

**Board Management System**  
**Questions Received as of 4/4/2016**  
**Addendum #1**

**Questions:**

Q: One question we had is how many users and how many boards will be benefiting from our solution?

A: One board, possibly 2.

Q: May I ask you to share insight as to the number of Board members, executives, and administrators that will require access to the Platform?

A: Each Board Member (5); Executives (4); End Users (3); Information Technology Staff (6).

Q: Regarding Scope of Work: Will you consider vendors who do not offer streaming meeting audio?

A: Yes

Q: Will you consider vendors who do not track membership?

A: If you are referring to the actual members of the Boards and commissions. Yes, we will consider these vendors as well.

Q: Will you consider vendors who are unable to convert your Questys archive?

A: Yes.

Q: You mention that citizens will be able to obtain information and “open meeting” requirements. How many users do you foresee accessing the system?

A: If your request is how many public users do we expect; that is unknown.

Q: In addition, our Board Management portal is designed to protect the information being shared and minimize the amount of users to access this private information. Is this the type of system you are looking for?

A: Most information within the Board and Commission agenda are public information. The system should be able to redact confidential information and only present the non-confidential data.

Q: How many commissions and agencies will be utilizing the system?

A: None

Q: What kind of visibility does the Board of Supervisors need into the agencies and commissions' information?

A: None

Q: How many total meeting agendas and board documents are currently housed in the Questys system? Can a sample export of the data structures from Questys be provided?

A: All meeting agendas, minutes, ordinances, resolutions, supporting documentation and final recorded documents from 2005 to present. Your proposal does not need to include exporting. We just ask that the system have the ability to do so. Further discussions regarding exporting will be made with the selected vendor during negotiations.