

# Proposal for the Village of Barrington Hills

Government Transparency and Agenda Workflow Solutions



**Proposal presented by:**

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## Granicus Proposal to the Village of Barrington Hills

11-17-11

Sarah Kenney  
Planning & Zoning Coordinator  
Village of Barrington Hills

Sarah,

Thank you for considering Granicus, we're excited to support your government transparency initiatives and be a compliment to the exceptional work you have already done on the Village's webpage. It has been a pleasure to work with the Village of Barrington Hills so far and we look forward to establishing a rewarding, long-term relationship with you.

Below you will find a detailed proposal for a solution to accomplish your goals listed above. The investment includes all training, software, hardware, 24/7/365 support, professional services, installation and implementation. We can typically deploy new solutions within 60-90 days from receiving the Purchase Order.

Over 950 jurisdictions have selected Granicus as a partner to help them build trust with citizens, reduce staff time spent on processing meetings, and engage citizens in productive new ways. Granicus has over 35 years of government-focused experience which has allowed us to develop tools with government in mind and meet the market demand. We hope that you enjoy being part of the Granicus client family.

Most Sincerely,

Jack Melnicoff  
Software Sales Executive  
(352)514-4653  
Granicus, Inc.

## Proposed Solution

### Granicus® Open Platform

The Granicus® Open Platform allows you to stream an unlimited number of meetings and events online and over mobile devices – play video in H.264\* and Silverlight. Publish all of your content online with indefinite retention schedules. Granicus Encoding Appliance gives you unlimited bandwidth and storage as well as local live and on-demand streaming for up to 50 concurrent viewers. You can also access a library of community content and start publishing videos immediately. Finally, leverage an open architecture and connect in-house or third-party solutions to Granicus. [Click here](#) for more information on the Granicus Open Platform.

- Stream unlimited meeting bodies and events
- Indefinite retention schedules
- Intelligent media routing
- Community content library
- Open architecture and SDK

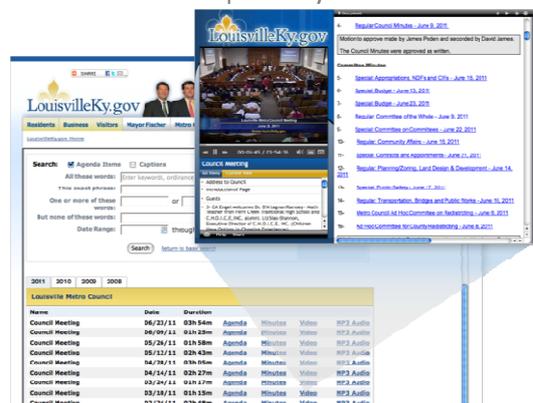
\* In pilot, will be available to all customers upon release



### Government Transparency Suite

The Government Transparency Suite gives your citizens greater access to public meetings and records online. Take the next step towards greater transparency and link related documents to your video, offer your full agenda packet, and provide advanced searching of archives. Reach a broader audience with podcasting - download media in MP3 and MP4 formats (MP3, MP4) and view video offline. Granicus' reporting tools give you a detailed analysis of visitor statistics to help you better understand viewership trends. [Click here](#) for more information on the Government Transparency Suite.

- Publish agenda packets with video
- Link relevant materials
- Build reports and analytics
- Index videos live
- Offer downloadable formats (MP3 & MP4)



## iLegislate Application

iLegislate is an iPad app that allows government officials to connect meeting agenda data to the iPad for taking notes, marking follow-up tasks, and reducing printing costs associated with agenda packet production.

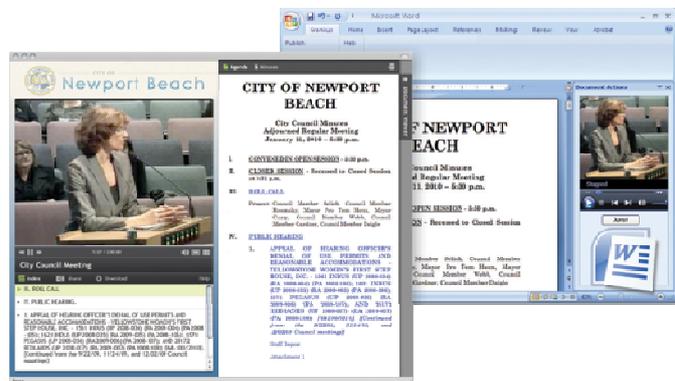
- Simple, Easy UI
- Integrated, Seamless Synchronization
- Rapid Agenda Review with Supporting Material
- Note-taking and bookmarking
- Automated Backups



## Meeting Efficiency Suite

The Meeting Efficiency Suite is a live meeting workflow solution that combines minutes with a meeting's recording. Capture and publish minutes, saving staff time and cutting administrative costs. Record roll-call, agenda items, speakers, motions, votes, and notes through a simple interface. After the meeting, finalize minutes quickly and easily in Microsoft Word™. With VoteLog, allow the public to track legislation, ordinances and even voting member records through your website. This Suite you can seamlessly integrate with agenda solutions already in place. [Click here](#) for more information on the Meeting Efficiency Suite.

- Meeting preparation tools
- Live minutes automation
- Quick notes and text expansion
- Minutes editing and publishing
- Generate linked minutes



## Managed Services

Granicus provides a comprehensive Managed Services package with every solution to ensure long-lasting success with our technologies while maximizing your solution's performance. Our fully managed and hosted infrastructure offers unlimited bandwidth, storage and the highest security standards of your data through a cloud-based platform. Our remote, proactive systems monitoring guarantees faster response time, predicts problems before they arise, and helps reduce the cost of IT support and maintenance.

Professional Services	Open Platform	Government Transparency	Citizen Participation	Meeting Efficiency	Legislative Management	Training Management	
<b>Managed Deployment</b>							
Encoding Appliance	•	•		•			One-time installation of an on-premise unified encoding and storage appliance.
Hosted Web-Based Application	•	•	•	•	•	•	Activation of a hosted media and content management application.
Agenda Parser		•	•	•			Installation of the agenda parser to read and parse documents automatically.
Meeting Software		•		•			Local installation of software in meeting chambers to boost minutes efficiency.
Public Display				•			Application installation to live broadcast text displays of meeting actions in-person, online, or over TV.
Touch-screens				•			Local installation of touch-screen monitors and applications in meeting chambers.
<b>Workflow Assessment &amp; Configuration</b>							
Workflow Assessment				•	•		Careful workflow review and software configuration.
Workflow Implementation				•	•		Hands-on guidance and support to ensure smooth and successful user adoption.
Onsite Training and Meeting Support				½ Day/ 1 MB*	2 Day/ Sys Admin		On-premise support and mentorship to guide users during a live meeting.
<b>Product Training</b>							
Self-Paced Online	•	•	•	•	•	•	On-demand online training courses accessible anytime, anywhere.
Instructor-led Online Training Series		6 hrs/ 8 Users		12 hrs/ 1 MB	5 Day Combo w/ Onsite	6 hrs/ 8 Users	Live online training led by a training professional in a classroom environment.
Onsite Training and Meeting Support				1.5 Day/ 1 MB*	5 Day Combo w/ Online		Intensive hands-on training at the clients' location to address unique user needs.
<b>Web Integration &amp; Design</b>							
Standard Website Integration	•						Standard media player and media portal embedded into customer's branded website.
Customized Website Integration		•	•	•			Custom design and integration of a media player and media portal to match the look and feel of the customer's branded website.
Legislative Portal Website Integration					•		Standard portal for legislative information that matches the look and feel of customer's branded website.
Document Assessment		•	•	•			Analysis of current document layouts to ensure content importing and management is successful.
Customized Agenda Template		•	•	•			Development of an HTML agenda template to support indexing, search, and electronic comments.
Customized Minutes Template				•			Development of a minutes template in HTML or Microsoft Word to support video links.
Standard Reports					•		Standardized report templates for agendas and minutes.
Public Display Template				•			Configuration including graphics, colors, fonts, and standard text elements.
Training Portal						•	Standard portal for trainees that displays on-demand trainings, exams and reports.

## Key Benefits to Granicus Solution

- World's most experienced provider of government transparency, citizen participation, meeting efficiency, legislative management, and training management solutions with:
  - Over 950 clients in all 50 states, at every level of government
  - Over 31 million government webcasts viewed
  - More than 265,350 government meetings online
- First fully integrated legislative workflow management system for local government
- Open API architecture and SDK allow for seamless integrations with systems already in place
- Native iPad application for agenda viewing, note-taking, bookmarking and supporting material review
- Media content compatible on multiple browsers
- Truly unlimited storage and distribution for all meeting bodies and non-meeting content
- Indefinite retention schedules for all archived meeting and non-meeting content
- Media content supported on both PC/Mac systems AND on mobile systems such as Apple IOS, Android, and Blackberry
- Customized web integration to match the look and feel of the client's webpage
- Media content supported in multiple media formats such as Flash, Windows Media, Silverlight, HTML5
- Software to allow content created to be shared over social networks
- Minutes annotation tools that can integrate with Microsoft Word to allow minutes to be built in Word while leveraging the indexed video of the meeting for reference
- Minutes annotation tools that allow publishing the Minutes in PDF Format but still includes links to the audio/video webcast within the PDF
- Reporting tools to track a detailed analysis of visitor trends
- Access library of peer-created government media content from over 950 Granicus users
- 24/7/365 customer service and support
- 97% customer satisfaction rating, 99% client retention rating
- Ranked 185 on Deloitte 500 fastest growing companies
- Ranked 419 on Inc 500 fastest growing companies
- Client Success stories are available here: <http://www.granicus.com/Clients/Case-Studies.aspx>

## Granicus Clients in Illinois

- Village of Glenview
- Village of Addison
- Village of Wilmette
- Village of Lombard
- Village of Beach Park
- Village of Oak Park
- Village of Lake Zurich
- Village of Mokena
- Village of Forest Park
- Cook County
- Lake County
- City of Chicago
- City of Wheaton
- City of Highland Park
- City of Naperville
- City of Elgin
- City of Galesburg
- City of Joliet
- City of Collinsville
- Park District of Highland Park
- North Shore School District 112
- Crete Monee School District 201-U

## Investment Options

Item	Up Front	Monthly
<b>Open Platform Suite</b>	<b>\$0.00</b>	<b>\$400.00</b>
Granicus Encoding Appliance		
<b>Government Transparency Suite</b>	<b>\$6,800.00</b>	<b>\$290.00</b>
View Template Configuration		
Player Template Configuration		
Web Training Series		
Agenda Template Configuration		
Live Manager Installation		
Agenda Parser Configuration		
<b>Meeting Efficiency Suite</b>	<b>\$6,200.00</b>	<b>\$190.00</b>
Minutes Template Configuration		
Web Training Series		
Workflow Review and Customization		
US Shipping	\$125.00	\$0.00
<b>TOTAL*</b>	<b>\$13,125.00</b>	<b>\$880.00</b>

*\*Free Monthly Managed Services until July 1<sup>st</sup> if Service Agreement and PO are received by Oct. 27<sup>th</sup>*

## Project Road Map

Item	Date	Contact
Solution Overview – Web Demo	Nov. 3 <sup>rd</sup>	Sarah Kenney
Project Summary Delivered	Nov. 16 <sup>th</sup>	Sarah Kenney
Presentation to Board	Nov. 21 <sup>st</sup>	Sarah Kenney
Network Assessment Call		
Document Assessment Call		
<b>FREE Monthly Managed Services Promo Deadline</b>	<b>Dec. 31<sup>st</sup></b>	
Work Order Received		
Contract Executed		
Project Kick Off Call		
Hardware Shipped		
Solution Deployment Validated		
Training Completed		
System Accepted		
Go Live to the Public – Project Successful!		