum, search capability based on meeting type, date ranges, and full text search.

SIRE offers the above listed search capabilities based on meeting type, meeting date, and full text search as well as a number of additional search options.

The screenshot shows the SIRE WebCenter interface. At the top, there is a navigation bar with links for Home, Documents, Meetings (highlighted), Workflow, Forms, Reports, Media, and Agenda Admin. Below this is a secondary navigation bar with links for Calendar, My Item(s), Find Meeting(s), Find Item(s), Add Meeting, LRDA Search, Published Meeting(s) Search, and Templates. The main content area is titled 'Find Item(s)' and shows search results for the keyword 'Business'. The search criteria are 'All Words' and 'Any Word'. The results table is as follows:

View	Item ID	Item Title	Meeting Date	Meeting Time	Meeting Type	View History
View	5	New Business	7/24/2009	7:00 PM	City Council Meeting	History
View	11	New Business	8/5/2009	7:00 PM	City Council Meeting	History
View	12	Old Business	8/5/2009	7:00 PM	City Council Meeting	History

SIRE's solution provides a variety of custom searches including, but not limited to:

- Search Agenda Content for Keywords and Phrases
- "Google" type searches of streaming video, agendas, minutes, voting logs, summaries and attachments using Full Text Search
- Provide for searching of Agenda items, full-text or metadata
- Meetings are displayed within your chosen browser as a list. To find a specific meeting, all you need to do is click the "Find Meeting" link and enter the meeting type, date, or both. A list of all meetings appears according to your search criteria.
- Returns search results for departmental users in less than 5 seconds
- Allows the result of any search to be printed
- Allows for complex searches using multiple values within a field
- Allows users to search using most data fields in legislative record including, but not limited to file number, file short name, file long name, file type, file status, body currently controlling the file, sponsor, requestor, effective date, agenda date
- Public can search meeting agendas, minutes, and associated documents simultaneously

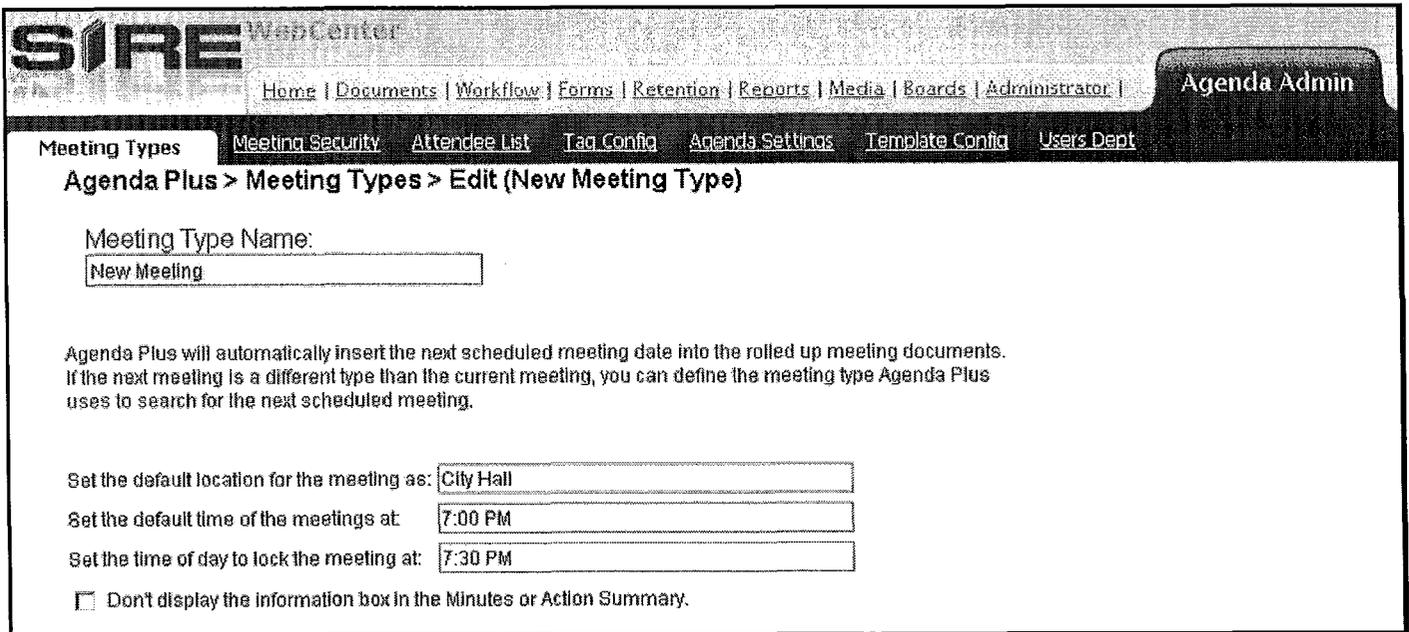
d. Must be able to filter search by meeting type (see meeting types below)

#### Meeting Types

- 1) Agenda
- 2) Addenda
- 3) Minutes
- 4) Board of Adjustments Agenda (separated by districts 1 - 4)
- 5) Board of Adjustments Minutes (separated by districts 1 - 4)
- 6) Finance Division Agenda
- 7) Finance Division Transcript
- 8) Housing Authority Agenda
- 9) Housing Authority Minutes
- 10) Planning And Zoning Agenda

- 11) Planning And Zoning Transcript
- 12) Planning And Zoning Subdivision Agenda
- 13) Planning And Zoning Subdivision Transcript
- 14) Planning And Zoning Work Session Transcript
- 15) Public Building Authority Agenda
- 16) Public Building Authority Minutes
- 17) Road and Bridge Agenda
- 18) Road and Bridge Transcript
- 19) Industrial And Civic Division Agenda
- 20) Industrial And Civic Division Transcript
- 21) Work Session Agenda
- 22) Word Session Transcript

To create meetings in Agenda Plus, you must first create one or more meeting types. A meeting type defines the general format of the agenda used for a specific recurring meeting, such as a County Commission meeting, a meeting of the Board of Directors of a company, a Planning Department meeting, or a Budgeting meeting.



**SIRE WebCenter** | Home | Documents | Workflow | Forms | Retention | Reports | Media | Boards | Administrator | **Agenda Admin**

Meeting Types | Meeting Security | Attendee List | Tag Config | Agenda Settings | Template Config | Users Dept

**Agenda Plus > Meeting Types > Edit (New Meeting Type)**

Meeting Type Name:

Agenda Plus will automatically insert the next scheduled meeting date into the rolled up meeting documents. If the next meeting is a different type than the current meeting, you can define the meeting type Agenda Plus uses to search for the next scheduled meeting.

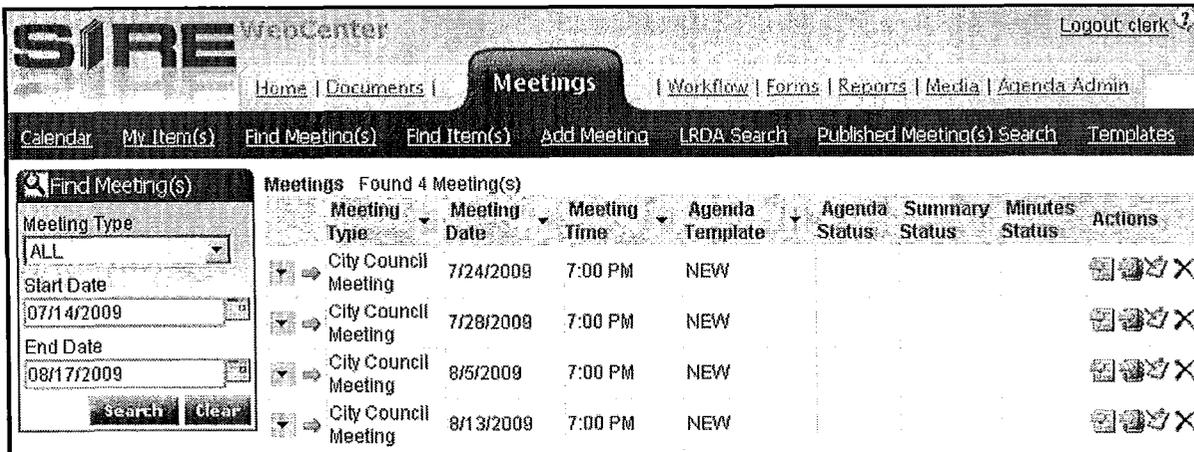
Set the default location for the meeting as:

Set the default time of the meetings at:

Set the time of day to lock the meeting at:

Don't display the information box in the Minutes or Action Summary.

Searches can then easily be filtered by meeting type.



**SIRE WebCenter** | Home | Documents | **Meetings** | Workflow | Forms | Reports | Media | Agenda Admin | Logout clerk

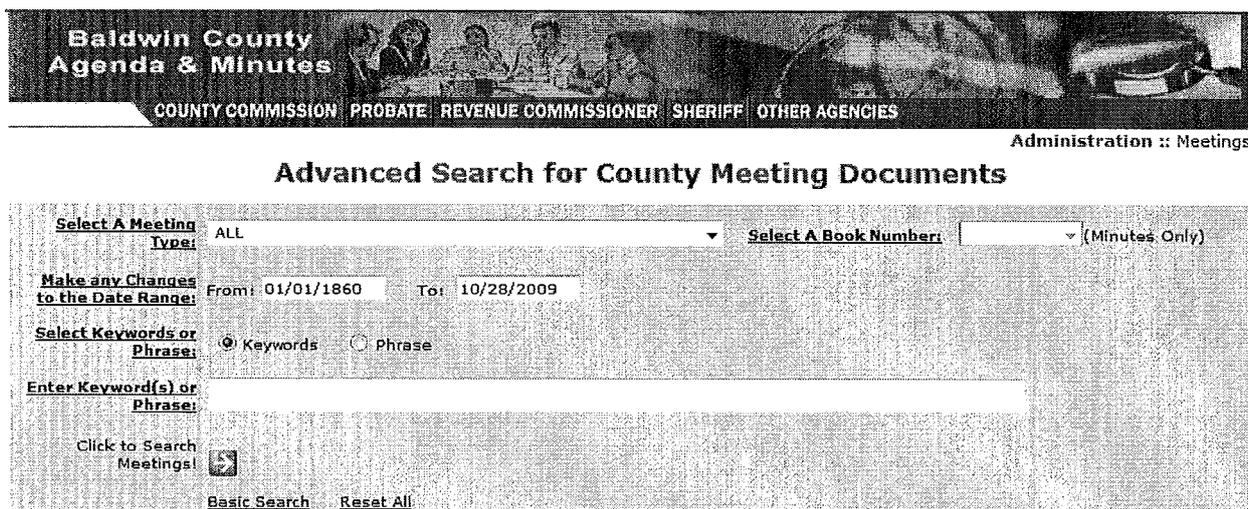
Calendar | My Item(s) | Find Meeting(s) | Find Item(s) | Add Meeting | LRDA Search | Published Meeting(s) Search | Templates

**Find Meeting(s)**

Meeting Type: ALL  
 Start Date: 07/14/2009  
 End Date: 08/17/2009

Meeting Type	Meeting Date	Meeting Time	Agenda Template	Agenda Status	Summary Status	Minutes Status	Actions
City Council Meeting	7/24/2009	7:00 PM	NEW				
City Council Meeting	7/28/2009	7:00 PM	NEW				
City Council Meeting	8/5/2009	7:00 PM	NEW				
City Council Meeting	8/13/2009	7:00 PM	NEW				

f. Must provide comparable functionality found in current public access system - view at:  
<http://www.bcconline.co.baldwin.al.us/minutes/SEARCHMINUTES.ASPX>



**Baldwin County Agenda & Minutes**  
 COUNTY COMMISSION PROBATE REVENUE COMMISSIONER SHERIFF OTHER AGENCIES  
 Administration :: Meetings

### Advanced Search for County Meeting Documents

Select A Meeting Type: ALL Select A Book Number: (Minutes Only)

Make any Changes to the Date Range: From: 01/01/1860 To: 10/28/2009

Select Keywords or Phrase:  Keywords  Phrase

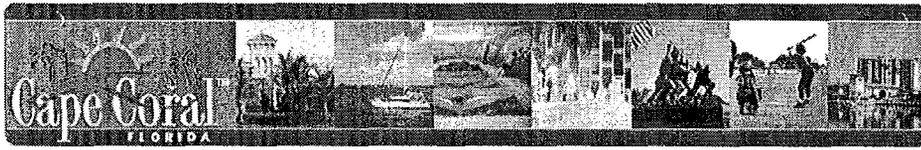
Enter Keyword(s) or Phrase:

Click to Search Meetings!

Basic Search Reset All

Board of Adjustments Agenda - District 1	<b>BOAA1</b>	Finance Division Agenda	<b>FDA</b>
Board of Adjustments Minutes - District 1	<b>BOAM1</b>	Finance Division Transcript	<b>FDT</b>
Board of Adjustments Agenda - District 2	<b>BOAA2</b>	Housing Authority Agenda	<b>HAA</b>
Board of Adjustments Minutes - District 2	<b>BOAM2</b>	Housing Authority Minutes	<b>HAM</b>
Board of Adjustments Agenda - District 3	<b>BOAA3</b>	Industrial and Civic Division Agenda	<b>ICA</b>
Board of Adjustments Minutes - District 3	<b>BOAM3</b>	Industrial and Civic Division Transcript	<b>ICT</b>
Board of Adjustments Agenda - District 4	<b>BOAA4</b>	Planning and Zoning Agenda	<b>PZA</b>
Board of Adjustments Minutes - District 4	<b>BOAM4</b>	Planning and Zoning Transcript	<b>PZT</b>
County Commission Agenda	<b>AG</b>	Planning and Zoning Subdivision Agenda	<b>PZSDA</b>
County Commission Minutes	<b>MN</b>	Planning and Zoning Subdivision Transcript	<b>PZSDT</b>
County Commission Informal Session	<b>CCIS</b>	Planning and Zoning Worksession Transcript	<b>PZWT</b>

**As you can see from the example screenshots below, SIRE can provide the exact functionality found in the County's current public access system. The public access system can be configured to allow for all the advanced search criteria of the current system, and more, if desired.**



Home Documents Meetings Contact Us ? Help

**Meeting Search**

Meeting Type:

Keyword(s):

Any Word
  All Words
  Exact Phrase

Meeting Date(s):

**Search**

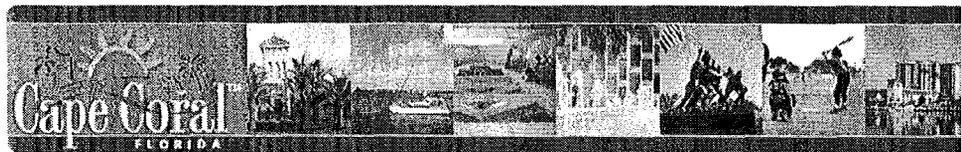
**Meetings - 327 Found**

1 of 22 Prev Next

Meeting Type	Meeting Date	Meeting Time
PLANNING & ZONING COMMISSION	11/04/2009	9:00 AM
SELECTION ADVISORY COMMITTEE	10/27/2009	1:30 PM
Addendum	10/26/2009	4:30 PM
Cape Coral City Council Workshop	10/26/2009	4:30 pm
Community Redevelopment Agency	10/20/2009	5:30 PM
Cape Coral Regular City Council	10/19/2009	4:30 PM
Financial Advisory Committee	10/13/2009	9:00 AM
SELECTION ADVISORY COMMITTEE	10/13/2009	1:00 PM
PLANNING & ZONING COMMISSION	10/07/2009	9:00 AM
Cape Coral City Council Workshop	10/05/2009	4:30 pm
City Council Special Meeting	10/01/2009	5:05 PM
SPECIAL PLANNING AND ZONING COMMISSION	09/23/2009	9:00 AM
City Council Special Meeting	09/23/2009	5:05 PM
Community Redevelopment Agency	09/22/2009	5:30 PM
SELECTION ADVISORY COMMITTEE	09/22/2009	1:30 PM

1 of 22 Prev Next

ATTENTION: Not all meetings have videos available on-line. If the video link states "No Video Available", please contact the City clerk's Office by calling (239) 574-0411 or emailing [ctyck@capecoral.net](mailto:ctyck@capecoral.net) if you would like to request a DVD copy of the meeting at a cost of \$10.00 per DVD.



Home Documents Meetings Contact Us ? Help

**Meeting Search**

Meeting Type:

Any Word
  All Words
  Exact Phrase

Meeting Date(s):

**Search**

**Meetings - 327 Found**

1 of 22 Prev Next

Meeting Type	Meeting Date	Meeting Time
PLANNING & ZONING COMMISSION	11/04/2009	9:00 AM
SELECTION ADVISORY COMMITTEE	10/27/2009	1:30 PM
Addendum	10/26/2009	4:30 PM
Cape Coral City Council Workshop	10/28/2009	4:30 pm
Community Redevelopment Agency	10/20/2009	5:30 PM
Cape Coral Regular City Council	10/19/2009	4:30 PM
Financial Advisory Committee	10/13/2009	9:00 AM
SELECTION ADVISORY COMMITTEE	10/13/2009	1:00 PM
PLANNING & ZONING COMMISSION	10/07/2009	9:00 AM
Cape Coral City Council Workshop	10/05/2009	4:30 pm
City Council Special Meeting	10/01/2009	5:05 PM
SPECIAL PLANNING AND ZONING COMMISSION	09/23/2009	9:00 AM
City Council Special Meeting	09/23/2009	5:05 PM
Community Redevelopment Agency	09/22/2009	5:30 PM
SELECTION ADVISORY COMMITTEE	09/22/2009	1:30 PM

1 of 22 Prev Next

ATTENTION: Not all meetings have videos available on-line. If the video link states "No Video Available", please contact the City clerk's Office by calling (239) 574-0411 or emailing [ctyck@capecoral.net](mailto:ctyck@capecoral.net) if you would like to request a DVD copy of the meeting at a cost of \$10.00 per DVD.



## **Section G -- Implementation Project Organization**

SIRE Technologies offers proven expertise in planning, organizing and managing resources to bring about the successful completion of specific project goals and objectives in the agreed upon project time frame. Milestones are set and strategies are devised on a continuous basis to keep the project on track and account for unexpected events.

SIRE has implemented many large and small agenda management systems and an implementation plan is specifically devised for each customer with the following objectives, including but not limited to:

- Develop a detailed project plan that is updated continually and guides all project activities.
- Identify milestones and detailed project tasks, their duration, and dependencies.
- Assign the best possible and best qualified resources.
- Develop a site preparation plan.
- Establish milestones to track project progress and to assess possible changes in project scope.
- Establish quality assurance checkpoints throughout the implementation phase of the project.
- Develop formal communication channels for team members and management.
- Manage project tasks and issues.
- Control change requests through a formal review process to weigh project impacts to resources, schedule and budget.
- Provide regular project reports to team members.
- Outline delivery and installation schedules.
- Define System acceptance testing.

SIRE Technologies works closely with its clients to create a mutually successful project and implementation strategy. We will collaborate closely with the County team in the project assessment, planning and ongoing status reporting process.

SIRE Technologies utilizes proven project management tools to manage its project life cycles (Initiate, Plan, Execute, Control, Close) successfully.

### **SIRE Project Management Tools:**

#### **Sales Hand-Off Document**

1. Organization
  - Sponsors, Stakeholders, Key Persons
2. Project Description
3. Departments Involved
4. License, Service Breakdown
5. High-level Project Timeline
6. Scope of Services
7. Functional Requirements (RFP)
8. Development Needs
9. Purchase Order / Contract
10. Payment Milestones

## **Project Plan**

1. Project Overview
2. Project Scope Statement
3. Project Deliverables
4. Project Assumptions
5. Project Constraints
6. Project Roles and Responsibilities
7. Communication Plan
8. Risk and Asset Management
9. Issues and Change Management
10. Milestones / Payment Milestones
11. Baseline Schedule
12. Testing and Acceptance
13. Project Acceptance & Sign-offs Identified
14. Out of Scope
15. Possible Future Plans / Projects

## **Communication Methods**

1. Weekly Status Meetings
2. Meeting Agendas / Recaps
3. Project Time Line / Tasks List
4. Action / Task List
5. Issues Log
6. Executive Summary Report

## **Site Visit Trip Reports**

1. Pre-Trip Task Assignment
  - Customer Sign-Off
2. Site Visit Schedule
  - Client Resources/Rooms Required
3. Post Trip Deliverable Rpt
  - Customer Sign-Off

## **Support Hand-off**

1. Meeting to Introduce
  - Provide project background

## **Lessons Learned**

1. Post Project Review
  - Customer Evaluation
  - What Was Successful
  - What Requires Improvement



### Sample Work Breakdown Structure

WORK BREAKDOWN STRUCTURE (Rev03)

Proj Name: EDMS Implementation / Conversion

Last Updated - 9/16/08 by LJJ

Customer Name:

Today's Date: 4/7/2009

Viewing Weeks: 10/6/08 - 8/31/09

GanttChart

WBS	Tasks Items in RED Current Priorities	Task Lead / Resources	Start	End	Duration (Days)	% Complete	Days Complete	Days Remaining
1.00	<b>Project Kick-off On-Site</b>							
	Kick-off Meeting	City / SIRE Project Team	9/08/08	9/11/08	4	100%	4	0
	Define and Agree on Project Documents	City / SIRE Project Team	9/08/08	9/11/08	4	100%	4	0
	Project Plan	City / SIRE Project Team	9/08/08	9/11/08	4	100%	4	0
	WBS (Work Breakdown Schedule)	City / SIRE Project Team	9/08/08	9/11/08	4	100%	4	0
	Change Order Process	City / SIRE Project Team	9/08/08	9/11/08	4	100%	4	0
	Action Items Log	City / SIRE Project Team	9/08/08	9/11/08	4	100%	4	0
	Issue Management Log	City / SIRE Project Team	9/08/08	9/11/08	4	100%	4	0
	Communications Plan (Establish Weekly Status Call)	City / SIRE Project Team	9/08/08	9/11/08	4	100%	4	0
	Trip Reports Pre and Post Visit Recaps	City / SIRE Project Team	9/08/08	9/11/08	4	100%	4	0
	On-site Schedules	City / SIRE Project Team	9/08/08	9/11/08	4	100%	4	0
	Executive Status Report	City / SIRE Project Team	9/08/08	9/11/08	4	100%	4	0
2.00	<b>Hardware Environment Setup</b>							
	Application Server (Pre-install MS-Office / IS / .Net Framework 2.0)	City of Sarasota IT	9/08/08	9/11/08	4	100%	4	0
	Database Server	City of Sarasota IT	9/08/08	9/11/08	4	100%	4	0
	Image Storage (SAN)	City of Sarasota IT	9/08/08	9/11/08	4	100%	4	0
	Web Server	City of Sarasota IT	9/08/08	9/11/08	4	100%	4	0

3.00	<b>Server Software Install</b>							
	Confirm Install Windows 2003 Server	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Confirm install IIS	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Confirm Install Microsoft .Net Frame 2.0	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Create a user with Local Admin Rights to Run Services	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Add to the network	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Confirm Drive Mapping Complete if SAN involved	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Install SIRE Server Software	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Setup / Start Services	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Run database scripts to create Tables	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Install the PDF Conversion Utilities (Validate Neeva PDF Conversion works)	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Validate logging into the system	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Validate the PDF Conversion	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Validate Admin Tools	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Confirm storage for images (SAN or NAS)							
	Confirm Drive Mapping Complete if SAN involved	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Identify Path to Images	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Enable Reporting Services (Recommended for best reports)	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Create a SIRE database	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Create a user with rights to the database	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Make the new user the database owner	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Create Test Cabinet to validate/test OCR / PDF and FTR working	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Complete setup of Public User Account (crypt key)							
	New security setting for public as 5.1 - now requires view rights in group cabinet security	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Test the connection to SIRE PUB (Internal)	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Configure SIRE PUB with Look / Feel of City Intranet web pages	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Configure SIREPUB (Cabinets to Display in config.xml)	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Load latest Patch	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Discuss Client Auto Release / Patch Setup for Elevated Install Rights	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0

Request for Proposal – Bid No. WG09-43 for Automated Agenda Workflow and Meeting Management Solution for the Baldwin County Commission  
Due: November 10, 2009



	Discuss Active Directory Setup	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
<b>4.00</b>	<b>Client Software Install</b>							
	<b>File Center Access</b>							
	Confirm sufficient security rights at desktop (local admin rights)	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Confirm if elevated privileges setting can be used via server	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Confirm .net 2.0 installed locally	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Confirm / Create / Test deployment method of MSI	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Complete User Creation Forms for Users	City IT / SIRE Install Team	9/08/08	11/08/08	60	50%	30	30
	<b>Capture Setup with Scanner Station</b>							
	Configure scanner with SIRE Capture	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Setup scanner options for multiple scan types settings	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Confirm scan quality	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	Discuss and configure user preferences	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
<b>5.00</b>	<b>Document Imaging Discovery / Analysis</b>							
	Identify Departments Involved	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Coordinate Separate Dept Meetings As Needed	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	Provide File Center Refresher Demo	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	Provide Capture Refresher Demo	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	Provide SIREPub Refresher Demo	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Review Methods document Retrieval	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	Determine Document Volumes	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Method to bring documents into SRE (Local Scanning or Outsource)	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	Identify Document Types	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Discuss storage requirements (Department Needs / Public Access)	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	Identify Types of Files to store (Native, Image Files, Video, Audio, etc)	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	Provide sample cabinet designs from other Clients	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	Review Cabinet Design Spreadsheet	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0

	- Discuss Cabinet Design/ Naming	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Determine Index / FTR / OCR use	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Discuss Shared Indexes	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Determine Index Values per Doc and / or Cabinet	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Discuss Multi-page tiff and PDF options	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Determine Security Requirements	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Determine if Stored Procedures for Index population can be used?	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Determine Retention Needs	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	Discuss Auto-Indexing / Identify Documents (if services purchased)	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Identify Documents for Automation	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	Discuss Auto-Indexing / Identify Documents (if services purchased)	City / SIRE Team	9/08/08	9/07/08			0	0
	Complete Cabinet Design Specifications for 8 Cabinets	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 1 City Commission Agendas Designed	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 2 Advisory Board Agendas Designed	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 3 City Commission Minutes Designed	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 4 Advisory Board Minutes Designed	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 5 Resolutions Designed	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 6 Ordinances Designed	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 7 Contracts and Agreements Designed	City / SIRE Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 8 TO BE Designed	City / SIRE Team	9/08/08	11/08/08	60	10%	6	54
	Client Accept & Sign Off Cabinet Specifications Prior to Creation	City / SIRE Team	9/08/08	10/22/08	45	95%	42	3
<b>6.00</b>	<b>Cabinet Creation</b>							
	Create Cabinets as Identified in Design Specification Worksheets	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 1 City Commission Agendas Built	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 2 Advisory Board Agendas Built	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 3 City Commission Minutes Built	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 4 Advisory Board Minutes Built	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 5 Resolutions Built	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 6 Ordinances Built	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
	- Cabinet 7 Contracts and Agreements Built	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0



- Cabinet 8 TO BE Built	Loi / IT / SIRE Install Team	9/08/08	11/06/08	60	10%	4	56
Test addition of Documents to Cabinets	City IT / SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
Confirm Documents are being Ocfrd and Retrievable	SIRE Install Team	9/08/08	9/11/08	4	100%	4	0
<b>7.00 Data Conversion Needs</b>							
Coordinate Meeting with SIRE Development	City IT / SIRE Dev	9/09/08	9/09/08	1	100%	1	0
Identify data source	City IT / SIRE Dev	9/09/08	9/09/08	1	100%	1	0
Request copy of data source	City IT / SIRE Dev	9/09/08	9/09/08	1	100%	1	0
Identify method for conversion and map meta data to SIRE Cabinets	City IT / SIRE Dev	9/08/08	10/07/08	30	100%	30	0
Provide Process Documentation for Reline and Acceptance	SIRE / Dev	9/08/08	10/07/08	30	100%	30	0
Review XML Loader with City / Install	City IT / SIRE Dev	9/08/08	10/07/08	30	100%	30	0
Confirm necessary cabinets created in SIRE	City IT / SIRE Dev	9/09/08	9/09/08	1	100%	1	0
Create Import tools for conversion of Doc images and index criteria into SIRE cabinet database	City IT / SIRE Dev	9/08/08	10/12/08	35	85%	29	6
Determine Test Load	City IT / SIRE Dev	9/08/08	10/17/08	40	85%	34	6
Run Test Import	City IT / SIRE Dev	9/08/08	10/17/08	40	85%	34	6
Validate Imported Content	City IT / SIRE Dev	9/08/08	10/24/08	47	85%	39	8
Coordinate method to import remaining data	City IT / SIRE Dev	9/08/08	10/27/08	50	25%	12	38
Coordinate Final Load	City IT / SIRE Dev	9/08/08	11/06/08	60	25%	15	45
Conversion Acceptance	City IT / SIRE Dev	9/08/08	11/07/08	61		0	61
<b>8.00 EDMS Training</b>							
<b>Administrative Training</b>	City IT / SIRE Trainer						
System Administration	City IT / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Adding Users	City IT / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Establishing Groups	City IT / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Setting Up Security for Cabinets	City IT / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Cabinet Creation ( Design / Building)	City IT / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Adding Indexes	City IT / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
<b>End User Training File Center</b>							
Add Documents Options	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Save to Folder Options	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Key Word Searches	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Full-Text Searches	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Printing	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Emailing	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Launch in Native Applications	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Annotation with Audit Trail	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Exporting	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Revision Control	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Bookmarks	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Folder Packs	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
<b>Scanner / Capture Training</b>							
Scanning Options	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
High-Speed Batch Scanning	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Barcode Recognition Options	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
On-the-Fly Quality Control Options	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Using Roping to capture indexes	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Indexing Manually	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Multiple Indexing Field Types	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Masked Indexing Fields	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Stored Procedures	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Routing Batches	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Submitting Batches	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
Validating Submitted Batches	City Staff / SIRE Trainer	11/03/08	11/07/08	5	0%	0	5
<b>9.00 On-Going Operations &amp; Project Support Hand-off</b>	City Team / SIRE Team	10/20/08	10/24/08	5	0%	0	5
Review SIRE Technologies WEB Site / Client Benefits Available	City Team / SIRE Team	9/09/08	9/09/08	1	100%	1	0
Review Methods to Monitor SIRE System	City Team / SIRE Team	11/03/08	11/07/08	5	0%	0	5
Administrative Responsibilities Assigned	City Team / SIRE Team	11/03/08	11/07/08	5	0%	0	5
New Version Releases / Upgrades / Patches Procedure Defined	City Team / SIRE Team	11/03/08	11/07/08	5	0%	0	5
Conduct Post-Implementation SIRE Support Hand-off Meeting	City Team / SIRE Team	11/07/08	11/20/08	14	0%	0	14

## **Proposed Project Team and Qualifications:**

### **Kris Painter - Executive Management:**

Mr. Painter is responsible for reviewing the proposed business solution for technical feasibility as it relates to networking and connectivity issues. Training includes Novell CNE, certification on all SIRE products, certification on host interfaces, and certification on Kodak, HP, Plasmon/Panasonic optical drives and jukeboxes as well as Compaq systems. Experience includes fifteen years of consulting and installing EDMS and image related systems for SIRE within City and County environments. He is experienced in virtually all technology environments with working knowledge that includes Microsoft Windows 2000/NT, IBM AS/400, IBM 3090, IBM 4381 connected to Tokenring, IBM AS/400 connected to Ethernet, IBM System 36.

### **Dustin Butler – Director of Software Engineering:**

Mr. Butler is one of our elite software engineers with over six years in the document management field. He is responsible for much of SIRE's programming code and is an expert on SIRE capabilities and installation. He is trained in Microsoft Visual Basic, C, and C++. He has extensive database knowledge with Oracle, SQL Server, Access, etc.

### **Richard Drew – Applications Engineer:**

Richard joined SIRE in 2005 after being a SIRE customer for 4 years. Until recently he has spent most of his time as a local resource to SIRE customers in California. Richard is very familiar with the SIRE product suite and its architecture. He has an inherent skill in listening to customers' needs and recommending the SIRE products to best meet those needs. Richard received his MCSD certification in 1997, and spent 7 years as a software engineer before joining the SIRE team. He has development experience in VB.NET, VB, ASP.NET, ASP, SQL and HTML.

### **Linda Lang – Lead Project Manager:**

Ms. Lang joined SIRE in 2006 after serving six years at the City of Irvine, CA as the City's Lead SIRE Project Manager for Agenda Management & EDMS. She also has three years experience as Sr. Business Systems and Process Consultant, as well as four years experience as Management Information System Director. Ms. Lang holds a PMP Certification, Network Administration Certificate and Advanced Novell Training Certificate. Her OS expertise includes: Server 2003, Window 2003, Windows NT, Windows XP, Novell, UNIX and DOS. Hardware experience includes: Compaq/Dell/HP Servers, Winframe & Citrix communication servers, Digital Warehousing, VMX Voice Mail Systems, IVR Phone Systems, Connectivity (TCP/IP, Ethernet), Intelligent Hubs, Cisco Routers and Modems. Software Experience includes: Microsoft Product Suite, MS-Project, Access, PowerPoint, Visio, Aldus PageMaker, Corel, Q&A, dBase, Lotus, Word Perfect, MS-Mail, Outlook, GroupWise, MAS90, People Soft, People Tools, Web Design, HTML, ADP and Multiple Communication Software Programs.

### **Mike Weimer – Implementation Specialist**

Mr. Weimer will be responsible for all Installation and Training for your organization. Mike has been working with SIRE since 2007 as a Support Specialist. Prior to coming on board with SIRE he worked with Dell computers doing hardware technical support. Due to spending the first 2 years in the support department, he is very familiar with the SIRE Solutions Suite and has excellent customer service skills as well. Mike has earned an A.A.S., a B.S., and is currently working towards his M.I.S. degree, which he will complete, with honors, in April of 2010.

### **Troy Doller – Training Manager**

Troy came to SIRE Technologies at the beginning of 2007 with an extensive corporate training background. A graduate of Brigham Young University with a Bachelor of Science degree in Psychology with an emphasis in Adult Learning Theory, Troy has been instrumental in building SIRE University, SIRE's official certification platform.

## **Section H -- Implementation Support – Installation, Testing, And Training**

The expectation is for the Bidder to work closely with the Baldwin County Commission during all phases of implementation, and fulfill certain specific responsibilities. The Bidder must give a detailed description of the level and extent of all services and support to be provided during the implementation of the proposed software including but not limited to the following.

- A. The Bidder shall comply with all specific implementation plan responsibilities, the plan having been developed consistent with this BID response and the executed contract.

SIRE Technologies and the Project Manager will comply with all specific implementation plan responsibilities during all phases of implementation.

- B. The Bidder shall describe the installation of the system, and all related software on the hardware. The cost of installation of the hardware to be provided by the Bidder, software and other project components shall be included in the proposal. The Bidder will install all project equipment and software at a time and location acceptable to the Baldwin County Commission. Equipment and software installation that may be disruptive to normal business operations shall be planned to take place after service closes or on weekends.

*SIRE Technologies*, upon award of the Contract, as a matter of priority would arrange a Kick-Off Meeting with *Baldwin County*. The meeting would be attended by the *SIRE Technologies* Project Manager and would be supported by selected *SIRE Technologies* personnel appointed to the Team. *SIRE Technologies* would hope that all the client's key personnel involved in the implementation of the system would be present.

The objective of the meeting would be to discuss all the alternatives available for the client's use and the specific solution to be implemented. Examples of such alternatives would be discussed and specifics would be considered within the agreed Purchase Specification and price.

The second objective of the Kick Off Meeting would be to confirm the agreed schedule and at the same time agree the details of the schedule. At this meeting, details of the information required by each party from the other would be discussed and an agreement would be reached as to when each party would provide this information with the agreed schedule.

Subsequent to the meeting, a more detailed schedule would be prepared by *SIRE Technologies* and would be discussed and monitored at the Progress Meetings which would be held once a week. These meetings would take place at *Baldwin County* or on-line if appropriate.

Prior to each meeting, the *SIRE Technologies* Project Manager would issue a Progress Report which would cover the schedule dates planned and schedule dates achieved. The reporting would cover not only the progress made in relation to the software but also on any materials ordered, received and delivered.

The schedule would be a live document and proactively monitored with a view to resolving problems before they impact the schedule. Any likely slippage in the schedule would be avoided by additional resources where required or by additional expediting of SIRE technical staff. If the slippage was due to the availability of information from *Baldwin County*, this would be made known to the key personnel in the project and vigorously expedited. All schedule achievement problems would be clearly identified in the Progress Report and the



proposed solutions would also be discussed. Particular attention will be paid to the dependencies among project tasks.

## Allocation of Resources

Based on the agreed schedule, *SIRE Technologies* would prepare both a Procurement and Personnel Plan to ensure that all components of the system are available in a timely manner to meet the required dates. The plan would allow time for materials to arrive in *SIRE Technologies* offices where inspection and tests would be carried out on the equipment in accordance with *SIRE Technologies* corporate QA Plan and the specific QA Plan prepared for the Project. Careful planning would be undertaken to provide necessary modifications and enhancements to software before the Identified critical times.

C. Proposals shall include a detailed Testing Plan that describes how all components and capabilities will be tested to verify that all are operating according to project design and that the system is performing effectively and as required by the Baldwin County Commission. As a minimum, testing will include the following:

1) Post delivery and installation testing shall be performed by the Bidder once the system has been installed and initially checked out but prior to it going operational. This test will constitute an initial demonstration in a controlled environment to a limited number of Baldwin County Commission representatives of all the features and functions of the system in order to verify that all aspects of the system are prepared and functioning according to design and project requirements. Any problems or deficiencies must be corrected prior to the system going on line.

*SIRE Technologies* staff will test each piece of hardware within the system to ensure that it is processing system commands properly. *SIRE Technologies* staff will test the various software modules of the *SIRE Technologies* Agenda Plus system on the hardware, and review programs files to ensure that all application programs are present and operating correctly.

*SIRE Technologies* staff will load a sample of documents into the system, including all types of drawings (A-E) and sample word processing pages. The sample will include approximately 200 pages. These files will be used by *SIRE Technologies* staff to test both the hardware devices and the various features of the *SIRE Technologies* system. *SIRE Technologies* staff will perform a complete system test of both the hardware and software before beginning system training.

Following installation of the hardware and software and testing of the system by *SIRE Technologies* staff, *SIRE Technologies* will submit the entire system for acceptance testing by *Baldwin County*. The test should ensure that the system and the purchased hardware and software meet all agreed-on functional requirements, security requirements and performance requirements. The test will also ensure that the documentation and operational procedures are complete and accurate.

The County staff will test the system in accordance with the system Acceptance Test Plan and document all failures and discrepancies. *SIRE Technologies* will document all responses.

2) The Bidder shall additionally test the system after the system has been operational for an agreed upon (between the Baldwin County Commission and the Bidder) period of time to determine that all aspects of the system continue to perform as required; i.e. that all components continue to operate reliably, no post installation problems have occurred that may not be readily detected in daily operation prior to failure, that data and voice communication are delivering the required level of service and that system back up and restoration are functioning properly. Any deficiencies found as a result of this testing or reported to the Bidder by Baldwin County Commission prior to or during the test must be corrected and the system successfully re-tested prior to final project acceptance and payment. When the Baldwin County Commission determines the test to be successful, the system will be considered live and ready for general use.

SIRE Technologies provides a one year warranty period that will furnish the time to test and retest as stated above. SIRE will be very responsive to the County in order to eliminate any problems or concerns with the Agenda Plus software products and service.

D. The Bidder shall provide an overview of the proposed training for each of the items listed below. Include the number of days required for each area, resumes detailing trainer experience, available courses/training, and training materials. All training will be conducted on-site at Baldwin County Commission facilities.

### 1. Software applications for the proposed application

Each User Training Course illustrates SIRE Viewer technology working with the Agenda and Document Management technology, in order to demonstrate how the SIRE system should be used. The View, Scan Redline/Annotation and Database Administration Courses will be offered.

#### **SIRE View**

User training covers searching in SIRE and viewing documents in the SIRE Viewer, then sending e-mail messages or faxing and reporting on the database information.

#### **Scan/QC User**

Training covers scanning and indexing agenda documents in SIRE database and then performing Quality Control on them in the SIRE Viewer.

#### **Annotate User**

Training covers making and editing Annotations on documents in the SIRE Viewer and linking them to other documents via the SIRE database.

#### **SIRE Database Administration**

Training covers setting up permissions for groups and users in SIRE and the SIRE Viewer, configuring projects and distribution lists and Database management.

#### **SIRE System Administration**

Training covers the configuration of the SIRE Viewer, Database, and SIRE's Server Software. This course usually conducted at the direction of the Project Manager (content and duration of this course is site dependent). Each course lasts 3.5 hours, except the Database and System Administration Courses, which last

7 hours. All users of the system should attend the end user Viewing Training. Only personnel scanning new documents into the agenda system should attend the Scan/QC training course. It is up to the organization to determine if Annotation training is needed at this point in the agenda document management implementation process. The system Administrator and the Database Administrator should attend all the courses.

**2. List the nature, level and amount of training to be provided in the following areas:**

- **Technical training (e.g., programming, operations, etc.)**

**System Administrator Training**

We recommend that at least two individuals be trained on system administration. One would be the primary system administrator and the other would be the secondary or backup administrator.

Training really starts during the installation process. SIRE project team members frequently discuss and include system administrators so they become familiar with all aspects of the system. Then, a number of days of formal training take place.

- **System training of key users**

**SIRE Agenda Administrator I**

Audience:

SIRE Administrator

Department Leads

**Prerequisites**

Basic understanding of Windows

SIRE Cabinet Design

**Course Description**

This instructor-led course provides participants with a deep general understanding of SIRE Administrator - from the layout of the interface, over vault structure, indexes, and settings, all the way to reporting features, licensing, and security. This intensive course combines lecture, demonstration, and hands-on practice to cover all general aspects of SIRE Administrator.

Resources & Documentation

SIRE Administrator Reference Manual

Recommended Length

4 hours

- End users and other staff training (e.g., executive-level administrative staff)

SIRE's implementation includes comprehensive training courses, written documentation, workbooks, and videos that will allow Baldwin County to learn at its own pace. SIRE software is not only easy to install, but easy to use as well. As a result, training requirements are much less intrusive and time consuming when compared to other document management systems. SIRE provides on-site training at the County, and we can also provide additional training as requested, either on-site or here at our SIRE training facility in Salt Lake City, Utah.

In order to ensure the proper training of SIRE users and administrators, we recommend adherence to the following guidelines:

- We recommend that at least two individuals be trained as SIRE Administrators.
- We recommend not more than two people per workstation during training classes to ensure adequate levels of hands-on experience for each participant.
- Class sizes for User courses are not to exceed 10 participants.
- Class sizes for Administrator courses are not to exceed 4 participants.

### User Training

User training takes place after installation is complete. This is important whether the training is given onsite or at our training facility. Onsite training utilizes the newly installed system. Users can immediately begin using SIRE upon returning from in-house (at our training facility) training.

#### Instructional Methods

Training is entirely hands-on. Up to two people sit at each workstation with a maximum enrollment of ten individuals (somewhat flexible). Our basic training model consists of these four parts:

- Explain – The instructor offers students an explanation of the concept and its possible applications
- Demonstrate – The instructor shows students exactly how to perform the operation or how the concept works
- Practice – The students practice the concept using SIRE
- Evaluate – The instructor and students review the concept and practice performance. This gives students a chance to ask questions and give input

Each User Training Course illustrates SIRE Agenda Viewer technology working with the document management technology, in order to demonstrate how the SIRE system should be used. The View, Scan Redline/Annotation and Database Administration Courses will be offered.

## **Section I -- Continuing Support and Maintenance Program**

Specify the nature of the post implementation support provided by the Bidder. The following areas should be addressed:

### **A. Problem reporting and resolution procedures**

#### **1) Reporting method**

1 hour telephone response during normal business hours for high priority software queries via the 800 telephone line.

Phone support for all upgrades/updates.

Remote web support diagnostics via the internet and/or GoToMeeting.com

#### **2) Response time requirement**

Generally you will receive immediate response from SIRE Support line. If not, there may be a maximum of three hours wait before we contact you.

A hotline and/or SIRE Web support is available for all system difficulties during the agreed to support hours. Most software problems can be solved through the use of either telephone support or a Web logon within a very short period. SIRE support is unique in that there is direct access to the software developers of the SIRE software, avoiding the necessity to deal with remotely located third party developers.

#### **3) Hours of operation**

Standard daily hours, 5/8 other than national recognized holidays, is 6:00 AM to 6:00 PM Mountain Time. We also offer 7/24 support.

### **B. Support**

#### **1) Toll-free access; hours of operation**

SIRE provides an 800 number for toll-free access. Standard hours of operation are: 5/8 other than national recognized holidays is 6:00 AM to 6:00 PM Mountain Time.

#### **2) On-line support**

SIRE currently is using GoToMeeting for on-line support.

#### **3) Error Corrections**

SIRE offers free immediate support for any errors or problems in the SIRE software.

**C. Modifications, upgrades, enhancements, etc.**

**1) Define each type of release and requirements for implementations**

Two upgrades per year—April and October—are included in the annual maintenance agreement. Upgrades are usually accomplished through distribution of the upgrade on CD-ROM disk. SIRE will support any upgrades or releases to SIRE customers at no cost

**2) State policy for providing each type of release**

Two upgrades per year—April and October—are included in the annual maintenance agreement. Upgrades are usually accomplished through distribution of the upgrade on CD-ROM disk. SIRE customers must have current Annual Maintenance Contracts in force.

**3) Delivery methods for each type of release**

Upgrades are usually accomplished through distribution of the upgrade on CD-ROM disk. However, SIRE may deliver via the SIRE web-site as well.

**4) Cost for each type of release**

There is no additional cost for upgrades. Two upgrades per year—April and October—are included in the annual maintenance agreement. Upgrades are usually accomplished through distribution of the upgrade on CD-ROM disk.

**5) Release schedules for the past two years and projected schedules as known**

SIRE has released two upgrades or new releases per year for the past 7 years. We look forward to each year to enhance our products as we provide new items and new services for our customers requests.

**6) Will the Baldwin County Commission be required to implement each new release and if not what is the Bidder's policy concerning the issue?**

It is totally up to the County if they want to implement any new releases or enhancements. SIRE will currently support two releases back from the current release.

**7) Documentation updates**

With each new release, SIRE clients will get the latest user and administration guides in electronic format on the SIRE product CD.

**D. Continuing education: The Bidder must provide a catalog of training courses available to County employees, post-implementation, and the cost associated with each course per person and/or per hour. The catalog should list all options for onsite instructor led courses, offsite instructor led courses, and online self paced courses which are available.**



SIRE offers training opportunities for on-site administrators of SIRE Agenda systems, for end users of the SIRE Product Suite, and for users and administrators of specific applications within the complete SIRE Suite. Training can be as informal as working through an online tutorial during a lunch hour, or as official as attending a SIRE training conference held at SIRE Technologies headquarters in Salt Lake City, UT. SIRE also offers certification on its products for advanced users and administrators of SIRE systems. SIRE certification officially recognizes a certificate-holder as a trained professional in the use and/or administration of SIRE software, and is a prestigious acknowledgement of valuable skills within Electronic Document Management. Costs for on-site training are reflected on our price proposal. For costs associated with our training in our Salt Lake City office, you may visit our web site [www.siretechnologies.com](http://www.siretechnologies.com) for schedules and pricing information.

**CompTIA CDIA+™ Certification** - SIRE provides CompTIA CDIA (Certified Document Imaging Architect) training and testing for our clients. The CDIA credential validates the knowledge of professionals who deliver document imaging solutions. It is a vendor-neutral certification that proves expertise in the technologies and best practices used to plan, design, and specify a document imaging, management system.

**E. Describe the terms of the software license. Is the license a one-time fee or is there an ongoing fee?**

SIRE offers a Client Server Full Functioning (thick) client, concurrent license model. SIRE also provides a Web Based Full Functioning (thin) client, concurrent license model. SIRE also provides Web Based Read Only concurrent licenses. There is a onetime fee for any of the above license models. There is an additional fee annually for software support and upgrades called the SIRE Annual Software Maintenance that is separate from the onetime fee for the licenses.

**F. Availability of user groups**

SIRE holds its annual SIRE RoundTable™ users conference each September. The conference is a four-day event with educational classes and training tailored for users, managers, and system administrators. SIRE RoundTable helps customers learn how to get the most out of SIRE and learn about the latest industry trends, legal issues, and technologies. The conference is a great networking opportunity for customers as well. The conference also asks the customers what they would like to see different or new in the SIRE products on a special form. The information that is received is used to create a development strategy for the following year for our development staff. This has worked extremely well for SIRE and for our customers.



## **Section J -- Warranty**

Bidders must provide a minimum of one year service, support, and warranty on all software and hardware provided under this Bid. Bidders must provide warranty information for all software and hardware system components and completely describe the process to receive warranty work and how shipping is handled if necessary.

SIRE Technologies will provide a one year service, support, and warranty on all software and hardware provided under this Bid. Any item that is not correct or has defects or does not work as stated will be repaired, fixed, or replaced without cost to the County. A communication between the County I.T. staff or Administrative staff directly to SIRE Project Manager or Support Staff will instigate a trouble support ticket which will be handled by the proper SIRE staff in order to correct. SIRE will provide any shipping costs during the warranty period.

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## **Section K -- References**

Name of Company: **City of Las Vegas Nevada**  
Number of Personnel: approx. 3000  
Contact Name: Pat Cabrera, Project Coordinator  
Contact Address: 400 Stewart Avenue, Las Vegas, Nevada 89101  
Contact Phone: (702) 229-1290  
Contact Fax: (702) 385-9369  
Contact Email: [pcabrera@lasvegasnevada.gov](mailto:pcabrera@lasvegasnevada.gov)  
Products purchased, implementation status, purchase date, and operation live date(s)

Products purchased: SIRE Agenda Plus, Minutes Plus, Voting Plus, SIRE Agenda Workflow, SIRE Enterprise Content Management. Purchased: February, 2006, Go live: June, 2006.

The City of Las Vegas has seen a variety of direct and indirect benefits and savings as a result of implementing Agenda Plus, Minutes Plus and Video Plus.

"One of our objectives was to make it easy to record information and push it out to those who need it," Beverly Bridges, City Clerk said. "We can now track video and couple it with the minutes for meetings within meetings. Sometimes, we have two separate meetings at the same time. In the past, we would have a record for only one meeting, but two separate agendas. It was a huge process to break it out and tie it back to the agenda."

For instance, Redevelopment meetings are held the morning before Council. The City Council Meeting is in two sections, morning and afternoon. The City Council Addendum Meeting is in between them. "With our new system in place, we can use a pause feature, work AM and PM sessions separately within the same meeting, and have multiple employees work on the same section of the meeting," Bridges said. "This has enabled us to utilize city staff much more efficiently while, at the same time, provide a faster turnaround."



In addition to the Clerk realizing value from SIRE, the Planning Commission is also finding its constituents are starting to move to the web to find needed information. Citizens can now find and retrieve items related to zoning, variances, special use permits, site development plans, master plans for streets and highways, vacations and districting on the city's website.

With a vast wealth of information and a rich user experience now available to everyone online, coupled with a convenient delivery mechanism, the City has seen the desired benefits of more people using the Internet to access documents instead of driving to City Hall. Research conducted by the City's Information Technologies Department and the Clerk's staff has concluded the following:

- The number of people visiting the Las Vegas website to access documents and information has risen from 25,000 access hits per month in January 2005 to 160,000 access hits in January 2008.
- Labor and costs associated with public information requests has decreased. The Clerk's office recorded that paper record production has dropped by 40%. Las Vegas is now able to supply requested information in an electronic format 80% of the time, thereby eliminating the need to print or copy responses on 80% of their responses.
- There has also been a reduction in the requests for recordings of public meetings (people are watching it online via the Las Vegas website instead). The requests for VHS recordings have dropped by approximately 50%. The request for DVD/CD versions of public meetings have also dropped by approximately 10%.

The City also realized the unexpected benefit of seeing more people beyond the 'regulars' starting to access documents and watch meetings via the Internet. This means the City has reached its goals of Open Government objectives as well as finding an effective tool to drive information to its citizens.

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Name of Company:	<b>Tarrant County, Texas</b>
Number of Personnel:	approx. 4400
Contact Name:	Rick O'Neal
Contact Address:	100 E. Weatherford Street, Ft. Worth, TX
Contact Phone:	(817) 212-7462
Contact Fax:	(817-884-1702
Contact Email:	<a href="mailto:roneal@tarrantcounty.com">roneal@tarrantcounty.com</a>

System Description: Enterprise Document and Agenda Management solution with workflow and web access. Installed products include SIRE FileCenter, SIRE WebCenter, SIRE Capture, SIRE Forms, and SIRE Agenda Plus. Date of System Installation: April 2006, go live: August, 2006.

The County utilizes software modules by SIRE Technologies to automate the creation, distribution and management of the commissioners' court meeting agendas.

This Commissioners Court Agenda Management System has been so successful that it was recognized by the National Association of Counties (NACo) in 2007. The system not only provides the public with unprecedented access to official records, it provides the County with an electronic method for compiling the Court's weekly agenda. It also allows the County Clerk's Office to electronically tie the minutes of the meeting to each agenda.

"The SIRE Agenda Management System has really enhanced our automated agenda system," said Jay Singleton, Assistant County Administrator. "It is a tremendous tool to improve productivity and access to the



public, and has been very well received by citizens and within the County organization. We have appreciated having a productive relationship with SIRE Technologies.”

Tarrant County is the third largest county in the State of Texas with an approximate population of 1.5 million.

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Name of Company:	<b>Johnson County, Kansas</b>
Number of Personnel:	approx. 4000
Contact Name:	Casey Carl
Contact Address:	111 S Cherry Street, Suite 3300, Olathe, KS 66061-3441
Contact Phone:	(913) 715-0430
Contact Fax:	(913) 715-0440
Contact Email:	casey.carl@jocogov.org

**System Description:** Installed and configured Agenda Management, Minutes, Streaming Video, Document Management, created a custom application for managing boards and Commissions and imported all old Board agendas and minutes. Date of System Installation: July 2008, go live: November, 2008.

Johnson County, Kansas announces the launch of a county-wide Legislative Information Management System (LIMS) designed to manage the entire legislative process from first introduction of an item through final action and disposition. The system, provided by SIRE Technologies of Salt Lake City, Utah, has enhanced the transparency of policy-making processes, while simultaneously boosting productivity, reducing operating costs and significantly increasing accessibility.

The solution implemented by SIRE Technologies provides Johnson County and its citizens with comprehensive, timely and convenient information—all available through an electronic portal which can be accessed 24 hours a day, 365 days a year, from virtually any location in the world.

“Our agenda management process was like so many other cities and counties; it was a manual system that was paper-driven and incredibly labor intensive,” said Casey Joe Carl, Clerk of the Board of County Commissioners. “And, the process depended on human experience, which had been passed on by word of mouth for many years.” Carl continued, “We were looking for a comprehensive system that would meet all of our requirements. The SIRE solution does just that, and allows us to work more efficiently, accurately, and with a greater degree of control than ever before. The potential of SIRE in our organization—or any organization—is unlimited. It has allowed my office to be what we strive to be: a convenient, reliable source of thorough, accurate and readily available information... all at your fingertips.”

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Name of Company:	<b>Osceola County Florida - Commissioner’s Office</b>
Contact Name:	Paula Carpenter, Clerk of the Commission
Contact Address:	1 Courthouse Square Suite 2200, Kissimmee, FL, 34741
Contact Phone:	(407) 742-2100
Contact Email:	<a href="mailto:pcar@osceola.org">pcar@osceola.org</a>
Customer Since:	2004

**System Description:** Enterprise Document and Agenda Management solution with workflow and web access. Installed products include SIRE FileCenter, SIRE WebCenter, SIRE Capture, SIRE Forms, and SIRE Agenda Plus. Osceola County saved an estimated \$90,000 in the first year of production with Agenda Plus in courier costs to transport agenda materials (building plans and other supporting materials) throughout the County during the approval process.

Agenda Plus provided the means wherein those submitting agenda items could do so electronically from their own computer. Submitters were able to complete submittal forms online and attach the appropriate supporting



materials electronically – similar to attaching a document to an email. For those documents needing to be scanned, they were scanned directly to the appropriate agenda item.

From there, Agenda Plus automatically routed the items and their supporting materials to the appropriate person at the appropriate time. Regardless of how many different possible paths an item might take, SIRE offered Osceola piece of mind through things like:

- Item delegation for out-of-the-ordinary items
- Vacation / sick leave features accommodating a key person being out of the office
- Visual and textual reports showing exactly on whose desk an item resides and how long its been there
- Automatic notification features that let people know they have an item in their electronic inbox, and follow up notifications to the appropriate people if the item sits there too long
- The ability to do everything needed with the item; add documents, append, stamp, sign, approve, reject, etc. If it can be done in the real world, it can be done in Agenda Plus.

Packet rollup is now a snap and last minute changes to item order no longer require the renumbering of pages or reshuffling of packets. Posting draft, final or approved agendas to the county website is as easy as clicking a button.

Board members can now receive their agenda packets electronically via email or on a CD. This allows them or their staff to review the agenda before the meeting and to make personal comments ahead of time in preparation for the meeting. Unless a board member specifically asks for a hard copy, the agenda is then served up electronically with links to any other important information that is critical in making the decisions that impact the citizens and county business of Osceola County.

“We used to make 30 copies then took that down to 15. With an average of 500 pages per agenda (with the supporting documents), the county saves 7,500 per meeting and 1,125,000 pages per year”, Carpenter said. With an estimated paper and printing cost of \$0.10, that comes to more than \$100,000 in annual savings for the county.

The county has also seen savings of how long it takes to create the agenda. “We save about a ¼ of a workday. Now that it is electronic, any items that need to be changed can be done quickly and easily—we used to have to cut and paste, which was a huge pain.”

With everything available online now, the county has seen a huge savings in terms of research requests from businesses and citizens. While the number of requests went up, the actual time spent by county employees on research in fact went down.

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Name of Company:	<b>Sacramento County, CA</b>
Contact Name:	Anthony Wong, IT Lead
Contact Address:	111 700 H Street Suite 2450, Sacramento, CA 95814
Contact Phone:	949-724-6118
Contact Email:	<a href="mailto:wonga@saccounty.net">wonga@saccounty.net</a>
Date Implemented:	July 2005

Project Description: Enterprise Document and Agenda Management solution with workflow and web access. Installed products include SIRE FileCenter, SIRE WebCenter, SIRE Capture and SIRE Agenda Plus. Sacramento recognized the need to automate and steam line their Legislative process. They attempted to create an application in house that would meet their need but after an extensive amount of time they still had



not been successful in their attempts. After seeing the Agenda Plus application they decided to purchase and implement this product to meet their goals. Sacramento has a large user population and use the Workflow process extensively to accomplish their objective.

## **Section L -- Contract Terms and Conditions**

The Bidders must state any exceptions to the conditions deemed important by the Bidder. Sample license and maintenance agreements shall also be provided in this part of the Bidder's response. This section is intended to form the basis for the development of a contract to be awarded as a result of the BID.

**SIRE finds no exceptions to the RFP.**

SIRE Software License Agreement

SIRE Software Annual Maintenance Agreement

Posted on Next Page



**ATTACHMENT A  
SIRE TECHNOLOGIES  
SOFTWARE LICENSE AGREEMENT**

This Agreement, effective as of this \_\_\_\_\_ day of \_\_\_\_\_, 2007, between SIRE Technologies, (hereinafter referred to as "Licensor") and XXXXXXXX (hereinafter referred to as "Licensee").

**RECITALS**

WHEREAS, Licensor has prepared and will prepare certain computer software programs; and holds proprietary rights in certain computer software programs; and  
WHEREAS, Licensee is desirous of using said computer software programs, subject to the restrictions and limitations set forth herein,  
NOW, THEREFORE, in consideration of the covenants and conditions set forth below, the parties hereto agree as follows:

**1) GRANT OF LICENSE**

- a) Licensor, and/or third party supplier, owns the copyright and/or certain proprietary information protectable by law in the Software Product.
- b) Licensor grants to Licensee a non-exclusive, non-transferable license to use each Software Product(s), or portions thereof, in Object Code form only, on the Designated Server. Nothing in this Agreement is intended to transfer to Licensee any rights in said Software Product, except for the right to use as set forth herein.

**2) CONSIDERATION -** As consideration for the license of the Software Product, Licensee shall pay Licensor a stated License Fee.

**3) TERM OF AGREEMENT -** The term of this Agreement shall commence upon the execution of this Agreement and shall terminate upon the Licensor's prior written notice, or default by Licensor or Licensee as may be set forth in other provisions of this Agreement. Upon termination, Licensee shall immediately return the Software Product and all copies thereof to Licensor, and within five (5) days of termination, Licensee shall deliver a written certification to Licensor certifying that it no longer has custody of any copies of the Software Product. In no event shall any action or inaction by Licensor or Licensee constitute a waiver of any rights or remedies provided by law.

**4) TITLE -** The original and any copies of the Software Product, in whole or part, including Licensor-supplies translations, compilations, partial copies, modifications and updates, are the property of Licensor (or with regard to third party software, the property of the third party).

**5) DEFAULT -** In the event that Licensee or Licensor fails to observe or perform any provisions of this Agreement, and if such default is not cured within thirty (30) days after Licensee or Licensor gives the other party written notice thereof, the party not in default may terminate this Agreement upon written notification to the defaulting party. In no event shall an action or inaction by Licensor or Licensee constitute a waiver of any rights or remedies provided by law.

**6) COPYING THE SOFTWARE -** Licensee may make copies of the Software Product in Object Code form only solely for use by Licensee for backup or archival purposes or for placing the Software Product in a form for execution on the Designated Server. Licensee agrees to maintain records of each copy of the Software Product, and upon request, such record will be provided to Licensor. All copies, or portions thereof, must bear any proprietary notice which may appear on the Software Product copy furnished by Licensor under this Agreement.

**7) COPYRIGHT/TRADE SECRET PROTECTION -** Licensee agrees to place a copyright/trade secret notice in a form specified by Licensor on all copies of the Software Product which have been reproduced by Licensee.

**8) SECURITY -** Except as may be provided otherwise in this Agreement, Licensee shall not, without the express written consent of Licensor, provide, disclose, or otherwise make available the Software Product, or copies thereof, to any third party. Licensee shall take appropriate action by instruction, agreement, or otherwise with those of its employees and third party agents having access to the Software Product to restrict and control the use, copying, modification, disclosure, transfer, protection, and security of such Software Product in accordance with the provisions of this Agreement.

**9) CONFIDENTIALITY -** Licensee shall keep the Software Product confidential within its own organization. The confidentiality provisions of this Agreement shall continue in effect between the parties regardless of whether or not Licensee has returned the Software Product to Licensor. Provided, however, that Licensee's obligations hereunder shall not apply to any Software Product if:

- a) Such Software Product is already in or falls into the public domain through no act or omission on the part of the Licensee, its Directors, Officers, Employees, or Agents; or
- b) Such Software Product shall have been published or hereafter otherwise made available to the public generally by Licensor; or
- c) Licensee obtains such Software Product from a third party in a manner which does not violate any obligations to Licensor.

**10) PATENT, COPYRIGHT AND TRADE SECRET INFRINGEMENT -** Licensor shall defend, at its expense, and claim or suit brought against Licensee alleging that the Software Product furnished hereunder infringes a United States Patent, Copyright or Trade Secret, and shall pay all damages and attorney fees finally awarded, provided that Licensor is given prompt written notice of such claim, sole authority to defend or settle the claim, and full cooperation by Licensee. In the defense or settlement of the claim, Licensor may obtain for Licensee, at Licensor's expense, the right to continue using the Software Product, replace or modify the Software Product so that it becomes non-infringing, or if such remedies are not reasonably available, accept return of the Software Product for a refund on a three-year amortized schedule, providing return of two thirds (2/3) of the license Fee during the first year, and one third (1/3) of the License Fee during the second year, with no monies being returned during the third year. Licensor shall not have any liability if the alleged infringement is based upon the modification of the Software Product or the use or sale of the Software Product in combination with other software or devices where infringement would not have occurred from the normal use of the Software Product.

**11) WARRANTY -** Licensor warrants that the Software Product delivered pursuant to this Agreement shall conform to Licensor's written specifications. Licensor's obligations under this warranty are limited to making the revisions or replacements in a reasonable period of time to correct deficiencies identified in writing by Licensee within ninety days from the effective date of this Agreement.

EXCEPT FOR THE EXPRESS WARRANTY STATED ABOVE, LICENSOR GRANTS NO WARRANTIES, EITHER EXPRESS OR IMPLIED, WITH RESPECT TO THE SOFTWARE PRODUCT, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

NO LIABILITY FOR CONSEQUENTIAL DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL SIRE TECHNOLOGIES OR ITS SUPPLIERS BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR



**ATTACHMENT A**

LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OR INABILITY TO USE THIS SIRE TECHNOLOGIES PRODUCT, EVEN IF SIRE TECHNOLOGIES HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES/JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

- 12) **RESTRICTIONS ON USE** - Licensee may utilize the Software Product to perform its own work and work of its customers. However, Licensee is not granted the right to utilize the Software Product in the capacity of a service bureau. Licensee agrees not to reverse engineer, decompile or otherwise attempt to derive source code from the Software Product.
- 13) **MODIFICATIONS** - Licensee shall have the right to modify the Software Product. Ownership of such modifications shall vest in Licensee, provided nothing in such modifications incorporates the Licensor's Software Product which shall be subject to all other terms of this Agreement. Licensee will not claim as its property a re-implementation of Licensor's Software Product.
- 14) **SEVERABILITY** - In the event any term, condition or provision of this Agreement is determined to be void, invalid, illegal or unenforceable, it shall, only to that extent, be deemed stricken. However, all other provisions shall remain and constitute the Agreement between the parties.
- 15) **ASSIGNMENT** - Except as set forth hereinafter, this Agreement may not be assigned, sublicensed, or otherwise transferred without the prior written consent of Licensor, which consent shall not be unreasonably withheld. This Agreement shall be binding upon any assignee of Licensee.
- 16) **LIMITATION OF REMEDY** - Licensee agrees that the Licensor's sole liability in contract, tort or otherwise arising out of or in any way connected with each software Product hereunder for damages shall not exceed the License fee paid by Licensee for the particular software Product. In no event shall either party be liable to the other for any indirect or consequential damages.
- 17) **CHOICE OF LAW/CHOICE OF FORUM** - Both parties hereby agree that, irrespective of the place of making or place of performance of this Agreement, this Agreement shall be exclusively governed and interpreted according to Utah Law, both Statutory and Decisional, and further, no action, suit, or proceeding shall be commenced, maintained, or prosecuted other than in Utah in a court of competent jurisdiction.
- 18) **EXPORT RESTRICTIONS** - Licensee agrees not to transmit the Software Product outside the country of purchase without the prior written approval of Licensor. This Agreement is subject to any laws, regulations, and orders. Or other restrictions on the export of the Software from the United States or agencies thereof (including the United States Department of Commerce).
- 19) **NOTICES** All written notices to be given hereunder whether pursuant to this Agreement or a provision of law, shall be either delivered in person, by prepaid telegraphic means, or by the United States mail, postage prepaid. Notices shall be addressed as follows:

TO LICENSOR: SIRE Technologies  
 3676 West California Ave. Unit B100  
 Salt Lake City, Utah 84104

ATTENTION: Kris Painter

TO LICENSEE: XXXXXX

ATTENTION:

or, at such other place as may be designated from time to time in writing.

- 20) **GENERAL**
  - a) Licensee and Licensor agree to take reasonable steps to comply with all applicable Local, State and Federal laws and Executive Orders and regulations issued pursuant to thereto.
  - b) This agreement must not be deemed or construed to be modified, amended, rescinded, cancelled or waived in whole or in part, except by written Amendment signed by the parties hereto.
  - c) Licensor shall not be liable for delays in any of its performance hereunder due to causes beyond its reasonable control, including, but not limited to acts of God or strikes.
  - d) No waiver of any rights caused by breach of any provision of this Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provisions hereof and no waiver shall be effective unless made in writing.

Licensee and Licensor acknowledge that they have read the terms and conditions of this Agreement they understand all such terms and conditions and that they agree to be bound thereby.

**LICENSEE:**

By: \_\_\_\_\_  
 (Authorized Signature)

Name: \_\_\_\_\_  
 (Please Print)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**LICENSOR:**

By: \_\_\_\_\_  
 (Authorized Signature)

Name: \_\_\_\_\_  
 (Please Print)

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**ATTACHMENT B**  
**SIRE TECHNOLOGIES**  
**SOFTWARE MAINTENANCE AGREEMENT**  
3676 West California Avenue Unit B100  
Salt Lake City, UT 84104

This Maintenance Agreement is made by and between SIRE Technologies, and "Customer"

**CUSTOMER NAME AND ADDRESS**

XXXX  
XXXXX  
XXX

**ANNUAL MAINTENANCE CHARGES**

XXXXXX

**TERMS AND CONDITIONS**

**TERM.** The initial term of this Agreement is for a period of 1 year and 120 days from the effective date of \_\_\_\_\_. Upon expiration of the initial term of the Agreement, it shall be deemed renewed with the same terms and conditions for further successive periods of 5 year(s) unless either party has given the other party written notice not less than thirty (30) days prior to the expiration of the initial term or subsequent renewal term(s).

**CHARGES.** The charges for the maintenance described hereunder, are the total of the charges listed above. SIRE TECHNOLOGIES shall invoice the Customer sixty days prior to anniversary date, and the Customer shall pay the aggregate to SIRE TECHNOLOGIES within thirty(30) days of the date of each invoice. SIRE TECHNOLOGIES has the right to increase maintenance charges at each anniversary or the effective date, by an amount not exceeding 5 percent of the total maintenance agreement. Written notice of such increase shall be given to the customer not less than thirty(30) days before the anniversary of the effective date. In addition, the Customer shall pay all federal, state, or local taxes on the services rendered or parts supplied.

**SERVICE HOURS.** When software is covered by this agreement, the maintenance agreement provides for unlimited telephone software support. If the customer request\$ on site support the customer will be billed at SIRE TECHNOLOGIES established service rates plus expenses. SIRE TECHNOLOGIES shall provide maintenance service as expeditiously as possible after notice from the Customer that the Product is inoperable. Service may be obtained during maintenance center office hours which are 6:00 AM to 6:00 PM daily (Mountain Standard Time), Monday through Friday, excluding public holidays. Service at times other than during maintenance center hours, shall be furnished upon the Customers request and at SIRE TECHNOLOGIES' established charges for labor and travel in effect at the time such service is performed.

**RIGHT TO SUBCONTRACT.** SIRE TECHNOLOGIES shall have the right to subcontract maintenance services to any qualified agent.

**SERVICE NOTIFICATION.** The Customer shall notify SIRE TECHNOLOGIES of suspected Product malfunction, by calling SIRE TECHNOLOGIES service and identifying the problem and symptoms. Notification may be made to SIRE TECHNOLOGIES via telephone, or email.

**RISK OF LOSS.** This Agreement does not cover service, maintenance or repair necessitated by loss or damage resulting from any cause beyond the control of SIRE TECHNOLOGIES, including, but not limited to loss or damage due to fire, water, lightning, earthquake, riot, unauthorized service or modifications, theft, or any other cause originating outside the Product. With respect to any loss or damage, SIRE TECHNOLOGIES shall submit to the Customer a description of the work to be done and request the Customer's consent to restore the Product to normal operating condition at SIRE TECHNOLOGIES rates. If the Customer does not agree to restore Product to normal operating condition, SIRE TECHNOLOGIES shall have the right to terminate its obligations under this Agreement.

**PERFORMANCE.** SIRE TECHNOLOGIES shall exercise its best efforts in performing services covered under this Agreement, but shall not be liable for damages, direct or otherwise, for failure to perform services at a location deemed hazardous to health or safety or arising out of delays or failure in furnishing parts or services caused by Acts of God, Acts of Government, labor disputes or difficulties, failure of transportation, or other causes beyond its control, or for any consequential damage whatsoever.

**LIABILITY.** SIRE TECHNOLOGIES shall not be responsible, nor incur liability of any kind, nature or description to the Customer, its agents or employees or any other firm or corporation, whether direct or consequential, in event of failure or fault in condition or operation of the Product or for errors of omission in the transmission or display of information arising from the actual or alleged use of operation of the Product.

**SIRE TECHNOLOGIES'S LIABILITY.** SIRE TECHNOLOGIES shall procure and maintain in full force and effect at all times during the performance of on-site maintenance under this Agreement, Workmen's Compensation Insurance. SIRE TECHNOLOGIES personnel shall comply with, all reasonable rules and regulations in effect at the Customer site.

**DEFAULT.** In the event of payment default by the Customer, SIRE TECHNOLOGIES shall be entitled to collect interest and collection costs, including court costs and reasonable attorney's fees. In the event of default by the Customer in any term or condition herein, SIRE TECHNOLOGIES may, at its option, refuse service or terminate its obligations under this Agreement.

**NOTIFICATION.** Any notice required herein shall be in writing and shall be deemed given if mailed or delivered to the other party at its last known mailing address.

**WAIVER.** This instrument contains the entire Agreement of the parties. It cannot be changed, altered or modified orally. All changes or modifications must be in writing by the parties hereto.

**TAX.** The customer is responsible for any and all tax.

**TYPES OF SUPPORT.** Technical support includes telephone and email when the customer has problems or questions.

**SOFTWARE SUPPORT.** The customer will supply the conditions and data which caused the malfunction and help reproduce the failure.

\_\_\_\_\_  
CUSTOMER ACCEPTANCE DATE

\_\_\_\_\_  
SIRE TECHNOLOGIES ACCEPTANCE DATE





## 1.14 – Price Proposal

### Pricing Form

Agenda Management, Voting, Video Streaming Systems and Related Services

Company Name: SIRE Technologies

Date: 11/10/2009

#### Base Bid (Agenda and Minutes Management)

<b>Capital Outlay and Implementation</b> (Attach detail cost breakdown for each category)	<b>Cost</b>
Professional Services	\$ 24,300.00
Training Services	\$ 16,200.00
Other Costs	\$
<b>Capital Outlay and Implementation Cost</b>	<b>\$ 40,500.00</b>
<b>Software &amp; Licenses (must include one year maintenance and support)</b>	
Minimum of 5 *Agenda Manager users	\$ Included
Minimum of 100 **Agenda Item Submitters	\$ 63,345.00
Unlimited *** Web User licenses	\$ Included
<b>Software &amp; Licenses Cost</b>	<b>\$ 63,345.00</b>
<b>Recurring Annual Cost</b>	
<b>Annual Cost</b>	
Software maintenance & support (for second year going forward)	\$ 11,191.00
Other (Explain) -	\$
<b>Total Bid Reoccurring Cost</b>	<b>\$ 11,191.00</b>

#### Option #1 (Audio/Video Streaming System – County Hosted Solution)

<b>Capital Outlay and Implementation</b> (Attach detail cost breakdown for each category)	<b>Cost</b>
Professional Services	\$ Included with Agenda Management
Training Services	\$ Included with Agenda Management
Other Costs	\$
<b>Capital Outlay and Implementation Cost</b>	<b>\$ Included</b>
<b>Software &amp; Licenses (must include one year maintenance and support)</b>	
Minimum of 5 *Agenda Manager users	\$ 3,600.00
Unlimited *** Web User licenses	\$
<b>Software &amp; Licenses Cost</b>	<b>\$ 3,600.00</b>
<b>Recurring Annual Cost</b>	
<b>Annual Cost</b>	
Software maintenance & support (for second year going forward)	\$ 600.00
Other (Explain)	\$
<b>Total Bid Reoccurring Cost</b>	<b>\$ 600.00</b>

#### Option #2 (Audio/Video Streaming System – Offsite Vendor Hosted Solution)

<b>Capital Outlay and Implementation</b> (Attach detail cost breakdown for each category)	<b>Cost</b>
Professional Services	\$ Included with Agenda Management



Training Services	<b>\$ Included with Agenda Management</b>
Other Costs	\$

<b>Capital Outlay and Implementation Cost</b>	<b>\$ Included</b>
<b>Software &amp; Licenses (must include one year maintenance and support)</b>	
Minimum of 5 *Agenda Manager users	<b>\$ 3,600.00</b>
Unlimited *** Web User licenses	<b>\$ Included</b>
<b>Software &amp; Licenses Cost</b>	<b>\$ 3,600.00</b>
<b>Recurring Annual Cost</b>	<b>Annual Cost</b>
Software maintenance & support (for second year going forward)	<b>\$ 600.00</b>
Annual recurring hosting and storage cost	<b>\$ 6,360.00</b>
Other (Explain)	\$
<b>Total Bid Reoccurring Cost</b>	<b>\$6,960.00</b>

- \* Agenda Manager User – able to edit and build agenda with agenda items submitted
- \*\* Agenda Item Submitters – able to build and submit individual agenda items to be placed on agenda.
- \*\*\* Web User – able to view agendas, minutes and video/audio from meetings via the web

Bidder must provide a catalog for each of the following areas detailing the various component charges required for a successful implementation. These charges should be itemized appropriately for the category (i.e. cost per hour, cost per user, cost per day, cost per processor, etc.) The general areas to be cataloged are:

1. Professional Services
2. Training Services (Include classroom, onsite, and web based options)
3. Software and Licenses (Also include optional modules that may not be specifically requested in this Invitation to Bid)
4. Maintenance and Support
5. Other (Any items that may not fit the categories above)



# Quote

Document Management & Agenda Automation for State & Local Government

To: Wanda F Gautney  
 Baldwin, County of  
 257 Hand Avenue  
 Bay Minette, Alabama 36507

Date: November 5, 2009  
 Expiration Date: 5/10/2010  
 Sales Manager: Craig Petersen

QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	MAINTENANCE
<b>HARDWARE</b>				

As Per the RFP the County will provide all Hardware. We require no proprietary hardware for the installation of our products. We will provide all hardware specifications in our response to this RFP

<b>SUBTOTAL HARDWARE</b>			\$	-
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<b>SOFTWARE</b>				
<b>SIRE SERVER CORE</b>				

1.00	SIRE Server Core - This is a one- time cost for any size customer that provides the PDF, FTR and other needed capabilities. This is required for all clients. This is a required component for Agenda Plus and EDMS. Includes the following modules: SIRE Administrator, SIRE FileCenter / WebCenter, SIRE OCR / FTR, SIRE Retention Manager, SIRE Office Add-in Module, SIRE Reports (Requires MS SQL), SIRE Web Publishing, and SIRE Workflow.	10,500.00	\$	10,500.00	2,100.00
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<b>SIRE AGENDA PLUS LICENSES</b>				
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20.00	SIRE Agenda Plus Concurrent User License (1 25 Licenses) - Allows for creating and managing agendas, submitting and reviewing agenda items, and publishing agendas.	750.00	\$	15,000.00	3,000.00
0.00	SIRE Scan To Agenda (per workstation)	495.00	\$	-	-
5.00	SIRE Agenda To Go (per workstation) - Provides council members the ability to view agendas electronically and to make annotations for use during meeting.	495.00	\$	2,475.00	495.00
1.00	SIRE Agenda Wrap Up (per Workstation) - Allows for the signing of documents after the meeting or placing of numbers on documents such as resolution or ordinance numbers.	495.00	\$	495.00	99.00
0.00	SIRE Agenda Packet Print (per Workstation) - This allows the agenda and all supporting material to be printed as a batch. Also allows for right-hand printing.	1,200.00	\$	-	-



<b>SIRE MINUTES PLUS LICENSES</b>					
2.00	SIRE Minutes Plus - Per user license for SIRE Minutes and Meeting Management (1 user).	2,995.00	\$	5,990.00	1,198.00
<b>SIRE MEETING MANAGEMENT &amp; VOTING SYSTEM</b>					
1.00	SIRE Meeting Management and Voting System Server License	5,000.00	\$	5,000.00	1,000.00
5.00	SIRE Meeting Management and Voting System Client License	1,500.00	\$	7,500.00	1,500.00
<b>SIRE eFORMS</b>					
1.00	SIRE Forms: Allows for the creation, editing and publishing of online forms. This is an enterprise license.	5,995.00	\$	5,995.00	1,199.00
<b>SIRE VIDEO PLUS WEB STREAMING</b>					
1.00	SIRE Video Plus - Encoder Server - Per Server	3,000.00	\$	3,000.00	600.00
<b>SUB-TOTAL SOFTWARE</b>			\$	<b>55,995.00</b>	<b>11,191.00</b>

<b>VIDEO STREAMING</b>					
<b>SIRE VIDEO PLUS WEB STREAMING</b>					
1.00	SIRE Video Plus - Annual Video Streaming Hosting Service (Per month)	530.00	\$	6,360.00	
<b>SUB-TOTAL ANNUAL VIDEO HOSTING</b>			\$	<b>6,360.00</b>	

<b>SERVICES</b>					
4.00	Project Management (Per Day Cost)	1,350.00	\$	5,400.00	
1.00	Installation, Implementation, & Testing days ( Per Day Cost)	1,350.00	\$	1,350.00	
2.00	Agenda Template Configuration (Per Day Cost)	1,350.00	\$	2,700.00	
3.00	Workflow Definition and Configuration (Per Day Cost)	1,350.00	\$	4,050.00	
2.00	Acceptance Testing (Per Day Cost)	1,350.00	\$	2,700.00	
1.00	Website Configuration / Customization (Per Day Cost)	1,350.00	\$	1,350.00	
5.00	Data Conversion (Per Day Cost)	1,350.00	\$	6,750.00	
<b>SUB-TOTAL SERVICES</b>			\$	<b>24,300.00</b>	

<b>ONSITE TRAINING</b>					
3.00	SIRE Workflow and Forms Administrator Training - Usually requires 3 days. Cost per day.	1,350.00	\$	4,050.00	
1.00	SIRE Agenda Plus Submitter Training - Typically a 2 hour class. For individuals and groups. Cost per day.	1,350.00	\$	1,350.00	
1.00	SIRE Agenda Plus Reviewer Training - Usually 10 people per class in a hands-on environment. Cost per day.	1,350.00	\$	1,350.00	
2.00	SIRE Agenda Plus Clerk Training - Usually requires 2 days. Hands-on training. Cost per day.	1,350.00	\$	2,700.00	
2.00	SIRE Agenda Plus System Administrator Training - Usually requires 2 days. Hands-on training. Cost per day.	1,350.00	\$	2,700.00	
1.00	SIRE Minutes Plus Training - Usually requires 1 day. Cost per day.	1,350.00	\$	1,350.00	
2.00	SIRE Voting and Meeting Management Administration and Operation - This is a 3 day hands-on class for administrator and operators. Cost per day.	1,350.00	\$	2,700.00	
<b>SUB-TOTAL TRAINING</b>			\$	<b>16,200.00</b>	



EXPENSES *		
6.00	Travel: Airfare (per trip)	400.00
20.00	Per Diem: Daily expense for Lodging, Car, meals (per day)	200.00
<b>SUB-TOTAL EXPENSES</b>		\$ -

COST OVERVIEW		
Total Cost for Hardware		\$ -
Total Cost for Software		\$ 55,955.00
Total Cost for Services		\$ 24,300.00
Total Cost for Training		\$ 16,200.00
Total Cost for Expenses		\$ -
<b>TOTAL COST for ANNUAL MAINTENANCE</b>		\$ 11,191.00
<b>ANNUAL VIDEO HOSTING</b>		\$ 6,360.00
<b>GRAND TOTAL</b>		\$ 107,646.00
<b>TOTAL DISCOUNT 15%</b>		\$ <14,468.25>
<b>TOTAL SYSTEM COST</b>		\$ 93,177.75

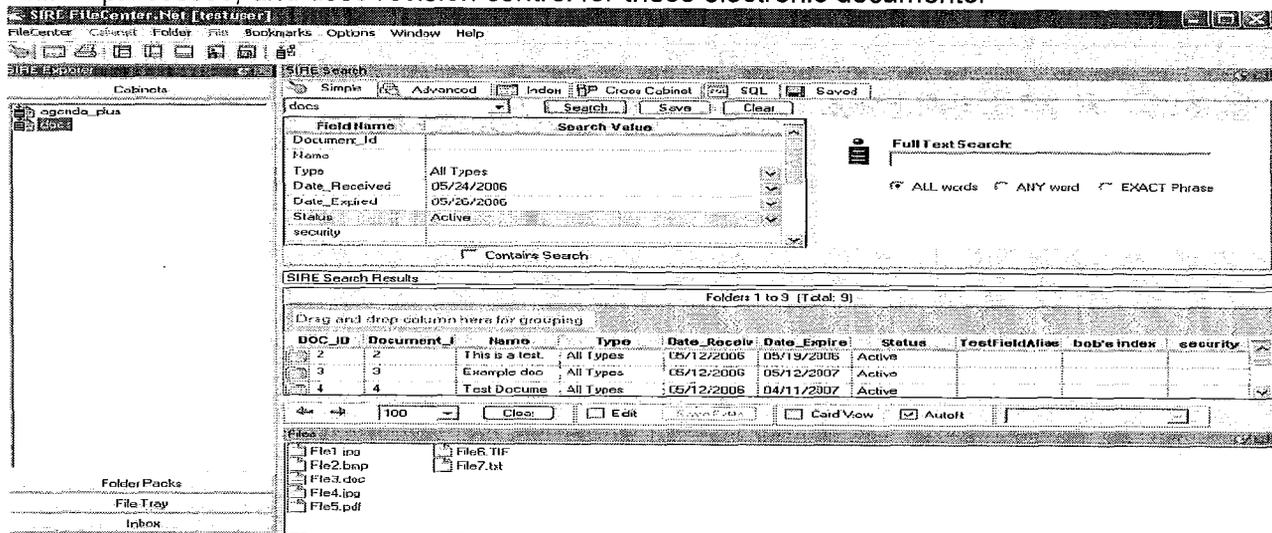
ANNUAL RECURRING COSTS		
<b>ANNUAL MAINTENANCE</b>		\$ 11,191.00
<b>ANNUAL VIDEO HOSTING</b>		\$ 6,360.00
<b>TOTAL ANNUAL RECURRING COSTS</b>		\$ 17,551.00

## Attachment 1 -- SIRE Corporate Software Product Overview

### SIRE FileCenter.NET™

SIRE FileCenter.NET is a stand-alone application that provides access to all of the file search and view functions available through SIRE WebCenter. Additionally, many of the features of SIRE FileCenter .NET cannot be accessed through SIRE WebCenter. As such, FileCenter .NET is the primary interface for many SIRE users to search, view, print, e-mail, annotate, process, reproduce, dispose, and review electronic documents in the SIRE system.

With SIRE FileCenter.NET, adding and managing scanned paper documents becomes as easy as retrieving electronic files in your computer. It provides an easy interface to access all your files. It also interfaces seamlessly with the NetViewer, giving you the ability to display files of over 300 different file types without the need to have the native application on a workstation. SIRE FileCenter.NET also manages retention schedules and workflow processes, and uses revision control for these electronic documents.



Using SIRE FileCenter.NET as an essential part of your electronic document management system allows you to significantly reduce physical storage space while rendering documents portable and remotely accessible for fast retrieval by multiple users simultaneously.

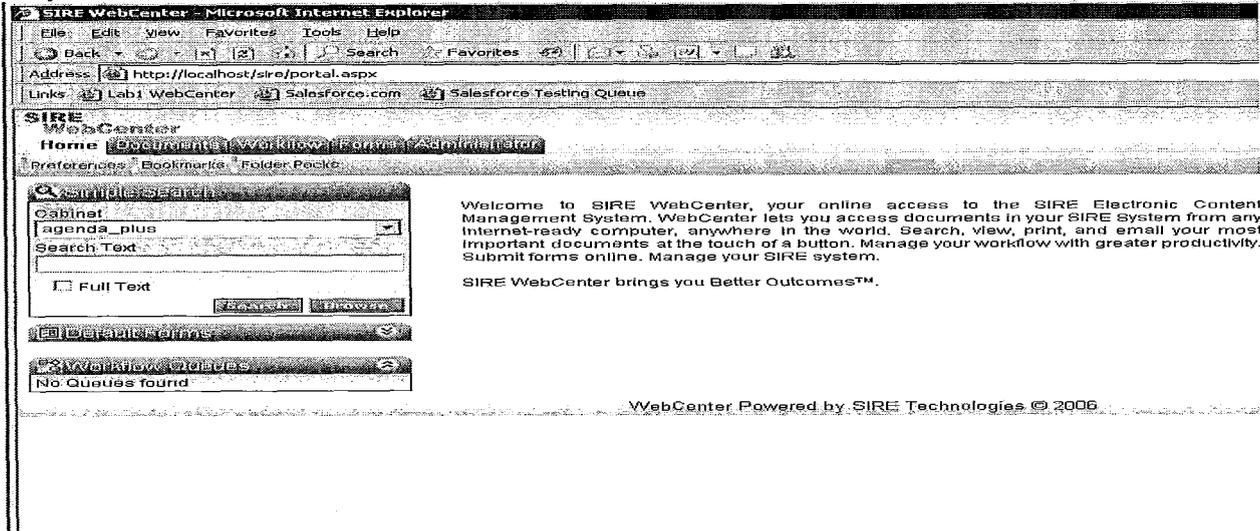
### SIRE WebCenter™

The online side of FileCenter.NET is SIRE WebCenter, which provides immediate access to your documents or agendas from anywhere, at anytime. SIRE WebCenter is the Web-based application used to access and view files in your SIRE system, manage items in your workflow queue that require your action or approval, access and submit forms created through the SIRE Forms application, and (if you have Administrator access to the SIRE system) manage the SIRE Product Suite.

SIRE WebCenter is truly a universal solution. There is no special software to download and no special training required, just use any web browser to log on. WebCenter is not difficult to use either. Its intuitive interface provides a simple, easy-to-understand approach to document retrieval. Whether you're in business,



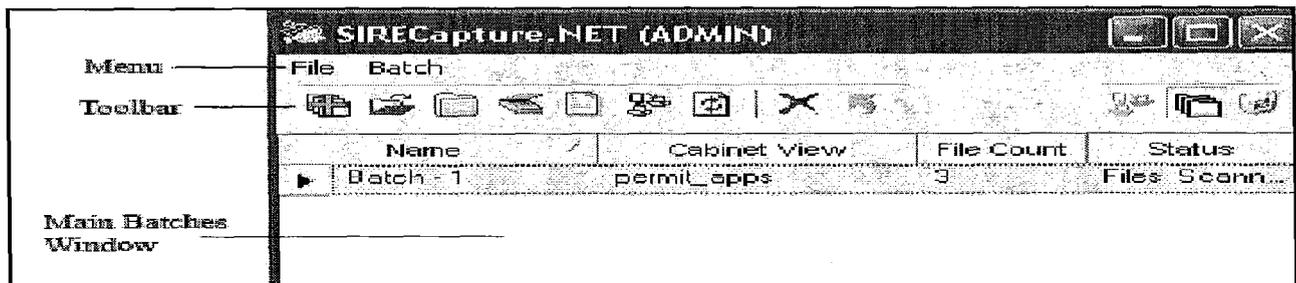
government, or education, you want to "see" the impact your investments have on your organization. We like to call this your "Visual Return on Investment".



Because it brings the power and functionality of SIRE online, SIRE WebCenter™ amplifies SIRE's benefits through access, portability, and distribution.

## SIRE Capture.NET with Auto-Index™

Complete document lifecycle management begins with SIRE Capture.NET™, the tool that facilitates your document management end-to-end process. SIRE Capture.NET provides the ability to rapidly scan your documents in large quantities called batches. For low volume scanning, our Scan to Folder option may be used to enter documents into the SIRE application.



SIRE Capture.NET also provides the ability for those documents to be indexed efficiently with many supported indexing tools such as bar code recognition at the time of scan. With the proper scanners, SIRE Capture.NET can index and manage any size documents into the SIRE repository. SIRE Capture.NET allows you to keep your scanning station productive by routing scanned batches to another workstation to be indexed. This process creates an effective method for streamlining the paper process by continuously digitizing all incoming documents upon receipt. Indexed documents can then be filed and/or become part of a workflow.

A document can be automatically sent through a review process and combined with other electronic documents as part of an electronic file. The indexed information can be integrated with other applications in

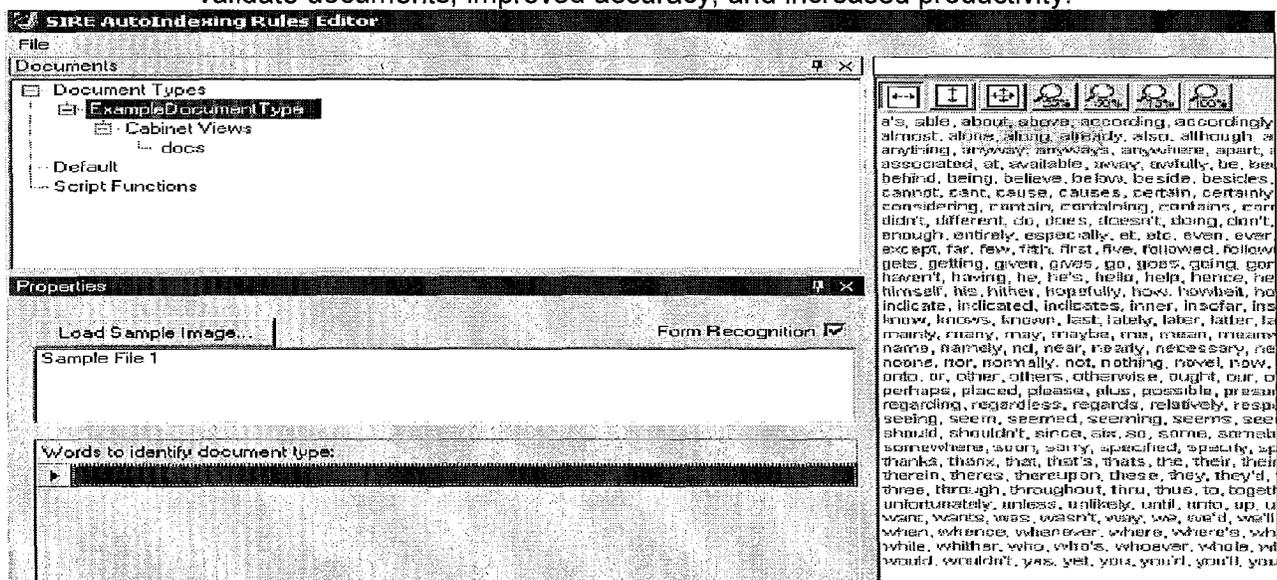
the organization to help prevent double entry. Scanned images are converted to a non-proprietary format allowing you to view the image in virtually any image viewer including most web browsers.

SIRE Capture.NET has a unique interface that allows the user to graphically represent indexed documents. What the user sees in the Capture interface is exactly how the documents will appear in SIRE FileCenter.NET. Capture also includes “Zone Optical Character Recognition” and Automated Indexing. SIRE Capture.NET incorporates the best Optical Character Recognition (OCR) technology available. This facilitates easier retrieval and speeds up the indexing process.

These additions work together to create precise electronic versions of paper documents that are then automatically sorted, labeled, and filed in appropriate system folders.

### **Auto-Indexing Documents**

The SIRE Auto-Index feature builds upon Optical Character Recognition technology to automate the indexing of scanned documents. SIRE Auto-Index results in rather dramatic reductions in the time required to index and validate documents, improved accuracy, and increased productivity.



### **Unique Features of SIRE Auto-Index**

SIRE Auto-Index has been designed to maximize efficiency in document indexing. Specific characteristics and features of SIRE Auto-Index contribute to this efficiency, including:

- ❖ **Batch Indexing** - Batch Indexing lets organizations scan a set of documents that might not even be related to one another, and apply rules for the indexing of each individual document. Optical Character Recognition identifies unique document features that correspond to pre-configured Document Types. Each Document Type is associated with a comprehensive index template that labels each individual document for storage and future retrieval. Values for each index within this template are either pre-set, or are identified directly from the text of the document itself, using Optical Character Recognition.
- ❖ **Quality Control** - Even though SIRE Auto-Index is highly accurate in and of itself, organizations can double-check document indexes quickly, and modify indexes easily when errors are discovered. “Rubber band OCR” features let quality control users highlight the portion of a document that contains the correct index value. Optical Character Recognition extracts this value from the document, and automatically inputs it in the selected index. Auto-Indexing can be configured to notify users when it is unable to identify some or all of the necessary data elements used to index a scanned document. When this occurs, users can quickly rubber band index values manually.
- ❖ **Zone Indexing** - Batch auto-indexing presents a unique set of challenges. Using OCR to read every page

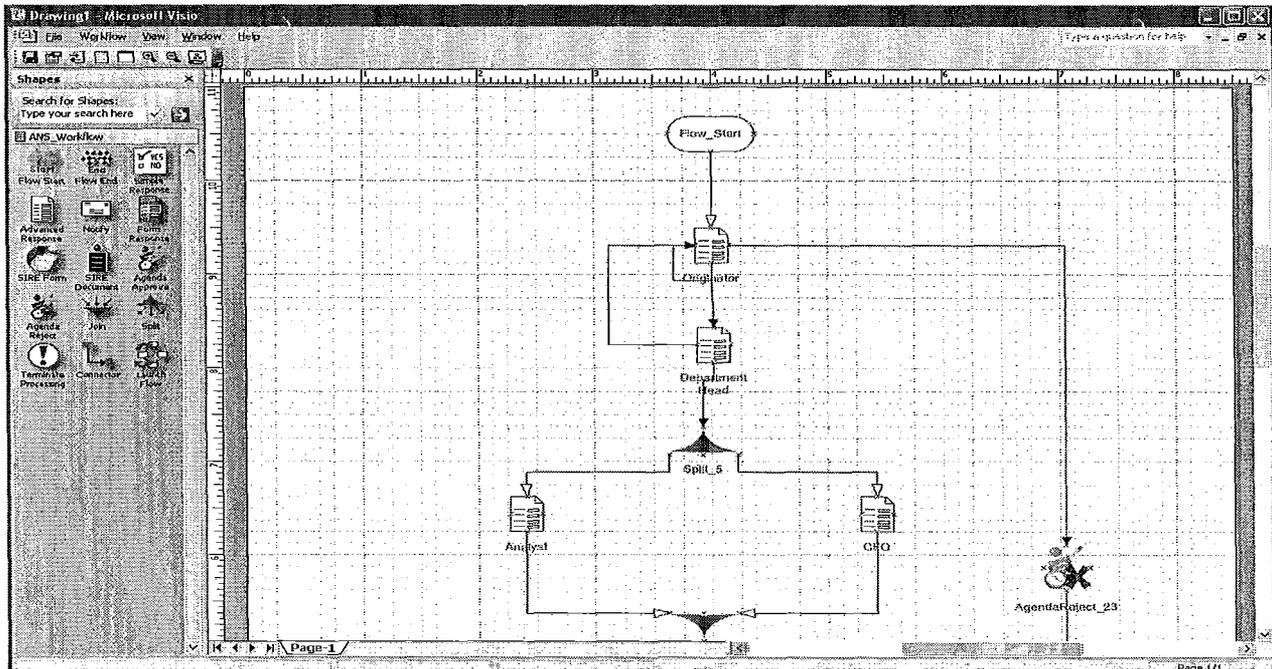


of every document in a batch can significantly hinder the performance of auto-indexing. SIRE counters this problem by only reading the document until it finds the data that it needs. Once the data is found, it stops reading and moves onto the next document. SIRE uses zone indexing to identify the precise locations where index values will be extracted from document text using Optical Character Recognition. Document types can be configured to automatically identify and extract data from the text content of a scanned document. Two forms of zone indexing further reduce the time required to identify the required data fields.

- ❖ **Static Zones** - Some document types record the same data in the same location of the document every time. For example, the date and invoice number on an invoice are generally recorded in the same place every time an invoice is generated. After SIRE Auto-Index identifies the document type associated with a scanned document, Optical Character Recognition is performed on all static zones configured for that document type. Values for indexes associated with static zones are input into the index template. SIRE even accommodates document anomalies such as irregular margins. Key Zones Some document types record data in various and unpredictable locations on document. Key zones let SIRE Auto-Index identify and record key data regardless of where the data is located on the document.
- ❖ **External Data Validation & Uniformity** - To achieve 100% accuracy and virtually eliminate the need for human intervention and validation in the indexing process, SIRE has an optional feature which allows it to access a disparate database (such as a mainframe) to augment and validate data extracted from a document. In this way, SIRE records index values the same way every time, avoiding the problems of abbreviations and misspellings. When accessing a database is not feasible or possible, SIRE offers a Lookup List option that double checks data from the documents against the lookup list in the same manner as the database. The lookup list can be imported from an existing data source to avoid timely setup.
- ❖ **Auto-Population** - Moving beyond the ordinary bounds of indexing, SIRE provides the ability to draw specific data fields from a document, validate the data against the database, then automatically populate the index fields with related data from the database. For example, when a document contains only the identity of a parcel of land, database records can be accessed to add addresses, zoning and other information associated with that parcel of land. SIRE automatically populates index fields labeling the document with both the plat information extracted from the scanned document itself, and the address, zoning and other information from the database.
- ❖ **Barcodes and Patch Codes** - SIRE can read barcodes printed on, or attached to scanned documents, and populate index fields from barcode data. SIRE has the ability to both file and append (or collate) pages to a document using barcodes. SIRE also reads patch codes to easily separate multiple page documents from one another.

## SIRE Workflow and Forms™

SIRE Workflow allows government organizations to automate business processes. A flow can be initiated by adding or updating a document in SIRE FileCenter.NET or WebCenter, submitting a SIRE Form, or by adding or updating an agenda item in SIRE Agenda Plus. Most organizations use workflow to streamline manual processes. Typically, manual processes move paper from one work-point to another. But, workflow can incorporate multiple work-points at a time allowing several tasks to be completed simultaneously.



Utilizing the Microsoft Visio® engine, SIRE Workflow provides a robust and user-friendly graphical interface for easier creation and editing of workflows. The versatile design tool kit provides shapes that make sense to the casual user, yet each one has built-in, configurable properties including decision-making, approval/rejection of items, notification, and routing that allow you to not only create a workflow diagram, but also create the electronic process that manages your workflow process and allows you to get the work done on time.

### **Basic Workflow Functions:**

SIRE's basic workflow capabilities include:

- ❖ Automatic initiation of workflows through:
  - ✓ Adding or editing a document
  - ✓ The agenda approval process
  - ✓ Submission of an electronic form
- ❖ Intelligent routing
- ❖ Workload management
- ❖ Easy document routing for review and approval
- ❖ Automatic notification via e-mail or workflow queue
- ❖ Parallel work processing
- ❖ Automatic alerts to specific users of specific events within the system
- ❖ User-friendly system administration

### **Advanced Workflow Functions:**

SIRE's advanced workflow functionality allows the flexibility to accommodate virtually any business rule and allow you to automate any process. SIRE's Workflow advanced functionality allows you to perform all of the following tasks:

- ❖ Create unlimited workflows each with customized rules
- ❖ Assign tasks to individual or multiple specific users
- ❖ Assign tasks to individual users or to users in a role, including dynamic role assignment
- ❖ Create intelligent, custom response forms at any step of a flow to facilitate the workflow process



- ❖ Create and add a new document to the document management system from data gathered during workflow
- ❖ Task delegation, allowing administrators/supervisors to delegate a previously assigned task to another user
- ❖ Vacation/time-off scheduling allowing you to designate when users are off or on vacation, so tasks are routed to other users assigned to a role
- ❖ Management reporting, and real-time monitoring of flows using a graphical workflow viewer showing the exact location of a bottle neck or task on your workflow diagram
- ❖ Set deadlines on tasks and easily re-route delayed processes to another user at any time after receiving auto notification of a bottle neck
- ❖ Initiate another workflow during any step of a current workflow instance

Using SIRE Workflow's advanced capabilities; VBScript can be inserted into any step of a process to provide data validation, custom task routing or interaction/integration with a client's existing applications.

### ***Electronic Web Forms:***

SIRE Forms lets you quickly design and publish electronic forms that users can complete and submit online. SIRE then processes the forms and either uses them to kick off a business process in SIRE Workflow or stores them for later retrieval. SIRE Forms allows you to create electronic forms either from scratch, or based on an existing electronic or paper form your organization currently uses. Data fields are created and associated with form fields. When the form is filled out online, the data fields provide information useful for other tasks such as in SIRE Workflow, populating index fields, or creating a document in a SIRE Cabinet.

If your form is based on an existing paper form, you can scan it and use it as a "background" for your SIRE form. You can then create data fields and place them at specific locations on top of the background image. The layers of the completed form appear identical to the original, but can now easily gather data electronically. You can also take existing electronic forms created in Microsoft Word or Excel, and import them as SIRE forms, utilizing the existing data entry fields as SIRE data fields to store information in within your SIRE system. Forms gives you a set of useful tools including a WYSIWYG (What You See Is What You Get) design screen and click-and-drag field and caption creation, so you can see exactly what your form looks like as you design it.

The Forms module available in SIRE WebCenter creates folders within the SIRE filing system, and replaces paper forms previously required to gather information for business purposes with electronic forms created by your SIRE Administrator. These forms can be offered within an organization or to the public to be completed and submitted over the internet or intranet. Because all data submitted to these forms is already in digital format, they can be quickly and accurately processed by the SIRE filing system and used to execute workflow processes, or stored within the SIRE cabinet structure for later retrieval and use.

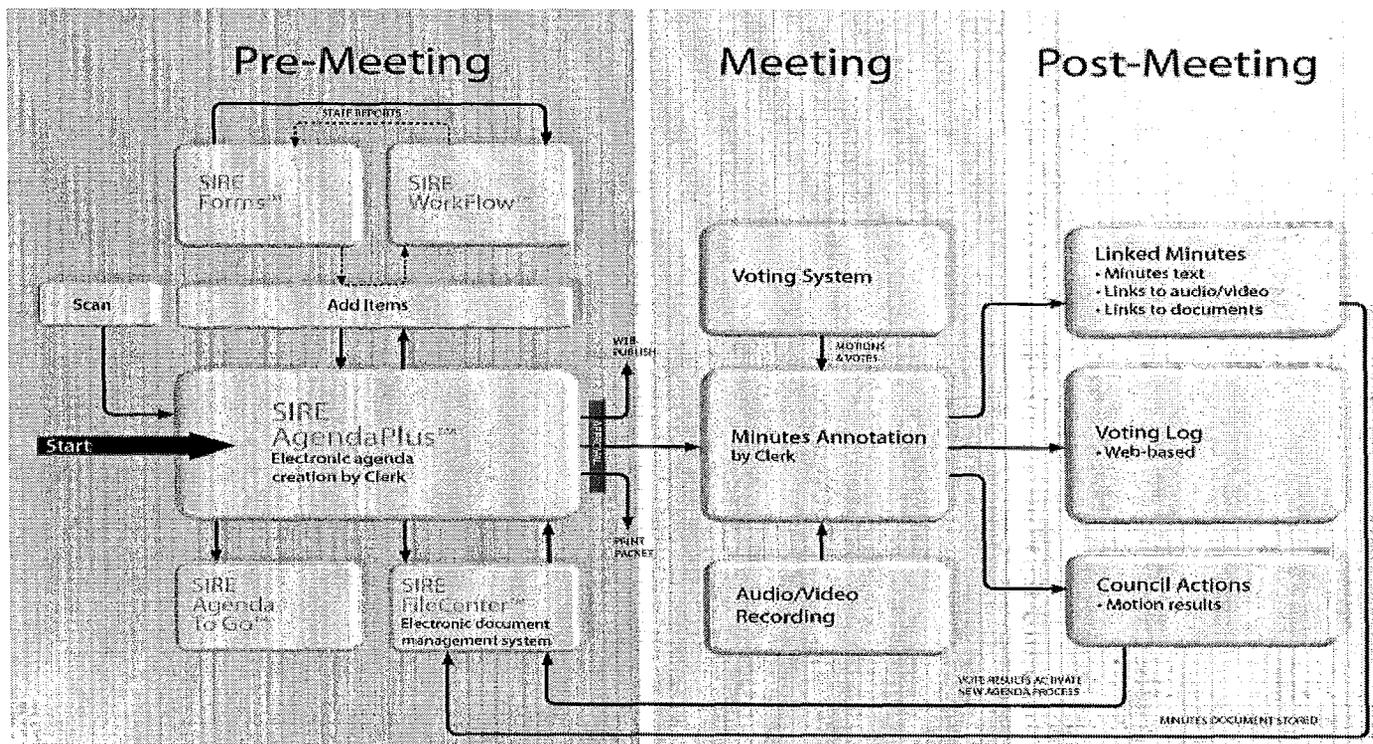
## SIRE Agenda Plus with Minutes and Video Plus™

SIRE manages your meeting needs over its three main components: pre-meeting activities, such as agenda creation; in-meeting activities, including taking minutes; and post-meeting activities, such as Web posting of minutes and video.

Residing on SIRE’s robust Electronic Document Management System, the SIRE Meeting Management components give you unsurpassed features, flexibility, and security while eliminating the hassle of dealing with multiple vendors and products to address all your meeting management needs.

- SIRE Agenda Plus™: Manage the entire agenda process from submitting items and creating meetings, to minutes and publishing.
- SIRE Minutes Plus™: Work in one single screen to take roll calls, minutes, motions, and votes associated directly with the corresponding agenda item. Even view a live stream of your recording during the meeting to see what is being broadcasted.
- SIRE Video Plus™: Recordings are time-stamped, indexed, and available immediately to the public. Even record an entirely independent meeting within a meeting.
- SIRE Committee Manager™: Track appointments, election periods, and availability for re-election of different entities within your organization.

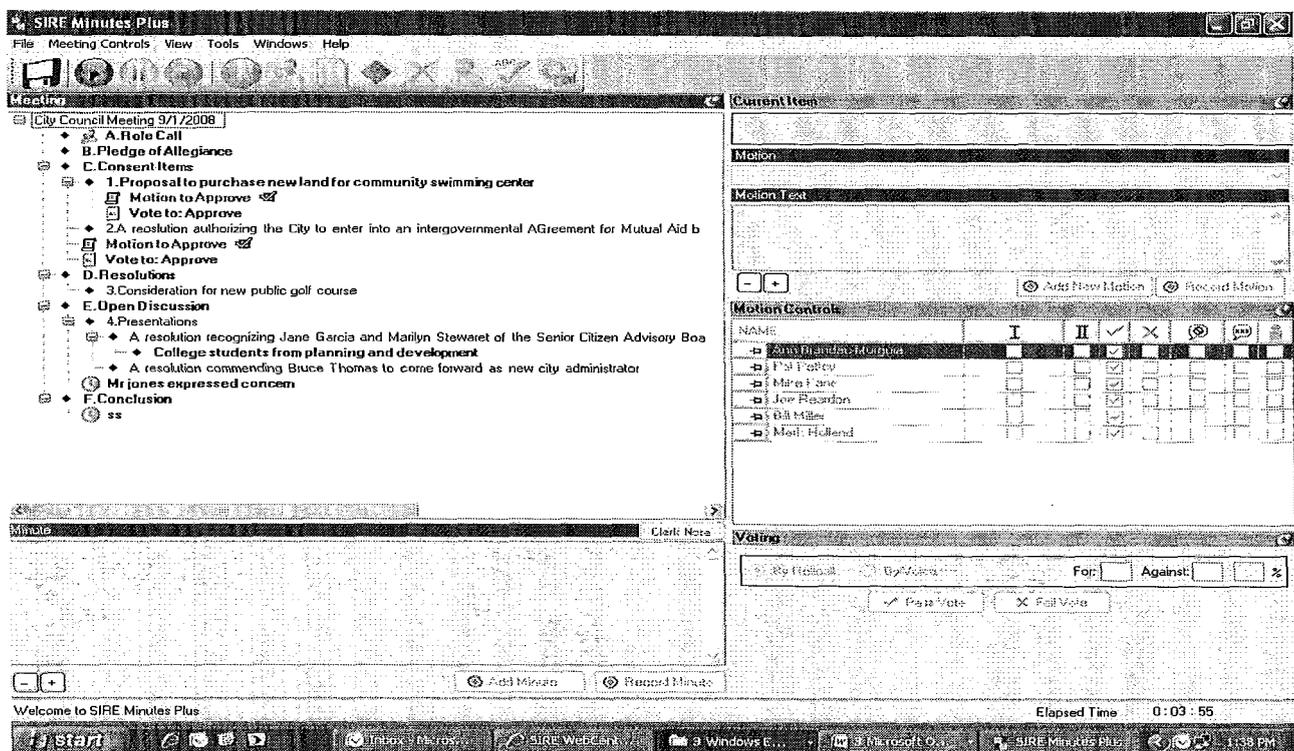
SIRE’s entirely Web-based, modular design gives city, county, state, and gubernatorial agencies the flexibility they need to meet agenda and meeting automation needs through a single solution while also meeting their budgets. Its easy-to-use, intuitive interface translates into instant user adoption. Built on Microsoft .NET technology, SIRE easily integrates seamlessly with existing systems and third-party applications.





## SIRE Minutes Plus™

Clerks of Cities/Counties can easily record roll call, speaker notes, motions, and votes with SIRE Minutes Plus. Users have the flexibility of recording a variety of motions and updating roll call on the fly through a single, simple interface. And when its time to start an executive or committee meeting in the middle of things, SIRE's "meeting within a meeting" functionality makes it easy to keep up with events without losing pace. Minutes are quickly published to the public website with a push of a button. Each agenda item is automatically linked to its supporting materials (if any) and linked to the video recording – allowing you to do more in less time. Great for meetings of all sizes, SIRE's infrastructure allows for quicker rollup and transfer of large agendas. Internal users are able to find and view past meeting minutes and supporting materials, including audit trails, with an easy-to-use search engine. Constituents are able to find meeting minutes by topic through key word search on a public interface thereby creating a self service portal for public requests. Minutes Plus makes it easy on IT and AV staffs with its low maintenance design. Being part of a single system, Minutes Plus does not require any special coding, scripting or integration to interact with SIRE's agenda and video components. On those rare occasions when technical support is needed, SIRE offers industry-leading technical support from its US-based support center. Plus, SIRE also eliminates the hassle of calling multiple vendors for support on the different components of your agenda solution.

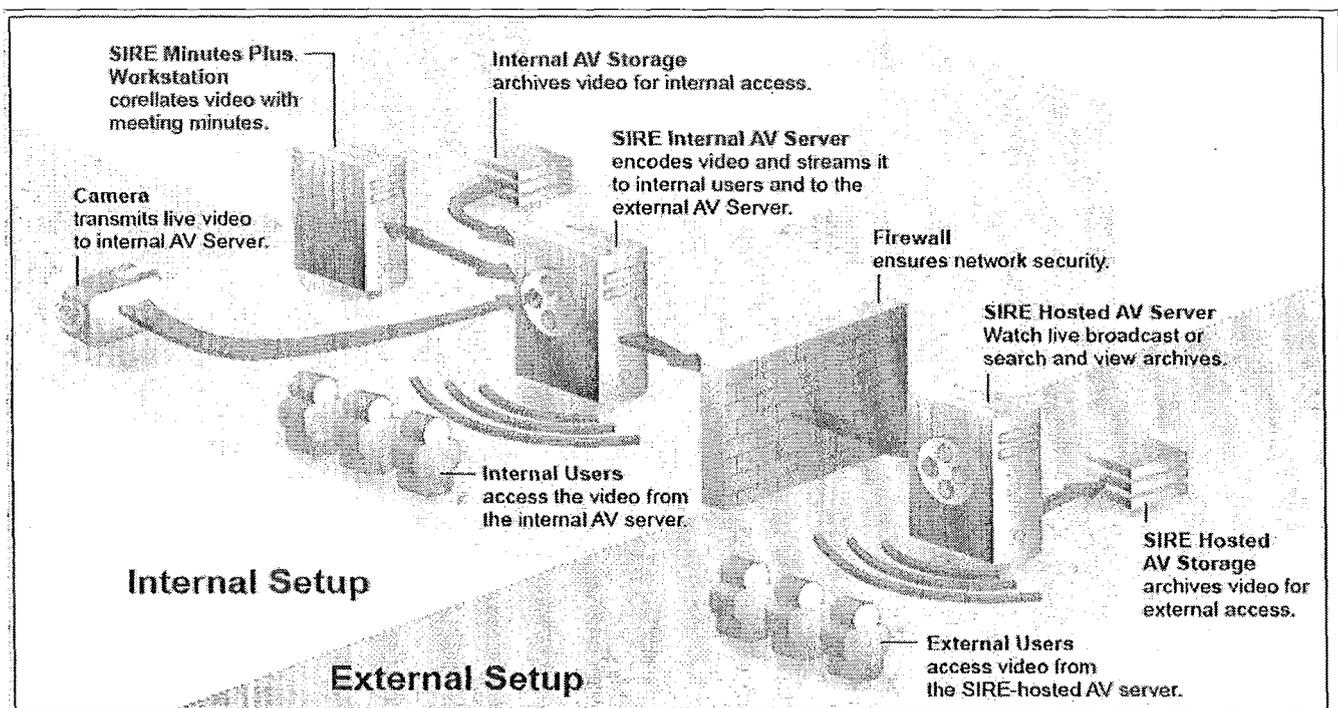


## SIRE Video Plus™

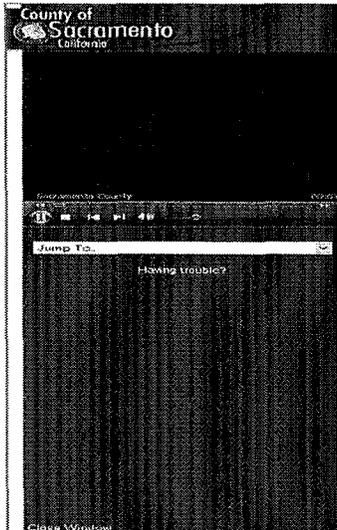
SIRE helps state and local government achieve their transparency goals through the new and innovative SIRE Video Plus. SIRE Video Plus allows government to easily stream meetings as they happen or to record them and publish to the web together with the meeting minutes, supporting materials and the meeting agenda if desired – all in a searchable format. And because Agenda Plus, Minutes Plus and Video Plus are all created by the same provider, SIRE eliminates the difficulties and frustrations encountered by joining agenda and video products from different providers.

Video Plus offers a number of unique features, including but not limited to:

- Users are given industry standard components to control the stream of video and audio at the time of recording.
- Capable of Multicast broadcasts.
- You have the choice of hosting the recordings either at your facility or SIRE can host it for you.
- Maintain control over your data files.



SIRE's unique architecture offers you a reliable, more secure solution that delivers a lower cost of ownership. Of course Video Plus works with all major hardware platforms such as Dell, IBM, HP, etc. Video Plus works with Mozilla, Firefox and is compliant with IE7. With SIRE's US-based on-call support and reliable infrastructure, you can rely on SIRE to be up and running when you need it.



**ACTION SUMMARY**  
 BOARD OF SUPERVISORS  
 COUNTY OF SACRAMENTO  
 700 H STREET SUITE 1450  
 SACRAMENTO, CA 95814

**WEDNESDAY**      December 05, 2007      7:30 AM and 2:00 PM  
 Supervisors: Roger Dickinson, Roberta MacGlashan, Susan Peters, Jimmie E. Yee, Don Nottoli  
 (Supervisor Dickinson was absent)

The Board meets simultaneously as the Board of Supervisors and as the governing board of all special districts having business heard this date, in accordance with Resolution Nos. 83-1346, 83-156, 85-1722, 86-1649 and 2005-1338.

If the Board of Supervisors' vote on any land use matter is a tie vote or a two-to-one vote, the vote results in no action by the Board and the matter is continued until the next meeting when all five Members are present. At that meeting, the public hearing, though closed, may be reopened for additional evidence and testimony. If the expiration of time limit for acting on the matter to be considered is within four weeks, a two-to-two or two-to-one vote constitutes denial of the matter.

The Board of Supervisors welcomes and encourages participation in the Board meetings. When it appears there are several members of the public wishing to address the Board on a specific item, at the outset of the item the Chairman of the Board will announce the maximum amount of time that will be allowed for presentation of testimony. Matters under the jurisdiction of the Board and not on the posted agenda may be addressed by the general public following completion of the regular agenda and any off-agenda matters before the board for consideration. The Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject.

The meeting is videotaped in its entirety and will be cablecast live on Metrocable 14, the government affairs channel on the Comcast, SureWest & Strategic Technologies Cable Systems and is closed captioned for our hearing-impaired viewers. The meeting is webcast live on <http://www.sacounty.net>. Today's meeting is being broadcast live and will be re-broadcast on Sunday at 6:00 p.m. A VHS copy will be available for checkout through the County Library System seven to ten days following the meeting.

This document may be accessed through the Sacramento County Web Site at <http://www.sacounty.net/sacounty>

Meeting facilities are accessible to persons with disabilities. Requests for assistive listening devices or other considerations should be made 48 hours in advance through the Clerk of the Board's office at (916) 874-2411 or 874-7616 (TTY).

## SIRE Committee Manager™

Eliminate the hassle of tracking committee or board member terms with SIRE Committee Manager. Clerks can now easily track the term of committee or board members, who appointed them, if they can run again, the positions they have served in and what accomplishments were had while they were in office. SIRE reporting capabilities provide an easy way to search and find information about a committee, council or board or one of its members - past or present. Committee Manager is web-based and easy to install and maintain. Although it can be purchased as a standalone application, it is also part of the overall SIRE Agenda Plus application requiring no special backend hardware. Designed for easy maintenance, Committee Manager allows you to upgrade this along with all other applications simultaneously thereby reducing the amount of time needed to maintain the SIRE system.

SIRE WebCenter Logout: admin

Home | Requirements | Workflow | Forms | Reports | Records | Boards | **Committee Manager** | Admin | Workflow | Admin

Boards > Positions > New Position

<b>Position Information</b>	
Position #:	1
Position Name:	Chairman
Board Name:	Example Board 1
District:	<input type="checkbox"/> Edit List
Appointing Entity:	<input type="checkbox"/> Edit List
Recommendation Source:	<input type="checkbox"/> Edit List
Area requirements:	<input type="checkbox"/> Edit List
Start Date:	4/8/2008
Initial Term Length:	0 Year(s)
Permanent Term Length:	0 Year(s)
Active Position:	<input type="checkbox"/>
Qualifications Needed:	
Comments:	

WebCenter Powered by SIRE Technologies © 2008

## SIRE Document Viewer™

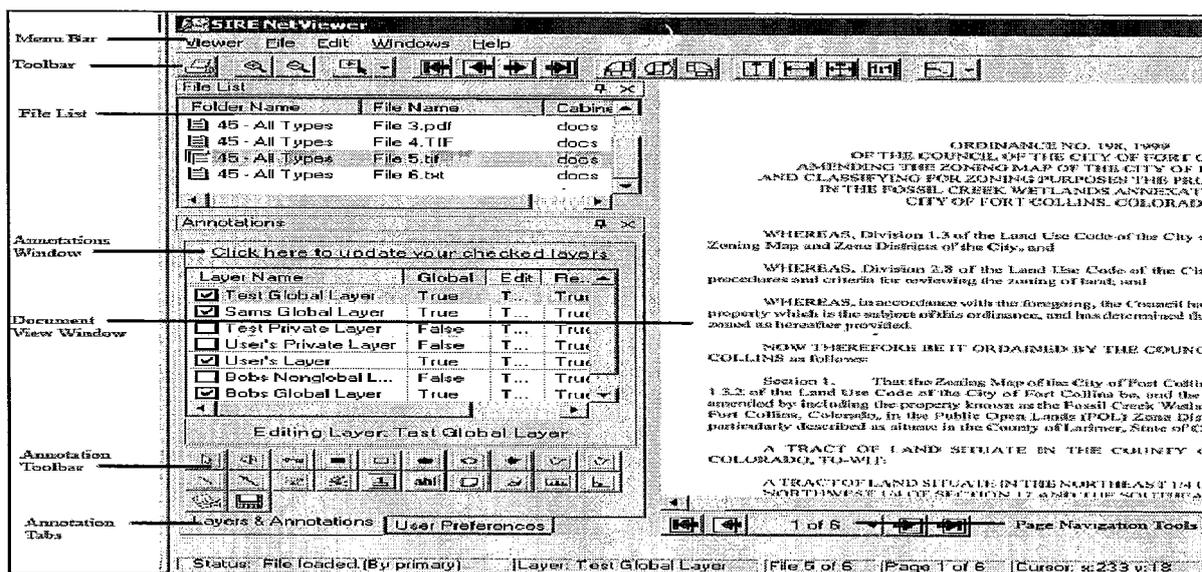
The SIRE Viewer™ feature supports over 300 different file types in their native formats without the need for the native application, including black and white or color photos. SIRE also allows the creation of compound documents: a single document comprised of multiple different file formats, all of which can be viewed in the SIRE Viewer provided they are the supported file types. Non-supported file types can be automatically launched in the native application if it is present on the viewing workstation. Supported file types can be viewed in a client environment or from a browser, without native applications including supported AutoCad files.

SIRE Viewer and the viewer capabilities in Capture.NET provide the following robust functionality:

- ✓ Users can scroll and page up and down within a document.
- ✓ Users can browse forward or backward through documents when making edits or just viewing.
- ✓ Users can resize windows.
- ✓ The retrieval screen can display both the index and the imaged document simultaneously side-by-side.
- ✓ Users in SIRE Capture.NET can index documents while looking at the documents on the screen.
- ✓ Users can browse through documents and quickly retrieve selected pages.
- ✓ Users can print groups of pages from a long document by simply identifying the range of page numbers.
- ✓ User can view document annotations and redactions and view author and date submitted.
- ✓ Users can simultaneously display two pages of the same document side by side.
- ✓ Users can simultaneously display two or more pages of different documents side by side.
- ✓ Users can view hit lists, thumbnails and first pages of documents while selecting documents to view.
- ✓ Zip files can be decompressed directly in the Viewer
- ✓ Submission of a reason for viewing a file can now be required and logged

The SIRE system has a robust user interface supporting all the latest viewing options, including but not limited to the following:

- ✓ Zoom In, Zoom Out, and Zoom Select
- ✓ Image Pan
- ✓ Image Crop
- ✓ Image Cleaning
- ✓ Files can be viewed at various magnifications, including 50%, 75% ,150% etc.
- ✓ Move First, Move Previous, Move Next, and Move Last
- ✓ Goto Page, Page Previous, and Page Last (for files with multiple pages)
- ✓ Rotate 90° Right, Rotate 90° Left, Rotate 180°
- ✓ Fit Height, Fit Width, Fit Page
- ✓ Show Layers and Show Colors
- ✓ Thumbnail viewing
- ✓ Select and view specific pages (Go to page)



## SIRE Record Retention™

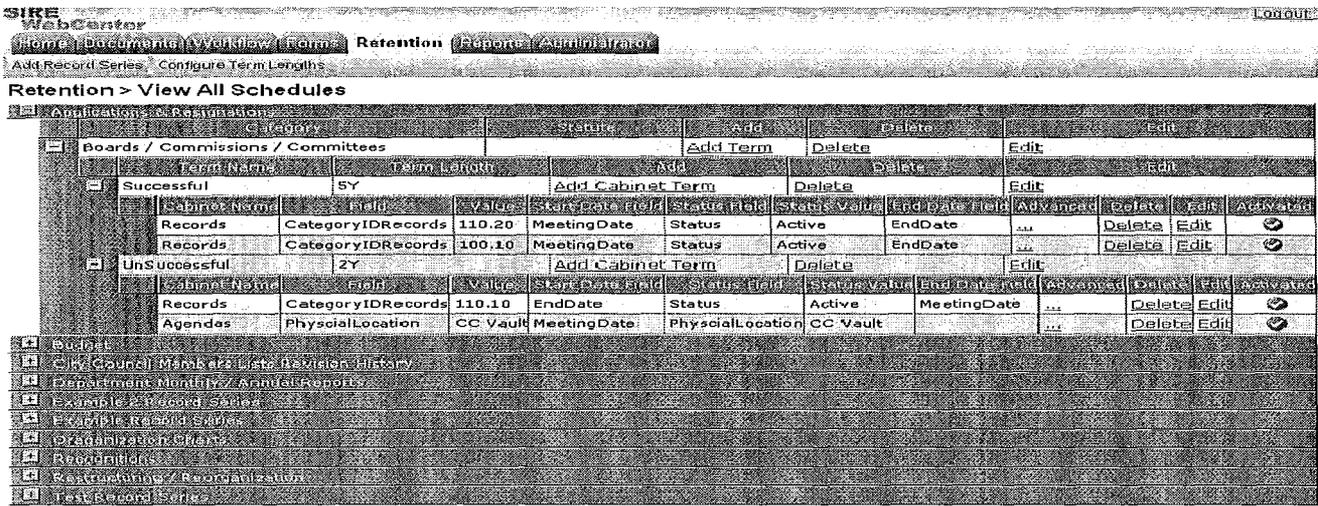
The SIRE Record Retention Module included with the SIRE WebCenter module makes management of record retention easy. Maintenance, storage, retention, archiving, and disposal of organizational documents can be driven by any of several forces, including internal business needs, compliance with legislative statutes, audit accountability, and many others.

SIRE retention schedules are composed of terms, through which documents assigned to that retention schedule pass. Documents can pass through these terms in chronological succession, or move back and forth between terms as defined by the retention schedule. When a document reaches the end of a term, a task item is sent to the SIRE user assigned to manage the retention of that document. The user then designates the next step in the document's retention, such as inactivation, archival, disposal, etc.

Authorized Users or Administration Users can put items on "Legal Hold", meaning that there several factors that could be implemented to put documents on hold until legally acceptable to release to retention schedule application.

All the guess work is gone, and your records retention will be worry free. You can also:

- ❖ Manage retention for both electronic and paper documents
- ❖ Tackle legal requirements for retention according to your specific organization
- ❖ Use saved searches to quickly set up retention criteria
- ❖ Work with retention schedules from the same interface you use for other document management tasks
- ❖ Import Local and State Retention Requirement Schedules.



Cabinet Name	Field	Value	Start Date	End Date	Status	Action
Successful	Records	CategoryIDRecords	110.20	MeetingDate	Status	Active
	Records	CategoryIDRecords	100.10	MeetingDate	Status	Active
UnSuccessful	Records	CategoryIDRecords	110.10	EndDate	Status	Active
	Agendas	PhysicalLocation	CC Vault	MeetingDate	PhysicalLocation	CC Vault

## SIRE Administrator™

SIRE Administrator is SIRE's command center and application administration console. SIRE Administrator is the application used by administrators to manage administrative tasks for the SIRE Solutions Suite. It allows you to perform tasks such as:

- Understand basic installation requirements
- Become familiar with the SIRE Administrator console and the various administration tools
- Create and configure cabinets and indexes
- Learn the essentials of SIRE security
- Set up users, user groups, and permissions
- Create annotation layers and set security for them
- Become familiar with the different SIRE services and how to work with them
- Become familiar with and configure the various SIRE settings
- Work with SIRE statistics and reports.
- Adding and modifying users, security groups, and permissions
- Adding cabinets, fields, and indexes
- Checking statistics, working with logging, and modifying system settings
- Manage SIRE Agenda Plus

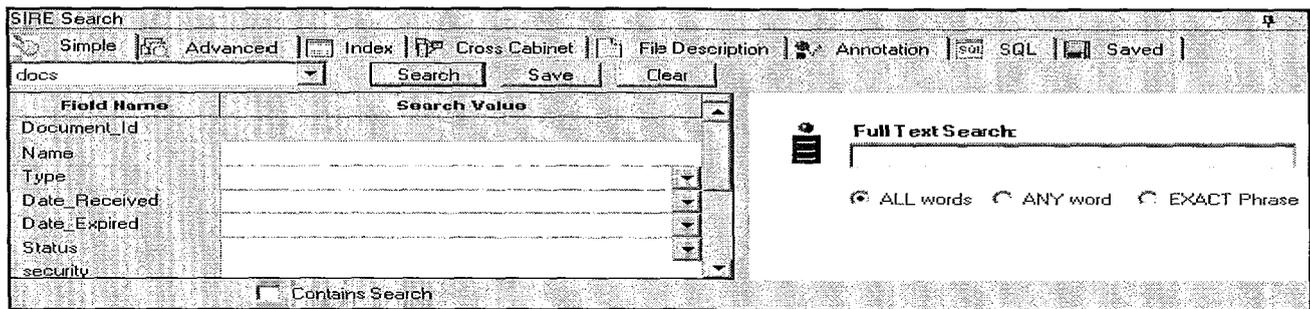
Here is a brief explanation of each tool found in your SIRE Administrator Console.

- ❖ **Licensing:** Allows you to view your SIRE license levels and monitor current connections to SIRE.
- ❖ **Settings:** Allows you to configure system settings such as system mail options and full text search settings. Under Settings, you can also set your logging options.
- ❖ **Services:** Allows you to monitor and work with SIRE services.
- ❖ **Vault:** Allows you to create and manage cabinets and cabinet views.
- ❖ **Indexes:** Allows you to add and configure indexes.

- ❖ **Security:** Allows you to set up and modify SIRE security items such as user accounts, user groups, and permissions.
- ❖ **Statistics/Reports:** Allows you to get a files and folder count for any cabinet and search system logs and user activity logs.
- ❖ **WebCenter Settings:** Allows you to configure and modify essential settings for SIRE WebCenter.

## SIRE Searching™

SIRE provides excellent searching capabilities with a variety of ways to search the metadata using standard naming conventions and full text searching. Folders and files stored in the SIRE system can be easily retrieved using any of six search methods available in WebCenter, described below.



The screenshot shows the SIRE Search web interface. At the top, there are tabs for 'Simple', 'Advanced', 'Index', 'Cross Cabinet', 'File Description', 'Annotation', 'SQL', and 'Saved'. Below the tabs is a search bar with a dropdown menu set to 'docs' and buttons for 'Search', 'Save', and 'Clear'. A table with two columns, 'Field Name' and 'Search Value', is visible. The 'Field Name' column lists 'Document\_Id', 'Name', 'Type', 'Date\_Received', 'Date\_Expired', 'Status', and 'security'. The 'Search Value' column has corresponding input fields. To the right of the table is a 'Full Text Search' section with a search input field and radio buttons for 'ALL words', 'ANY word', and 'EXACT Phrase'. At the bottom of the table area, there is a checkbox labeled 'Contains Search'.

### Quick Search

- ✓ WebCenter lets you designate a single Saved Search as your Quick Search, which you can run easily by clicking the Quick Search link.

### Simple Search

- ✓ A Simple Search compares input search criteria to folder index fields, or the text content of files. During a Standard Simple Search, folders with index fields that match the search criteria are returned as search results. A Full-text simple search compares search criteria to the text content of files within designated folders, and returns files that contain text that matches the search criteria.

### Advanced Search

- ✓ An Advanced Search compares input search criteria against single or multiple index fields, and allows more variety of search conditions than a simple search. You can search for index fields "Equal To" (=) or "Greater Than" (>) input criteria, and require search results to meet multiple criteria using "And" and "Or" operators. Full-Text Advanced Searches compare search criteria to the text content of your files

### Cross Cabinet Search

- ✓ A Cross-Cabinet Search performs a Simple Search across multiple file cabinets.

### Saved Search

- ✓ WebCenter lets you save and perform commonly-used searches easily without having to input search settings and search criteria again. Saved searches are associated with individual users, and cannot be shared with other users.



## **Custom Search**

- ✓ Custom Searches are similar to saved searches, but are created by a SIRE Administrator using XML files, and made available to multiple users of SIRE WebCenter. Each of these searches can be performed in either of two modes: Standard and Full-Text. Standard searches compare input search criteria to the index values that describe the contents of folders and files in the SIRE system. Full-Text searches identify files that contain text that matches input search criteria.

Full text searching works with many file types including but not limited to Word, Excel, PDF, WordPerfect, HTML and XML documents. SIRE advanced search capabilities include but are not limited to the following:

- Multi-field index searches
- Conditionals searches using AND, OR, LIKE, NOT, etc.
- Exact match and wildcard searches
- Boolean
- Full text search
- Fuzzy, Boolean, stemming, and phonetic searches.
- SIRE's full text search highlights the hits on the page
- SIRE provides easy to use search and print capabilities.
- SIRE allows for different file cabinets created each with its own user-defined indexes available for searching.
- The system can assign a unique identifier to the document and searching can be done in a variety of ways.
- Search can be done with conditions such as greater than, less than, wild card, range searches, simple values etc.
- Users can search by date added, author, and recipient
- FTR searching is available in SIRE.
- Users can generate reports and queries as needed by exporting search and query results and hit lists.
- You can now save frequently performed searches to reduce typing and increase user efficiency.

## **SIRE Reporting™**

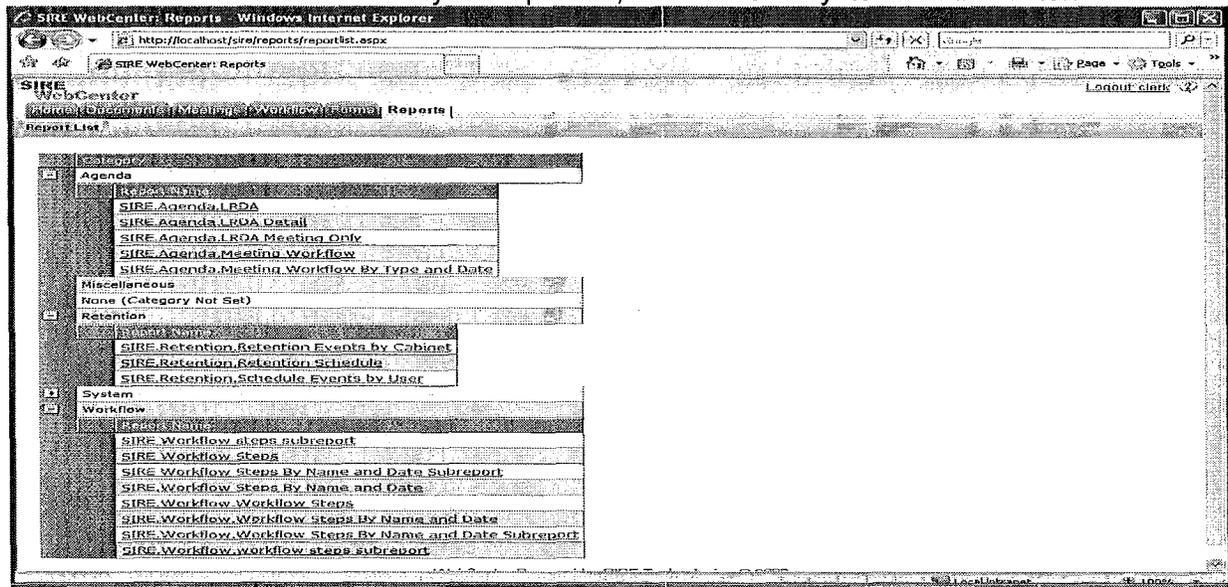
SIRE Reports allows users and administrators to monitor actions, status, and operations of various features of the SIRE system, and generate complete reports on these various elements. SIRE Reports are accessed through SIRE WebCenter. The reports themselves are accessible only to users who have been granted access. All users, regardless of report permission, see the Report tab on SIRE WebCenter. Users without reports permissions see a message in place of the Reports list:

The SIRE Reports component in WebCenter utilizes Microsoft's Reporting Services to perform its fundamental operations. In order for SIRE Reports to function properly, specific software applications and components that support Microsoft's Reporting Services must be installed and operational on the machine hosting the Reports Service.

### **Statistics & Reports Overview**

SIRE Administrator has a reporting option that can give you useful statistics and reports to help you manage your SIRE system, security, and staff productivity. To use the search options, you must have logging turned on under Settings. Here is a brief explanation of the different options available:

- ❖ **Folder/Files Count by Cabinet:** This option returns a statistical report showing all SIRE cabinets and the number of files and folders in each.
- ❖ **Search System Logs:** When logging is enabled, this option allows you to search the system logs within a specific date range to monitor actions such as adding, deleting, printing, and viewing.
- ❖ **Search User Activity Report:** When logging is enabled, this option generates a report showing each user and the number of times they have printed, and viewed any item in FileCenter.



## Standard Reports

Standard reports include but are not limited to:

- User activities including logging in, printing, viewing, editing, deleting and other user tasks
- Number of folders and files by cabinet
- Security groups and user lists
- System settings
- Index and cabinet lists
- Standard reporting tools such as Crystal and Cognos can also be used to access data from the SIRE system

## Custom Reports

SIRE has the capability to generate custom reports using Crystal Reports. Custom reports can also be created using our Saved Search functionality. Reports can be printed directly or exported in several different formats including HTML, text, and Excel.

Searches can be setup to retrieve information based on a given criteria such as when a user has logged into the system, how many times has a user viewed, scanned, printed etc. System logs can be searched for certain events occurring such as adding a document, viewing, printing, editing, check in, check out, launching a document, emailing, etc. The search results can be printed and exported to ASCII text files, excel spreadsheets and html.

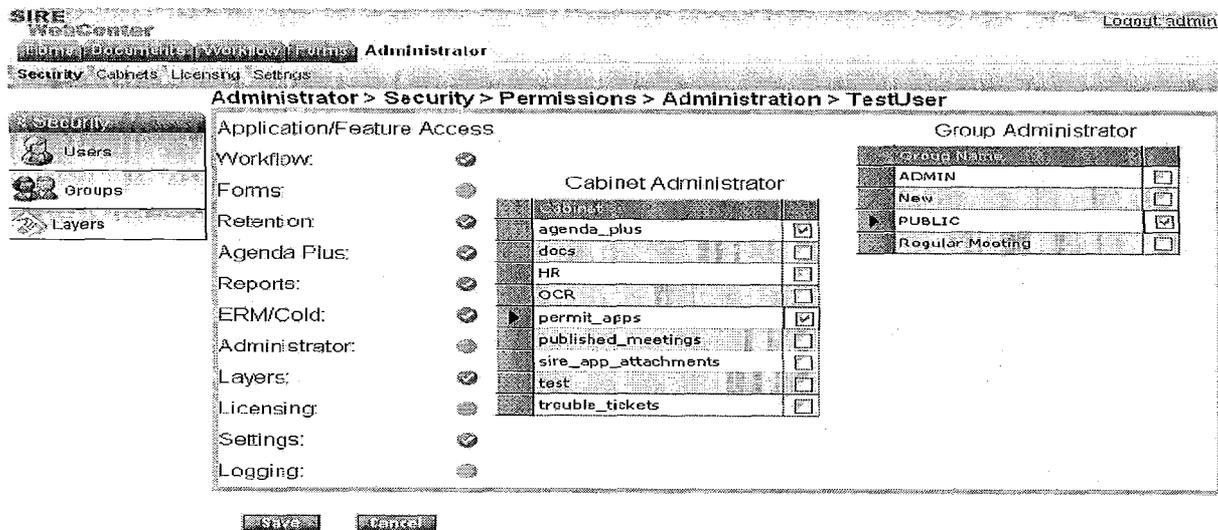
## SIRE Security™

SIRE's solution addresses all of the City's security concerns by allowing security at the folder, document, word and annotation levels for both internal and Internet access. Permissions can be set for any actions within the system, including log in, view, edit, email, export, delete, add, check in, check out, save, and print. Permissions can be granted at the cabinet, folder, and annotation levels or you can protect confidential words or paragraphs in individual documents using redaction capabilities. In addition, administrators can control what actions a user can perform on documents within a cabinet. Permissions can be assigned at the group level, or custom permissions can be applied to individual users.

The following is a list of permissions which can be managed at the user and group levels within the SIRE solution. Auditing can be enabled on any or all of these functions:

- ✓ View document
- ✓ Add
- ✓ Print
- ✓ Delete
- ✓ Edit
- ✓ E-Mail
- ✓ Save
- ✓ Export to CD
- ✓ Check Out/In
- ✓ Launch file in native application

We can also utilize existing security via LDAP and Microsoft Active Directory to enable single login access utilizing your existing network user login.



## Security Auditing & Reporting

Reports can be generated and the criteria can be set up to search on all logging parameters. The reports can also be generated on a date range, on a particular user or group of users, events, cabinets etc. SIRE provides the ability to log and audit system events, such as file access, deletions and process activities, for reporting, analysis and compliance purposes.

Statistics and reporting features allow for user activity reports showing each user and the number of times they have printed, and viewed any item in FileCenter. System logs allow searching the system logs within a specific date range to monitor actions such as adding, deleting, printing, and viewing of documents. Folder and file count options show all SIRE cabinets and the number of files and folders in each.

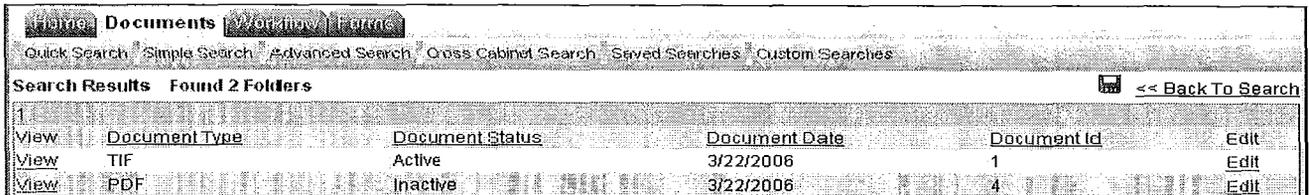
Reports can be generated and the criteria can be set up to search on all logging parameters. The reports can also be generated on a date range, on a particular user or group of users, events, cabinets etc.

## SIRE Web Publishing™

SIRE has the capability to make documents available over the Web without requiring HTML coding. The system allows for versions to be rendered into images, PDF or HTML for distribution purposes as app

The SIRE WebCenter system does provide a fully functional web interface and a read only interface for public access.

When a user performs a full text search from within the SIRE Web Application the search results show the context of where the words were contained. The user can review the hits and select which files they want to download/view.



Home Documents **Workflows/Forms**

Quick Search Simple Search Advanced Search Cross Cabinet Search Saved Searches Custom Searches

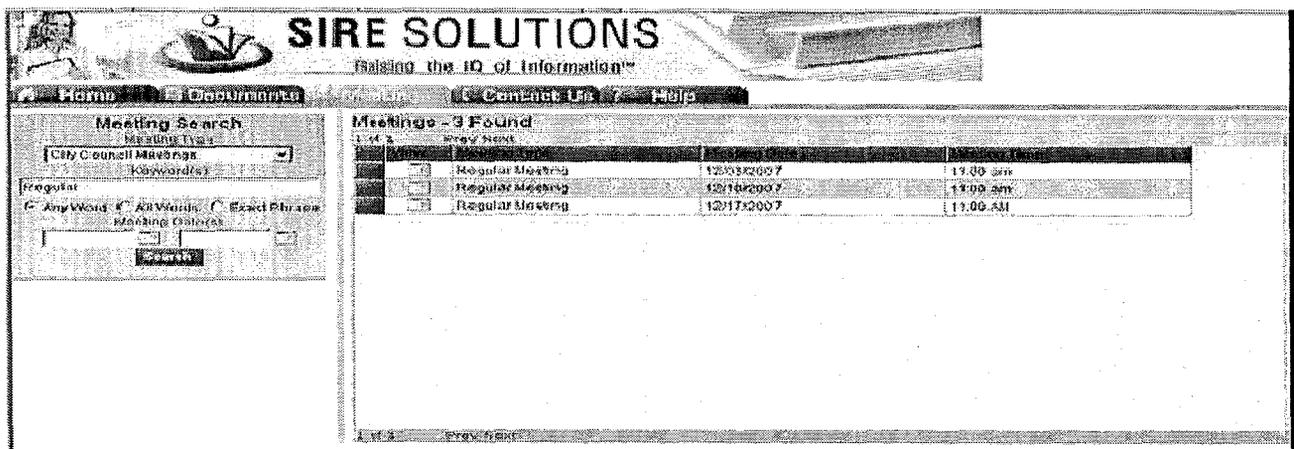
Search Results Found 2 Folders << Back To Search

View	Document Type	Document Status	Document Date	Document Id	Edit
<a href="#">View</a>	TIF	Active	3/22/2006	1	<a href="#">Edit</a>
<a href="#">View</a>	PDF	Inactive	3/22/2006	4	<a href="#">Edit</a>

## SIRE Pub Out-of-the-Box

The SIRE Pub application lets counties, cities, organizations, and indeed any entity with a public-facing Web site, make selected records accessible for public access and review. SIRE Pub provides a secure public interface to the electronic records, and agenda management documents stored in the SIRE System.

Organizations can easily provide constituents with secure, convenient access to public records. Additionally, organizations can customize the appearance, along with many of the functional characteristics of their site.



**SIRE SOLUTIONS**  
Raising the IQ of Information™

Home Administration **Meetings** Help

**Meeting Search**  
Meeting Type: **City Council Meetings** (checked)  
Keywords: \_\_\_\_\_  
Regular  Any Word  All Words  Exact Phrases   
Matching Criteria: \_\_\_\_\_

**Meetings - 3 Found**  
1 of 3

Meeting	Meeting ID	Meeting Date	Meeting Time
<input type="checkbox"/> Regular Meeting	120382007	12/03/2007	11:00 AM
<input type="checkbox"/> Regular Meeting	120102007	12/10/2007	11:00 AM
<input type="checkbox"/> Regular Meeting	1201732007	12/17/2007	11:00 AM

## ***XSLT Web Programming Language***

SIRE's public-facing Web site solution, SIRE Pub, can be customized to create the exact look, feel, and operation desired by an organization using the XSLT Web programming language. SIRE Pub comes with a complete Application Programming Interface (API) that a knowledgeable Web developer can use to create the precise actions and appearance of SIRE Pub.

### **SIREPub 5.0 XSLT Parameters**

#### docsresults.aspx

can now be designed any way with html, xsl and javascript

can now be passed parameters to run a search

#### URL parameters:

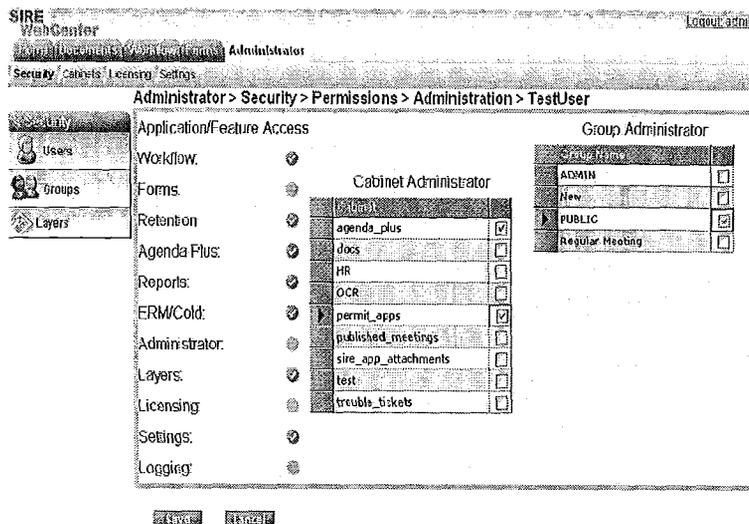
<u>srctype</u>	Type of search to be performed (" <u>ftt</u> ", " <u>index</u> ", " <u>ftcc</u> ")
<u>srctext</u>	Keywords or text to be searched
<u>cabinet</u>	cabinets to be searched (pipe delimited " ")
<u>srchoperator</u>	operator for the search ("and", "or")
<u>daterange</u>	If field type is a <u>daterange</u> then pass this with delimited(" ") values
<u>fields</u>	delimited(" ") field names to search

## Electronic Signatures

**Electronic signatures can be applied in a number of different ways.**

- Users can place Electronic Signatures using a bit map file with the person’s signature on it. When placing the signature, the user is asked to enter their username and password along with a purpose chosen from list of why they are signing it. The list can be configured by each client as to what the appropriate reasons for signing are. The signature is stored along with a hash of the signed document so that it can be validated that the document has not changed since signing. The signature is stored in the database along with the hash so the document is not altered. When viewing, printing, emailing etc. the document it is seen with the signature.
- Using a bit map file a signature can be placed on to a document and then saved with the signature being incorporated into the document. This does alter the document and it is stored as part of the document.
- The user can use a signature pad to sign the document and place a signature on the document.
- To use digital signatures a certificate provider would need to be established. This could be where the organization itself provides the keys and certificates or one of the national companies such as Digital Signature Trust or Verisign are used as the certificate authority.

Digital signatures can also be provided where a key is created on a document per document basis as well as a hash, so that private and public keys do not have to be distributed to each individual person.





## SIRE Disaster Recovery™

### *Remote off-site backups*

Provides the setup of the customers configuration for replication of the co-locate facility and testing of the replication. Allows for the continuation of services after a disaster

Natural and manmade disasters are a constant threat to any data-based organization. When a data center is lost, it frequently requires a six month to one year recovery period to completely restore the center to normal operations. For critical, operational data, this is simply not acceptable.

To address these issues, SIRE offers a configurable “hotsite” solution, providing “day after” access to your data and continuity of basic, mission-critical functions. A duplicate of your existing system (including hardware) is created at a secure co-location facility outside of your geographic region. The facility is operational 24/7, provides a myriad of security features, offers Internet access to the outside world, and continuously replicates data from your local system, in either real time (synchronous mode) or with a slight delay (asynchronous mode). If a disaster occurs, your clients, constituents, or the public in general can be given permission to access the critical documents they need right now, over the Internet.

### *Co-Location*

An important consideration when designing an Electronic Document Management Solution is whether system servers will reside on-site, where a local administrator can manage their operation, or whether they will be co-located at an off-site SIRE server farm, where SIRE technicians monitor server performance. Either option can be preferable, depending on an organization’s required system functionality, in-house technical staff, and budgetary resources. SIRE is designed to operate in either capacity, as an in-house solution, or via co-location from SIRE servers off-site.

Space Options	<ul style="list-style-type: none"> <li>• Unit level - available in Full, Half and Quarter cabinet increments</li> <li>• Individually locking (front and rear) cabinets starting at Half cabinet</li> <li>• Private cages and suites available</li> </ul>
Security	<ul style="list-style-type: none"> <li>• 24x7x365 magnetic card key access with secondary hand geometry biometric authentication</li> <li>• 24x7x365 on-site staffed Network Operations Center (NOC)</li> <li>• Digital security cameras and intercom system</li> <li>• No exposed hinges on data center access doors</li> <li>• Power delivery infrastructure, generator, diesel fuel, HVAC, water supply and telecommunications infrastructure maintained in secured area</li> </ul>
Fire Detection &	<ul style="list-style-type: none"> <li>• Certified incipient smoke detection</li> <li>• Certified data center smoke detection system</li> <li>• Clean agent fire extinguishers placed throughout</li> </ul>



Suppression	facility <ul style="list-style-type: none"> <li>• Dual-Interlock Pre-Action dry pipe sprinkler system</li> </ul>
Power	<ul style="list-style-type: none"> <li>• Commercial power delivered via two transformers</li> <li>• Four 500 KVA UPS Systems</li> <li>• Quad battery strings</li> <li>• 2 Megawatt diesel generator</li> <li>• 4,000 gallon diesel fuel supply</li> <li>• ATS (Automatic Transfer Switch)</li> <li>• Multiple redundant Power Delivery Units (PDU)</li> </ul>
HVAC/ Environmental Design	<ul style="list-style-type: none"> <li>• 300 Tons (10, 30 Ton units) of AC keep environment at constant temperature and humidity</li> <li>• Anti-static raised flooring with designated power runs and cooled air delivery</li> <li>• Fully cabled for typical applications</li> </ul>
Network Operations Center (NOC)	<ul style="list-style-type: none"> <li>• Three, mirrored Network Operations Centers (NOC)</li> <li>• Staffed 24x7x365 by experienced engineers</li> <li>• Monitor both local and regional networks including POPs, telecom facilities, routers, servers, and customers' infrastructure including event notification and ticket tracking</li> <li>• Remote Hands capabilities available 24x7x365</li> <li>• Data center change log portal access for change control management tracking</li> </ul>
Telecommunications Network	<ul style="list-style-type: none"> <li>• Redundant fiber optic networks delivered via Bellcore standards with secure conduit and separate entrance facilities</li> <li>• Telecommunication services available from T1 to OC48 and Gigabit Ethernet</li> </ul>

## Third-Party Integrations

SIRE's open architecture allows us to integrate with virtually any software application. Being an open MS Windows solution using industry-standard networks and SQL or Oracle databases, SIRE is fully compatible with all open system standards.

SIRE's solution provides for HTML or XML data conversions. SIRE has existing clients with integrations to the SIRE document management system that allow the client to gather information from specific areas of the different screens of their HTE applications and pass them to SIRE in order to automatically retrieve documents.

SIRE has direct integration with Microsoft Office, allowing you to save Word and Excel documents, Outlook messages, and attachments directly to the system. Emails can then be automatically indexed with values such as date, from, to, and subject line for fast and easy retrieval. Email attachments are saved in their native format, while the email body is saved as a text file.

SIRE has successfully integrated against many other software providers and has established an extensive toolbox for performing both voluntary and involuntary integrations with other products. These integrations range from fixed integration points using our API dlls, Web Services or Command Line interface to screen



scraping the interface of other applications for key information. We have a great deal of strength in this area. Some of these applications SIRE has integrated with include:

- Accela Permits Plus – Command line parameters
- KIVA – Command line parameters
- Granicus – Web service calls
- Caselle – They have used our API within their application
- Tybera – Combination of web services and URL parameter calls
- ESRI – URL parameters from ESRI to our web application
- Autodesk – Both applications have been embedded into a web front end developed with Cold Fusion
- Spillman – Screen scrape using OCR technology to locate corresponding documents in SIRE
- Lotus Notes Email – Custom application to watch Lotus Notes Email then load and index email data into SIRE
- Healthation (AcceleHealth) – XML document interchange
- Banner – COLD processing interface
- CICS Mainframe – Push data to the mainframe using third party tool and extract data from the mainframe using OCR screen scrape technology
- Oracle Forms – URL parameters from Oracle forms to our web application
- Simplifile – Document acceptance for storage in SIRE and returned via XML interchange.
- JDE – Back end sync between JDE database and SIRE database determined by pre-defined criteria
- Peoplesoft – Database sync between two products
- Singer – Screen scrape using OCR technology to locate corresponding documents in SIRE
- Facts - Screen scrape using OCR technology to locate corresponding documents in SIRE
- Motorola InfoTrak - Screen scrape using OCR technology to locate corresponding documents in SIRE
- Kodak Archive Writer – Batches of SIRE documents are pushed to the Archive Writer to be filmed (including locator blips). A SIRE index is updated for each document that was film to include the roll number and frame number where the file can be found.
- CCI (Colorado Realware) – They've integrated with SIRE so users can pull up documents and view them from within their program
- Integrations are a strong point of the SIRE product. Because of its open architecture and very strong API it is possible for SIRE to integrate with virtually any other software solution. This can be done via thick client integration, thin client integration, API integration, data exchange, and more. Each integration is discussed individually and an appropriate integration solution is selected. The solution can vary based on whether the other application is client based, web based, etc.

### ***SIRE .NET API Toolkit***

SIRE Technologies has created a complete API Tool Kit in Microsoft .NET Environment. This tool kit is used to develop all of the SIRE software products. The tool kit is available for our customers to purchase in order to customize or integrate internal applications in their organizations.

SIRE is an open MS Windows solution using industry-standard networks and SQL and Oracle databases. We understand that database engines should be non-proprietary and conform to industry standards for connectivity and integration. Fortunately, SIRE's open architecture allows it to be integrated with any of the organization's existing non-proprietary or ODBC-compliant business systems. SIRE has integrated with many



of our existing clients' applications, which code is available to other clients without additional programming. We have current clients integrating our SIRE system with Windows SQL, ESRI's GIS, PeopleSoft, Oracle, and a variety of others. Integration with any other compatible applications can be done using the API toolkit or SIRE development services.

***SIRE - The first and only solution bringing you Agenda Creation, Minutes Taking, Committee Management, Enterprise Content Management, and Streaming Video from a single provider.***

### **Top Ten Reasons to go With SIRE Agenda Plus:**

1. Works even when your ISP or Network crash! It's inevitable. Your ISP or internal network tend to go down at the least appropriate times. SIRE is the only solution with the ability to work in the disconnected mode. This means you will still be able to record your minutes, video and/or audio offline during the meeting (including time stamp. When your ISP or Network is repaired, the public will be able to watch or hear the recorded meeting on your website.
2. A proven solution. No stranger to streaming video, a division of our company has been providing video services to both public and private sector clients for 14 years. By the time of product launch in 2006, four cities and counties had already switched from their existing minutes and video tools to SIRE Minutes Plus and Video Plus.
3. Meeting within a Meeting. Minutes Plus allows you to break from a regular meeting to open the agenda for an executive or committee meeting, take Minutes, then return to the regular meeting without a snag. Video Plus offers the same options with the meeting video.
4. More hosting options. One size does not fit all. With SIRE, you can either host and store the video locally on your servers or we can host it for you.
5. More storage. If you select SIRE to host your video, we offer you two years (not just one) of storage on our servers.
6. Controllable Video and Audio stream. Unique to SIRE, you have the option to dial up or dial down the quality of your video and audio at the time of recording.
7. Smoother Implementation. In addition to one of the best implementation track records in the industry, SIRE offers you a test environment for both implementation and version upgrades.
8. Version Upgrades. Many offer a "Lifetime License" but rarely issue version upgrades. Due to its commitment to excellence, SIRE has historically offered two version upgrades per year. Thus, your solution continues to improve and to take advantage of the latest advancements in technology. Version upgrades are included at no additional cost with SIRE's maintenance program.
9. Lower cost of ownership. SIRE offers an overall lower cost of ownership by eliminating the dual maintenance common to integrated systems, eliminates the cost of integration, allows clients to own their data and run reports for no additional costs, and providing version upgrades for no additional costs.
10. Spell check. Quickly check your spelling on your agendas and Minutes with our spell check functionality.

## **SIRE - Voting Plus – Meeting Management and Voting Module**

SIRE Voting Plus™ is fully integrated with the other modules of the SIRE Agenda Management Suite that manage the entire agenda process over its three main components: Pre-Meeting activities such as agenda creation; Meeting activities including taking minutes of the meeting and live or archived streaming video; and Post-Meeting activities such as posting agendas with attachments, summaries, minutes, and linked video to the web.

Unlike most hardware based voting products, SIRE Voting Plus is a software based solution that allows users to do much more than just log votes. Being part of the comprehensive SIRE Agenda Management Suite, it can automatically access the agenda and motions created in SIRE Agenda Plus. No more re-typing the agenda or motion text!

Our dynamic motion text generator creates up to 99% of the motion text for you so you can keep up with the meeting and simply modify the text as needed. You are also able to toggle freely between the different agenda items without changing the item order for everyone else, allowing you to plan ahead and view related material for upcoming items.

Our Voting Plus interface can be customized for each user based on their individual preferences. You can change fonts and colors, adjust the contrast, and even specify how much functionality is available to each user based on their comfort level. Additionally, our interface is touch-panel friendly, so you don't have to deal with tricky scroll bars.

With our image server, you have the ability to display the vote tally on different display panels and tie the displays to the video stream.

The clerk keeping the minutes can record the votes as they take place. We provide a voting system that allows council members to vote electronically via computers or touch screens at the Dias. The voting system also allows the viewing of the agenda and supporting materials. It also provides the ability for council members along with other users to be able to "register" to speak on items in advance. This gives the presiding authority the ability to see in advance who desires to speak on what items.

Through SIRE's voting module the speakers queue can be managed on individual agenda items. Who sees and can call on the speakers is configurable as part of the SIRE system.

Through SIRE's voting module the speakers queue can be managed on individual agenda items. The speakers can be entered utilizing the SIRE Interface in Minutes Plus or we can create an interface similar to the one you are currently using. You could also use your current system and send a message to the SIRE speaker management in voting as well.

