



Meeting Management Solution



GRANICUS

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Prepared For

Sarasota Public Schools

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Executive Summary 3

 Proven Solution 3

Installation..... 4

Deployment Services 5

Pilot Program 6

Pricing..... 6

 NovusAGENDA Training and Software Pricing 7

 Document management system integration.....7

 Project Timeline 7

 Billing Terms NovusAGENDA 9

Proposal Terms and Conditions 9

 Other Terms..... 9

How do I order? 9

Pre- Order checklist 10

Approval Page..... 11

Exhibit A - Quote..... 12



EXECUTIVE SUMMARY

NovusAGENDA is a **proven** electronic solution designed to create, approve and track items for upcoming and past board meetings. Whether your organization is adding an agenda item, like the approval for a new employee benefit offering or the construction of a baseball field, NovusAGENDA will provide the controlled, well-organized systematic solution to truly make your organization paperless. With the NovusAGENDA foundation in place internally, your board members and public can now access the information they need on demand at any time from any device!

PROVEN SOLUTION

Proven Experience - NovusAGENDA has been serving hundreds of public sector clients for over 14 years with the same stable ownership. Our team can offer you great insight in rolling out meeting automation. Expertise is the key to success and no one has more experience than NovusAGENDA.

Proven Results – our pilot program allows you to try NovusAGENDA before you buy it. Even though we are confident NovusAGENDA will meet your needs, isn't it nice to know we are happy to let you try it first, just to be sure?

Proven Technology - NovusAGENDA is built on Microsoft technology that is stable, reliable and widely used today by all sectors. Our platform remains 100% web based as it always has been. Our Cloud hosting rests on the Amazon Web Service backbone which is the most reliable platform available in the industry today.

Proven Features - NovusAGENDA has all the key functionality you need to automate your meeting process. We add features based on client feedback not based on whether it looks good on a slick marketing campaign. All the features in NovusAGENDA are proven to add value for our clients without adding unnecessary costs or complexity.

Proven Support - Our highly acclaimed support team is well trained and experienced in handling legislative management issues and to respond quickly and politely. You will never be looked down upon by some grumpy geek when you talk to our support team. They will listen and respond ...period.

Proven Future – Technology changes quickly. Another great flexible feature is that any device is supported. As nice as the state of the art devices are such as the iPad, Galaxy Tab or Microsoft Surface there is no guarantee these devices will still be state of the art five years from now. Taking advantage of NovusAGENDA's browser-based, cloud-based platform will enable you to take advantage of the "latest and greatest" right now without risking obsolescence in a few short years.

NovusAGENDA is Proven.

Tools for the board member include:

- Logging in through a secure username and password on any device (i.e., iPads, PC, MAC, etc)
- Viewing agendas and all materials well before the meeting
- Viewing specific items along with support material including Closed Session items
- Making secure personal private comments on any item for their own purposes
- Researching past Agenda, Minutes and Personal Private Comments
- Real time analytics on spending patterns and goal tracking
- Unique Dashboard designed to speed meeting preparation



NovusAGENDA has all the tools to automate the creation of your minutes, track and record voting, motions, and much more, such as video streaming indexed for you and your public. NovusAGENDA's unique reporting module empowers your administrators with the data from your meetings to make data-driven decisions for the organization and track your progress along the way.

Granicus award winning staff brings over 15 years of experience working with hundreds of government NovusAGENDA clients across the country. Our support team will be an extension to your organization to offload all software management, training, and support, so you can focus on providing the public and board the transparency they demand. NovusAGENDA is the one comprehensive solution to make paperless meetings easy!

Multi-Tenant Software

NovusAGENDA is a multi-tenant software application running in a Virtual Private Cloud in Amazon Web Services (AWS). As a true multi-tenant solution, NovusAGENDA is updated on a continuous basis under a process defined as "Continuous Integration." NovusAGENDA is continuously updated with no disruption in service to our clients insuring all clients have the very best and latest release.

Another benefit of multi-tenant applications is the ability to rapidly overcome changes introduced by third-party applications products like Internet Explorer, Edge, Firefox, Chrome and Safari. These applications are constantly updated by their manufacturers which impacts applications like NovusAGENDA. These changes often require rapid updates to ensure the product remains fully operational at all times. In NovusAGENDA these updates are typically deployed within a few hours. With single-tenant solutions it could be many months before an update is applied and often times at an additional cost.

New devices are introduced continually. Microsoft Surface, Apple iPad, Chrome tablets, Amazon Fire, Dell and many others are constantly evolving while new devices seem to appear monthly. Each new device brings the opportunity for change and may require a quick reaction to keep your software running well for all your users. Single-tenant applications are forced to react very slowly to these types of challenges. With multi-tenant you can rest assured your software will be ready for the next new device, maybe even before it is released!

Single-tenant software means that a single version of the software is installed for each client. This process makes upgrades very difficult which inevitably leads to outdated software and poor support.

INSTALLATION

Our Cloud Computing partner is Amazon Cloud based Web Services, <http://aws.amazon.com/>. They offer world class cloud computing solutions with full 24 X 7 backup and reliable infrastructure designed for today's complex computing challenges.



Amazon Hosting

NovusAGENDA Application runs on EC2 servers.

<http://aws.amazon.com/ec2/>

Backups are run daily and stored on Amazon S3

<http://aws.amazon.com/s3/>

This allows you to outsource the hosting of the software to Granicus. This is by far the most popular option in today's environment.

DEPLOYMENT SERVICES

Standard services are required for deployment and included in the pricing and support.

Included Standard Deployment Services	
Configured Item Details	This screen is configured to add fields to our standard form required by your organization. This form is used to create items and can vary based on meeting type. You can have one item details page for planning and another for council meetings.
Configured Public Agendas	The public agenda is configured to mimic your current layouts. Agenda layout can vary based on meeting type.
Configured Minutes Page Set	The page set includes draft and final minutes layout. Minutes layout can vary based on meeting type.
Custom Workflows	Workflows can be pre-configured allowing users to simply submit items to named workflows which are then built for them automatically. Workflows can vary based on meeting type.
Solution Overview	This session is with key staff including Board Clerk, IT staff assigned to support the software and key Board Clerk staff. The session involves a complete system overview and workflow building session. This session is delivered prior to any other training so key staff are very familiar with the solution and the workflows are correct prior to staff training.



PDF converter	Attachments and agenda packets are converted to one single PDF file. PDF layout mimics the lay out of the minutes and agenda for that meeting type. We can also add page stamping to the PDF automatically.
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PILOT PROGRAM

Anyone in the position of making a buying decision for his or her organization knows how difficult that can be. We all want to make sound decisions based on experience and knowledge. The NovusAGENDA pilot program is designed to provide just that. We want to give you a chance to not only work with our software, but with our helpful team of experts as well.

Your pilot will begin on the date this document is signed and a kick-off call will be scheduled where we will work together to define the goals of the engagement and begin gathering the information we need to custom-configure NovusAGENDA to your specific needs. During the first 30 days you will be working directly with a dedicated project manager and have the opportunity to confirm that he or she has the right skillset and expertise to ensure your success with NovusAGENDA. You will also get a good close look at the software, with your custom configurations already in place and functional. After 30 days, when you see how well things are going, we will process an invoice that will not be due for 30 days resulting in a full 60 days to experience the difference and make the decision to move forward.

While you may not be fully rolled out at 60 days, in our experience it is plenty of time for you to see the benefits of the time- and money-saving features of NovusAGENDA, and make sure the chemistry is right with our support team. We truly want this relationship to last, and our project and support teams will be there for you through it all.

During the pilot period we will work with you on one meeting to keep the project focused on evaluating NovusAGENDA and our team. Once the subscription begins we will work with you to roll out additional meeting types.

PRICING

All pricing includes an unlimited use license enabling support for as many meeting types as you need at no added license costs.



NOVUSAGENDA TRAINING AND SOFTWARE PRICING

Please see the quote, attached as Exhibit A, for pricing information.

Standard training services are required for deployment. NovusAGENDA training can be provided to any combination of staff as needed to get you up and running with NovusAGENDA. If you need additional training post deployment, we offer regular webinars with live instructors in addition to our online client portal offering access to our web based training videos. There are many great options for you train staff initially and for ongoing support as well.

DOCUMENT MANAGEMENT SYSTEM INTEGRATION

Document Management integration is an optional feature that can be added at any time. Discuss your goal with our sales team	Please contact us for pricing
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PROJECT TIMELINE

Once you authorize us to begin a project, our team will move very quickly to get tasks done allowing you the most time possible for your evaluation of NovusAGENDA as a software product. It is incumbent on you to respond quickly to requests for information so we can keep the project on time. The pilot does not allow for extensions based on delays imposed by your team.

You will have an opportunity to evaluate NovusAGENDA and our professional staff during the pilot period, Some clients do deploy fully in 30 or 60 days and others choose to move more slowly since introducing change can take time. The pace is up to you but the pilot period is designed to allow you to learn enough about NovusAGENDA and our team to make a decision to move forward.



Task	
<p>Proposal signed and submitted.</p> <p>Project Kickoff call is done to gather key documents and Workflows</p> <p>Set goals for the rollout. This call typically lasts 45 minutes and sets the formal beginning date for the project. After this call the NovusAGENDA Project manager will move aggressively to get the project rolled out.</p> <p>This also begins the client evaluation portion of the project where you can begin to examine what working with our organization is like and begin to determine if we are the best choice for your organization.</p> <p>Training dates are set on this call.</p>	Day 1 - 3
<p>NovusAGENDA is setup and configured for your initial testing. At this point you must spend about 2 hours evaluating the layouts and setup that has been done by your NovusAGENDA Project Manager and quickly communicate any changes you desire. The NovusAGENDA Project Manager will walk you through this process. It is important that you do your testing promptly after notification that the setup is complete.</p>	Day 10
<p>Changes to layouts you requested are fully deployed. At this point, you will need to spend about 2 hours reviewing these changes and confirming that no further changes will be required.</p>	Day 15
<p>Training on Agenda Preparation and Minutes.</p>	Day 16
<p>Training with key staff, item creators and submitters</p>	Day 20-25
<p>You run your first test meeting in NovusAGENDA. Details on how to execute that can vary by client so your project manager will guide you through that process.</p>	Day 30-40
<p>You have an update call with our team to confirm that based on what you see at this point NovusAGENDA is the solution you feel will work for your organization. You may not be fully rolled out at this point but you have had 30 days to work with us and examine our feature set.</p> <p>At this point and invoice is sent to you that is due in 30 days.</p>	Day 30



You continue to work with your NovusAGENDA Project Manager to make adjustments as needed and to help you through your initial meetings using NovusAGENDA.	Day 30 - 60
You have paid the invoice sent 30 days ago or you have decided not to move forward and you cancel. Work continues as needed to complete the rollout for all the meeting types we have agreed. Your support and project manager remain engaged as needed until rollout is complete.	Day 60

The purpose of the pilot is to allow you time to examine NovusAGENDA and determine that it will meet your needs. Our team will continue to work with you on any changes or modification needed after your subscription begins at no added cost but the invoice must be paid by day 60 for the work to continue.

BILLING TERMS NOVUSAGENDA

The pilot will begin on the date this document is signed.
Invoicing – an invoice will be sent 30 days after your project start date and that invoice will be due 30 days after that.

PROPOSAL TERMS AND CONDITIONS

Link to Granicus terms: http://www.granicus.com/pdfs/Master_Subscription_Agreement.pdf

OTHER TERMS

NovusAGENDA is offered with a free pilot program so additional performance bonds or other such instruments are not needed to insure successful delivery. No payments are required until clients complete the pilot cycle.

NovusAGENDA carries commercial general liability insurance of \$1,000,000 that should be more than enough to cover risk for this SaaS solution. The cost for any additional insurance or bonds required by a client will be passed on to the client.

HOW DO I ORDER?

We require your signature on the approval page listed below. Once that has been signed and sent back to Granicus we will assign your project manager. If you choose to issue a purchase order you may attach it to these documents or send it in under separate cover.

You can email to alex.chacon@granicus.com or Byron.gillin@granicus.com



PRE- ORDER CHECKLIST

Place a checkmark next to any required items or items that are yes:

Do you need a W-9 Form from us? _____

Do you need a certificate of Insurance from us naming your organization? _____

Do you need to issue a purchase order to process our invoice? _____

Does the NovusAGENDA invoice have to be approved for payment by your commission? _____

Do you have funding in your budget for this project? _____



APPROVAL PAGE

Sarasota Public Schools hereby agrees to proceed with the project, initiating with the Pilot project described above and, following a successful Pilot cloud implementation, will move forward with NovusAGENDA. If the pilot is not successful, there is no cost or obligation.

In order to proceed with the Pilot implementation, this Authorization must be signed, which will initiate assignment of personnel to begin the Pilot project. After the successful pilot, please choose which option you will prefer to deploy (not binding as you can change your mind).

The pilot begins when first contact is made between you the client and our project management team.

OPTIONAL COMPONENTS: Please check any options to be included.

- NovusAGENDA in Meeting Tools (Voting, request to speak, etc.)
- NovusAGENDA Video (Hardware may need to be purchased based on Package chosen)

Signature

Date

Printed Signature

Purchase Order Number _____ (optional)

Accounts payable contact: _____

Phone _____

E-mail _____

Title _____

Project Manager contact: _____

Phone _____

E-mail _____

Title _____

EXHIBIT A - QUOTE



Procurement Vehicle: Direct
In Support of: Sarasota County School District

Quote Number: Q-27166
Quote Prepared On: 4/20/2018
Quote Valid Through: 5/10/2018
Payment Terms: Net 30

Granicus Contact:
Name: Alex Chacon
Phone: +1 5618662449
Email: alex.chacon@granicus.com

Start Date: 7/2/2018
End Date: 7/1/2019

ONE-TIME FEE

Product Name	Invoice Schedule	Quantity	One-Time Total
NovusAGENDA-Setup & Config	50% Up Front 50% Upon Delivery	1 Each	\$1,600.00
NovusAGENDA – Online Training	50% Up Front 50% Upon Delivery	1 Units	\$750.00
		TOTAL	\$2,350.00

ANNUAL SUBSCRIPTION FEE

Product Name	Invoice Schedule	Quantity	Annual Total
NovusAGENDA	Annual	1 Each	\$4,950.00
NovusAGENDA-Voting	Annual	1 Each	\$1,000.00
		TOTAL	\$5,950.00

FUTURE YEAR PRICING

Product Name	07/02/19 to 07/01/20	07/02/20 to 07/01/21	
NovusAGENDA	\$ 5,296.50	\$ 5,667.26	
NovusAGENDA-Voting	\$ 1,070.00	\$ 1,144.90	
TOTAL:	\$ 6,366.50	\$ 6,812.16	



PRODUCT DESCRIPTIONS

Product Name	Product Description
NovusAGENDA	NovusAGENDA Software License
NovusAGENDA-Setup & Config	NovusAGENDA Project Management & Deployment Services
NovusAGENDA – Online Training	NovusAGENDA Training

Product Name	Product Description
NovusAGENDA-Voting	NovusAGENDA Voting Module

TERMS AND CONDITIONS

- Link to State & Local Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- Payment terms: net 30
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of **Sarasota County School District** to provide applicable exemption certificate(s).
- If submitting a Purchase Order instead of signing the quote, please include the following language: All pricing, terms and conditions of quote Q-27166 are incorporated into this Purchase Order by reference.

AGREEMENT AND ACCEPTANCE

Sarasota County School District

Billing Information

Signature: _____

Name: _____

Name: _____

Phone: _____

Title: _____

Email: _____

Date: _____

Address: _____
