AGILETECH

BRINGING SOLUTIONS TO YOUR BUSINESS NEEDS

AGENDAPLUS®, AGENDA MANAGEMENT SOLUTION

PRESENTED TO

Sarasota County Schools

FEBRUARY 16, 2018

Point of Contact:

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Version History:

Date	Version	Updated By	Remarks
2/15/2018	V1.0	Dharma Ramamurthi	Initial Version
2/16/2018	V1.1	Nengah Mustika	Review and Edit

Mr. Ray Ebersole
System Administrator Coordinator
Sarasota County Schools
351 Old Venice Rd.
Sarasota, FL 34231

Dear Mr. Ebersole,

On behalf of Agile Tech Consulting, LLC (Agile Tech), we are pleased to present the following proposal for the customization and deployment of AgendaPlus, Online Meeting and Agenda Management Solution, for Sarasota County Schools.

AgendaPlus was developed by Agile Tech to provide paperless agenda and workflow automation for School Boards, County Commissions, and City Councils. AgendaPlus offers a comprehensive Web-based solution to manage the meeting templates, agenda creation, approval workflow, and agenda items/minutes distribution process.

This proposal will describe our approach to fulfill the Sarasota County Schools' needs, including the methods and processes by which Agile Tech will conduct a thorough needs assessment, customize the AgendaPlus solution, manage the project, interface with Sarasota County Schools' management, and conduct post implementation support.

It has been a pleasure to working with you and your team on the eAgenda system, and we look forward to a growing and mutually beneficial relationship through AgendaPlus. If you have any questions, please contact me at (904) 625-7096.

Sincerely,

Nengah Mustika
Agile Tech Consulting, LLC
President and Founder

Contents

Proprietary & Confidential

A.   EXECUTIVE SUMMARY

AgendaPlus solution was designed and developed for School Boards, County Commissions, and City Councils. Our solution offers a comprehensive Web-based solution to manage the agenda creation, approval, and distribution process. Unlike other products in the market, AgendaPlus also manages board meetings and can be completely customized to match your unique business procedures.

Sarasota County Schools would like to replace its current agenda management process for managing agendas for School Board meetings. Using AgendaPlus, Sarasota County Schools are expecting to:

- Distribute agenda and minutes electronically
- Create, modify, and submit agenda Items electronically
- Conduct electronic meetings
- Save time, paper, money, and gives better access to the general public. The agenda and minutes are more accessible to everyone.

Agile Tech developed the AgendaPlus application to simplify the process of gathering items, to create the agenda, ensuring the items are approved based on a multi-tier approval process, and manages board meetings based on role-based logic. Once the base application is customized to meet Sarasota County Schools' specific processes, the code-base is deployed on Sarasota County Schools' servers (on premise).

The following proposal outlines the history of AgendaPlus, identifies the standard solution components, defines the various user roles, illustrates the standard workflow, and lists the hardware and software requirements necessary for deployment. All of the standard components illustrated in this proposal may be customized based on your unique business process, technology infrastructure, or additional functional requirements.

We look forward to the opportunity to implement the AgendaPlus application for Sarasota County Schools.

B.   THE AGENDAPLUS® SOLUTION

1. HISTORY AND OVERVIEW

Agile Tech's paperless agenda solution, AgendaPlus, was developed to fill the void left by an old software management system called eAgenda. The eAgenda system was originally developed between the years of 2002 - 2004 for Duval County Public Schools (DCPS) in Jacksonville, Florida. The Leadership Team of the Administration at DCPS had a vision to streamline the board agenda preparation, items approval process, distribution process, and to eliminate the need for paper. The existing business process required much administrative overhead and resulted in the duplication and distribution of over 100 agenda copies, representing extensive administrative and paper costs.

Prior to starting Agile Tech Consulting in 2013, Nengah Mustika, who is currently the president of Agile Tech, and Anh Huynh (AgendaPlus' Technical Lead) had extensive experience with agenda management software such as eAgenda. They have worked with this software for more than a decade. The eAgenda system was owned by a company called Idea Integration, Inc. out of Jacksonville, Florida. Since Idea Integration has been sold and the current company owner is no longer supporting eAgenda, Agile Tech sees the void in the market. Therefore, the creation of AgendaPlus is inevitable.

Agile Tech is still maintaining the "old" eAgenda system for Brevard County Public Schools and Sarasota Schools. Brevard County Public Schools has been using the eAgenda software since 11/1/2006 and Sarasota has been using it since 9/19/2005. Both of these school districts are ready to be upgraded to AgendaPlus. Polk County Schools of Florida is also still using the eAgenda system and would like to be upgraded to AgendaPlus. The plan for upgrade will take place in early 2018.

The AgendaPlus® software was developed from the ground up using the latest and greatest technologies. AgendaPlus was developed using Microsoft® .NET technology, making it easy to install, maintain and support, and inexpensive to host on your existing technical infrastructure.

In May of 2016, Clay County School Districts implemented and began using the AgendaPlus solution for the first time to prepare, distribute, and facilitate a regular board meeting.

Following the success of the project in Clay County, Agile Tech began working with other government entities; such as, the Chatham County – Metropolitan Planning Commission, Savannah and the City of Savannah, GA, to leverage the foundation technology to build their own customized paperless agenda solution.

2. SOLUTION

The AgendaPlus solution will allow users to:

- Manage boards (this application can be utilized by more than one board in an organization)
- Manage approval paths
- Manage meeting templates
- Agenda item re-assignment to different authors

- Approver re-assignment for the agenda items
- Manage agenda users
- Create agendas and agenda items
- Add supporting documents/attachments to the agenda item
- Edit agendas and agenda items
- Add action items
- Annotate agenda items
- Preview agendas and minutes prior publishing
- Email annotations to an email account
- Manage email messages
- Access agendas during meetings via the Intranet
- Edit agendas real-time during a board meeting
- Real-time vote on agenda items
- Audit trail history of changes to agenda items
- Create agenda and minutes packets and distribute them to Intranet, Internet, and/or download a PDF or HTML version to a local drive
- Generate follow-up reports
- And more.

3. BENEFITS

Expected benefits that will result from the implementation of AgendaPlus include:

- **Customizable to your needs**
    - Complete role based system to control user access
    - Create and manage dynamic approval workflows with multi-level approvers
    - Unlimited User defined Meeting Templates
    - Provides easily accessible email templates for all notifications
    - Centralized administrative panel to manage the entire system from one location.

- **Agenda Creation and Review**
    - Create and submit agenda items
    - Add electronic attachments to any agenda item
    - Approve, reject, or request revisions to any agenda item prior to a meeting
    - Review, organize, and distribute agendas electronically
    - Review and annotate agenda items for future reference while preparing for a meeting.

- **Real-time Meeting and Voting Activities**
    - Access agendas during meetings via the Internet
    - Edit agenda items in real time during a meeting

-     o   Record meeting attendance, leadership directives, and voting results in real time.

- **Reporting**
  - o Access historical changes made on agenda items online
  - o Electronically publish finalized agendas and meeting minutes.

- **User Experience**
4. User friendly and easy to navigate user interface
5. Responsive user interface design; supports PCs, tables and major browsers.
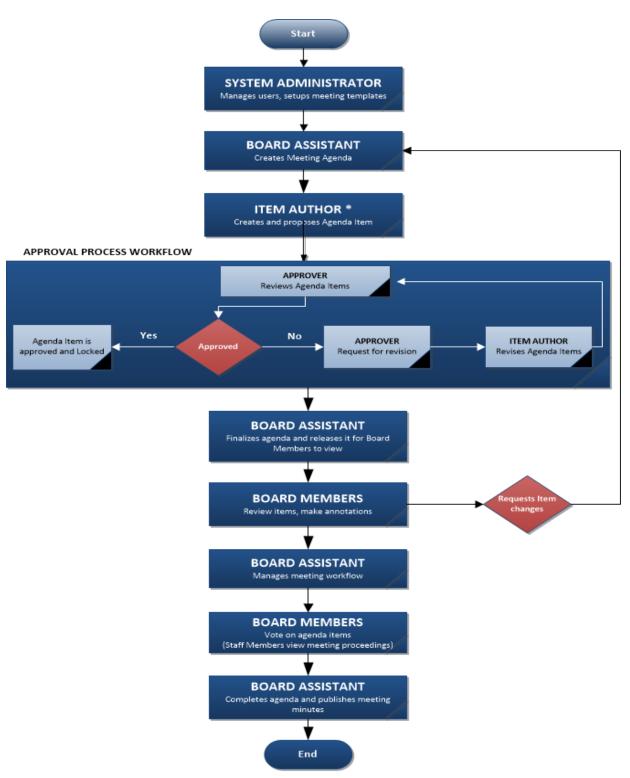
4. AGENDAPLUS USER ROLES

The School Board AgendaPlus application is designed to interface with defined user roles. A person in your organization may be represented by one or more roles because that person takes on different functions and duties with regard to the system. Or several physical people might be represented by one role because they all take on the same function with regard to the system.

The AgendaPlus user roles include:

- **Administrator**: In AgendaPlus, the Administrator is the person who configures AgendaPlus to organizational specifications, manages user access to AgendaPlus, and creates AgendaPlus meeting templates, manages boards, manages agenda item re-assignment, manages approver re-assignment, manages approval paths, and manages email messages.

- **Board Assistant**: The Board Assistant is the person who reviews/compiles agenda items for inclusion in an agenda. This person also manages changes during Board Meetings, controls the meeting flow, documents annotations and directives, creates meeting minutes, and manages email messages.

- **Item Author**: The term 'Item Author' refers to anyone who is given permission to submit agenda items for consideration for inclusion in a meeting agenda.

- **Approver**: An approver is anyone who has been given the authority to approving agenda items for inclusion in a meeting agenda.

- **Board/Council Member**: Board members actively participate in meetings and cast their votes on agenda items under discussion.

- **Staff Member**: AgendaPlus offers "View Only" access to any staff member who has been given permission to view meeting agendas and follow along during Board Meetings. This person can view agenda items and related documents online, just as the Board Members can do. The only difference is that staff members cannot vote.

- **Reviewer**: having this role allows the user to review agenda items prior to submission. Reviewers can request for revisions on agenda items.

5. AGENDAPLUS WORKFLOW

The AgendaPlus Business Process displayed below illustrates the workflow through the system. Each role in this process is represented and is connected to the system task for which the role is responsible for completing in the application. This is the foundation workflow around which customization will be made based on your existing business process rules. **Figure 1 shows you the business process and the data flow of AgendaPlus.**

Figure 1: AgendaPlus Business Process/Application Workflow

6. TECHNOLGIES

Technology facts of AgendaPlus:

- The ASP.NET using MVC pattern and C# programming language
- Web Sockets and Long Polling for Real Time Voting using SignalR allows bi-directional communication
- jQuery/JavaScript
- iTextSharp, and open source in C# for PDF conversion
- HTML 5 with CSS3 and Twitter Bootstrap
- Microsoft Entity Framework
- Microsoft SQL Server as a data storage
- Internet Information Services (IIS) 8 or later

C. STANDARD SOLUTION COMPONENTS

The AgendaPlus solution contains several standard components that you may customize, or use 'as-is'. These components include the following application modules: User Manager, Agenda Item and Approvals Manager, Agenda Manager, and Meeting Manager. These modules facilitate the process of item submission, item approvals and workflow, agenda organization, finalization and distribution, meeting facilitation, and agenda archival. The modular design allows for easier customization to meet the unique needs of your organization.

1. USER MANAGER

The User Manager is the part of the AgendaPlus Manager that will allow **Administrators** to add, edit, in-activate (soft delete) users, and assign user role/access permissions. User role and access permissions will control a user's access to the different components of the AgendaPlus application. The User Manager allows you to perform the following system tasks:

- View, sort, page users
- Create a User
- Edit a User
- In-activate (soft delete) a User
- Assign Role(s)/Permissions
- Select/assign to Boards.

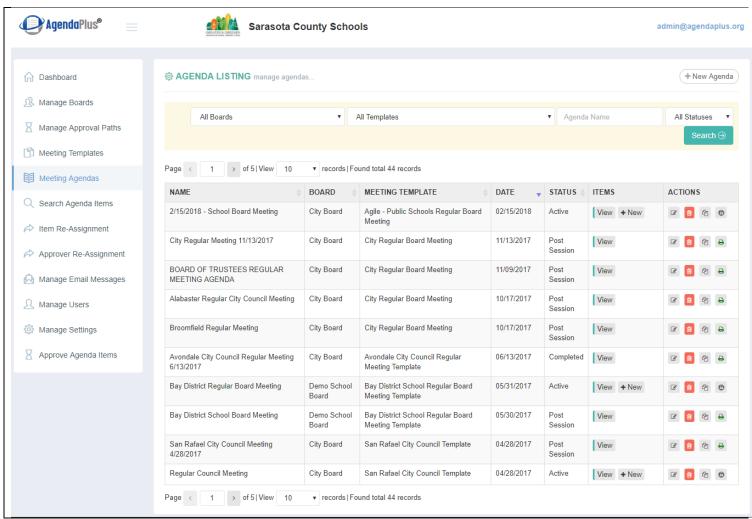Figure 2 and 3 display the sample screen of the User Manager.
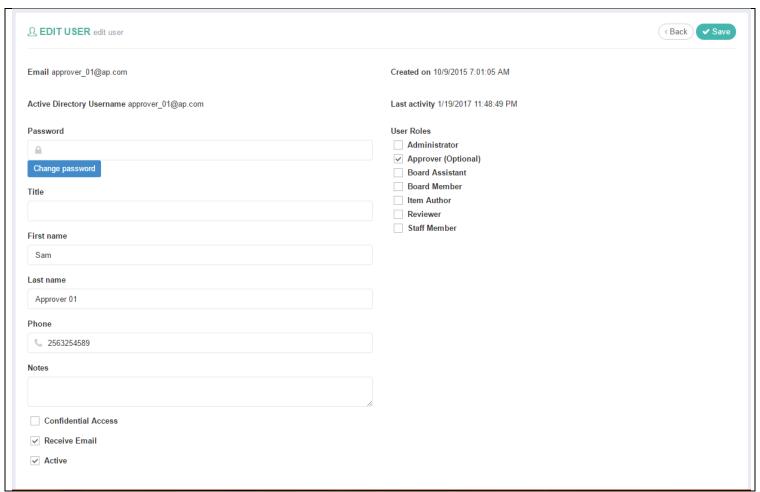
Figure 2: Manage User Screen

Figure 3: Add/Edit User

2. APPROVAL PATH MANAGER

The Approval Path Manager is one of the finest functionalities AgendaPlus has to offer. This component allows users to select different approval paths; whether it's a simple path or a complex one. When selecting and adding the desired approval path (by adding numerical items in the textbox), the controls are created in real-time on the screen.

Within the Approval Path Manager, you may perform the following system tasks:
- View Approval Path list
- View Category that the Approval Path belongs to
- Search for Approval Paths
- Sort and Page Approval Paths
- Add Approval Path
- Edit an Approval Path.

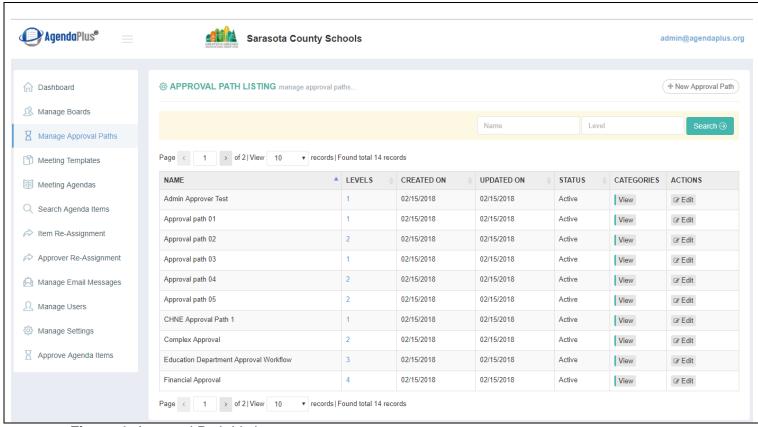Figure 4 and 5 display the Approval Path Manager.
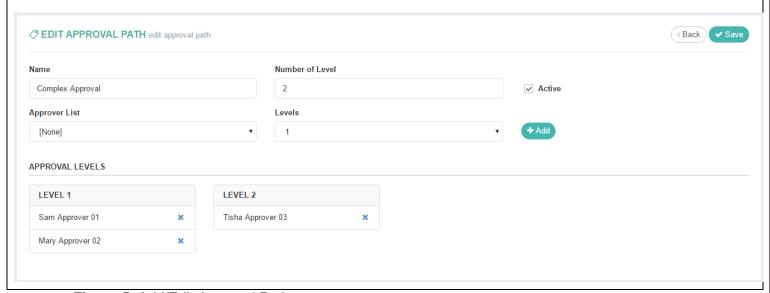
Figure 4: Approval Path Listing

Figure 5: Add/Edit Approval Path

3. MEETING TEMPLATE MANAGER

The Meeting Template Manager allows users to view a list of available meeting templates, search a meeting template based on its name, copy a meeting template, add new templates, and edit an existing meeting template.

Within the Meeting Template Manager, you may perform the following system tasks:
- View Meeting Template list
- Search for Meeting Template by its name
- Sort and Page Meeting Template
- Add Meeting Template
- Edit Meeting Template
- Copy Meeting Template
- Delete Meeting Template.
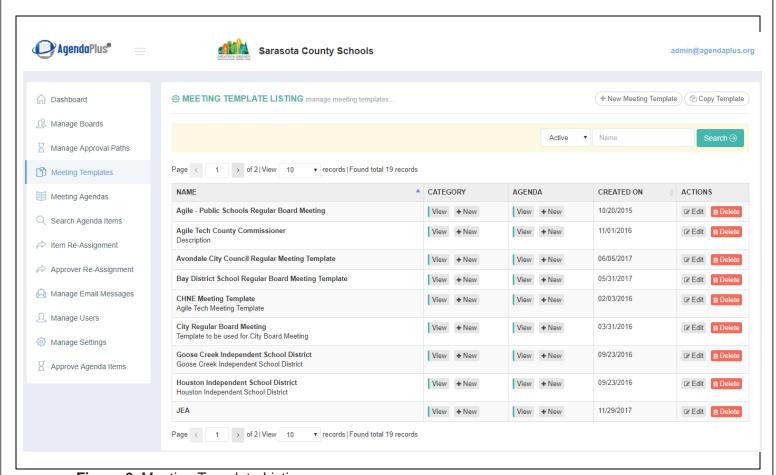
Figure 6 and 7 illustrate the Meeting Template Manager.

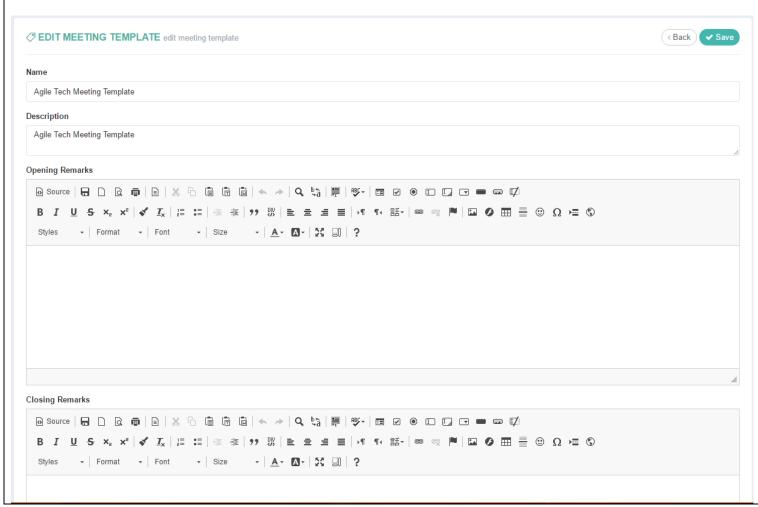

Figure 6: Meeting Template Listing

Figure 7: Add/Edit Meeting Template

4. MEETING AGENDA MANAGER

The Meeting Agenda Manager allows users to view a list of available meeting agendas and search for meetings. The Meeting Agenda Manager component of AgendaPlus allows **Agenda Item Authors/Board Assistants** to submit agenda items for approval. Agenda Item Authors will also view/edit/delete agenda items they have submitted and attach supporting documents.

Within the Meeting Agenda, you may perform the following system tasks:
- View list of agendas
- Search agendas by Board, Category, Agenda Name, and Agenda Status
- Sort and Page agenda list
- Add, Edit, Delete agenda(s)
- Navigate to release, publish agenda, and meeting room
- View Agenda Items
- Create an Agenda Item.
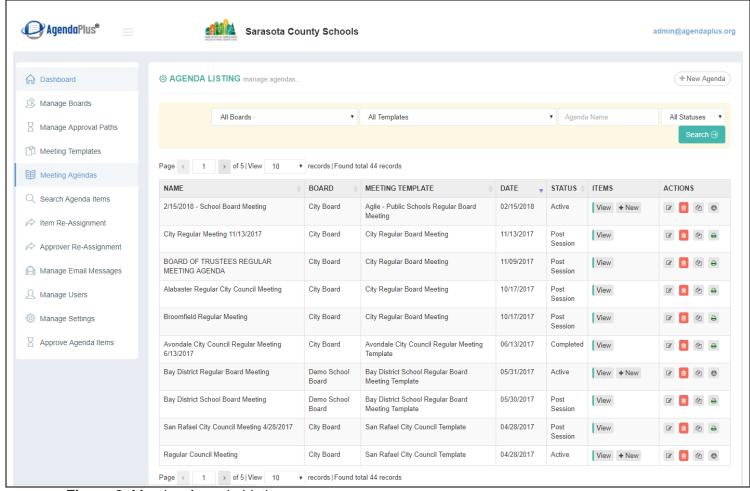
Figure 8 - 11 display the Agenda Manager related screens.
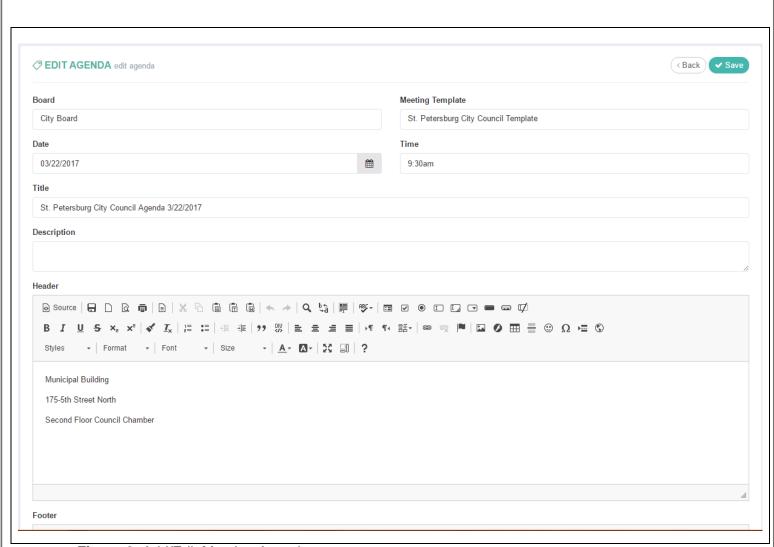

Figure 8: Meeting Agenda Listing

Figure 9: Add/Edit Meeting Agenda

Figure 10: Add/Edit Meeting Agenda Continued…

Figure 11: Add/Edit Meeting Agenda Continued…

5. AGENDA ITEM MANAGER

While viewing and adding a new Agenda Item can be accessed from the Agenda Listing page, much of the Agenda Items' functionalities can be accessed from the Agenda Item Listing page. This page allows users to view lists of available meeting agenda items and search a meeting. The Meeting Agenda Manager component of AgendaPlus allows **Agenda Item Authors/Board Assistants** to submit agenda items for approval. Agenda Item Authors will also view/edit/delete agenda items they have submitted and attach supporting documents.

Within the Meeting Agenda, you may perform the following system tasks:
- View list of agendas
- Search agendas by Board, Category, Agenda Name, and Agenda Status
- Sort and Page agenda list
- Add, Edit, Delete agenda(s)
- Navigate to release, publish agenda, and meeting room
- View Agenda Items
- Create an Agenda Item
- Remove an Agenda Item
- Approve an Agenda Item
- Reject an Agenda Item
- Request revision on Agenda Item
- Copy Agenda Item
- Move Agenda Item.

Figure 12 - 18 display the Agenda Item Manager related screens.
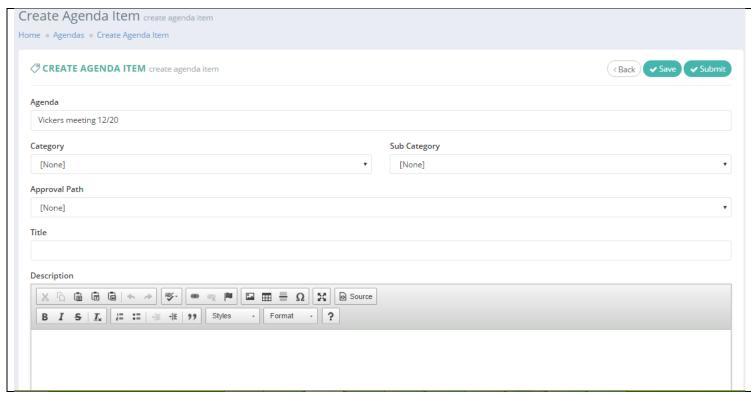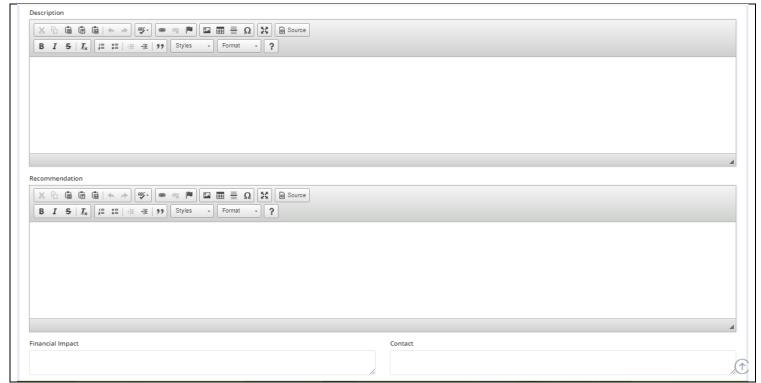
Figure 12: Create Agenda Item

Figure 13: Create Agenda Item (Continued)
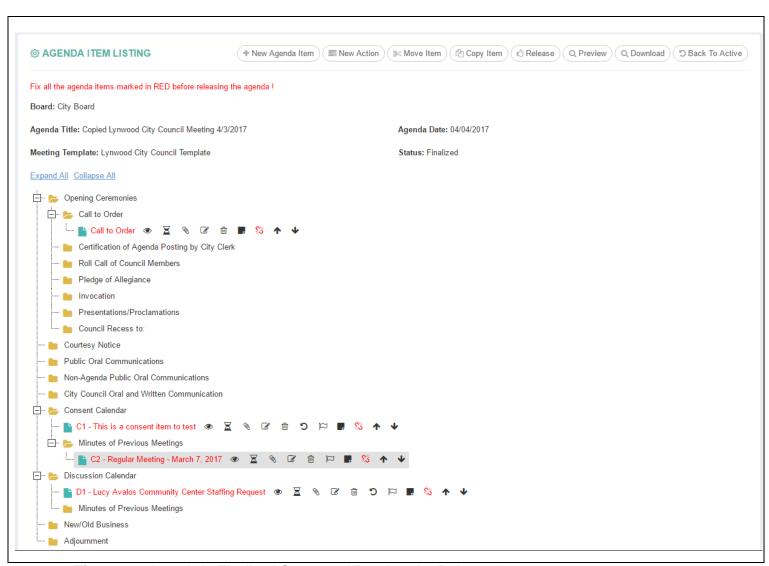
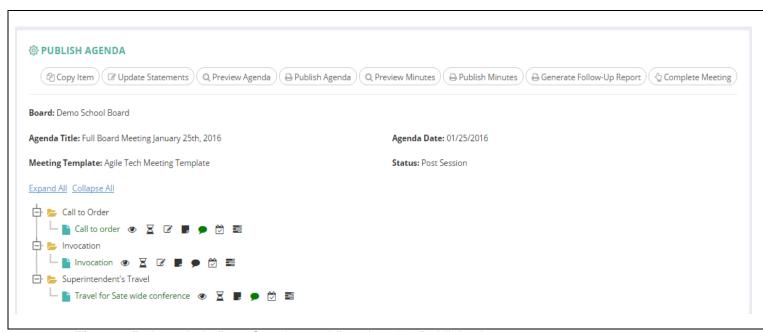**Figure 14**: Agenda in Finalized Status and Ready to be Released

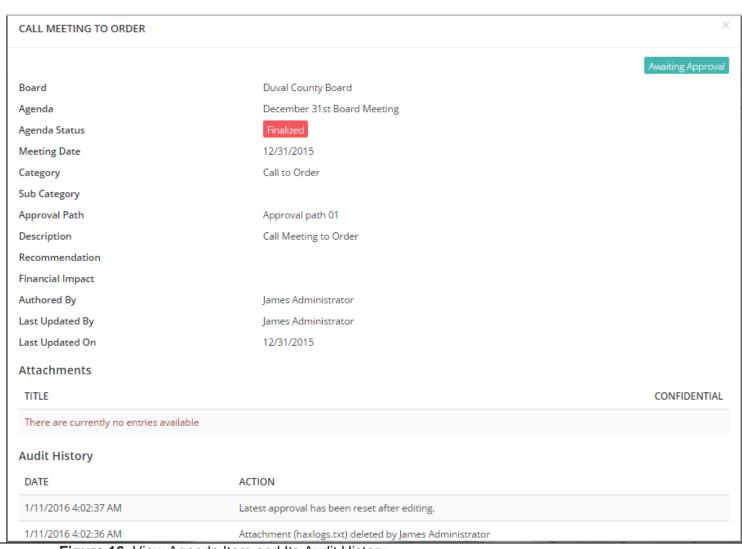**Figure 15**: Agenda in Post Session and Ready to be Published

Figure 16: View Agenda Item and Its Audit History

Figure 17: View Agenda Item Approval Flow

COPY AGENDA ITEM   ×

Source Agenda

[None]   ▼

Agenda Item to Move

                                                                        ▼

Target Agenda

[None]   ▼

Target Category   Target Sub Category

                                    ▼   ▼

Author/Owner   Copy Attachments

[None]   ▼   No   ▼
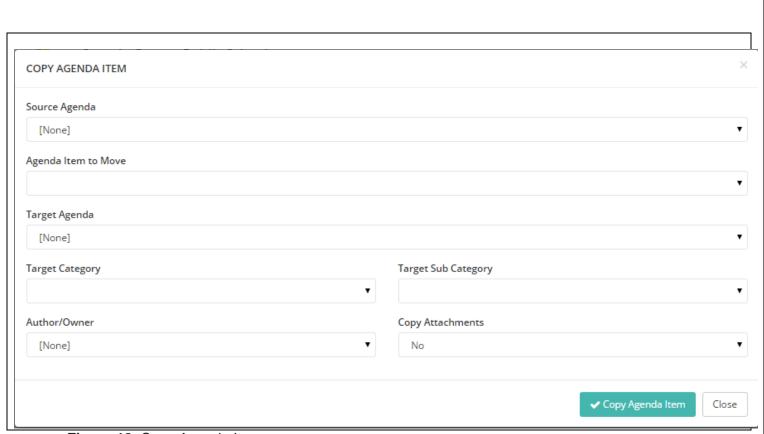
✔ Copy Agenda Item   Close

Figure 18: Copy Agenda Item

6. AGENDA ITEM SEARCH

This feature allows the user to search for Agenda Items by board, agenda the items falls under, agenda status and agenda item's title. This page also allows the user to page and sort by item title, agenda name, category, and status.
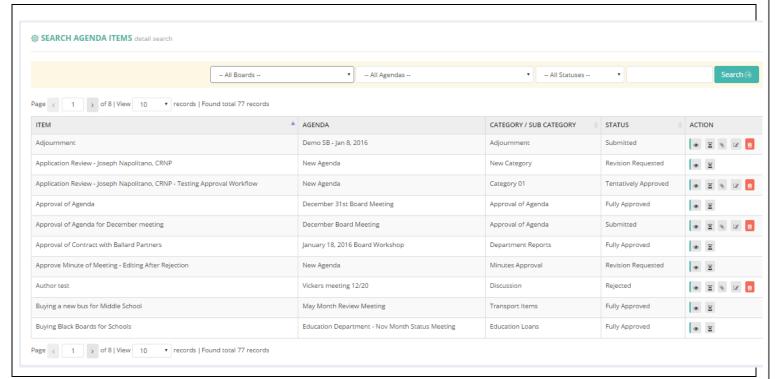

Figure 19: Agenda Item Search

7. MEETING ROOM

Meeting Room is a real time virtual meeting space for board assistants and board members to conduct a meeting interactively. This component allows the Board Assistant to conduct and control the flow of the meeting, while board members can vote, add annotations/private notes, view actions, view voting results and send annotations to their email addresses for records.

Within the Meeting Room, you may perform the following system tasks:
- Take Attendance
- Add/Edit/Delete Action/Motions on Agenda Item
- Move Agenda Items between Consent/Discussion categories
- Set current Agenda Item to be discussed
- Initiate Voting
- Cancel Voting
- Board Assistant can vote on behalf of a board member in case of technical challenges
- Add Minutes real time
- View Agenda Item details
- View Attachments
- View Approval Path Flow
- Add Annotations/Private Notes

- Vote on Action/Motion
- Add Directives for follow-up
- View Action/Motion Items and its results
- Adjourn Meeting.

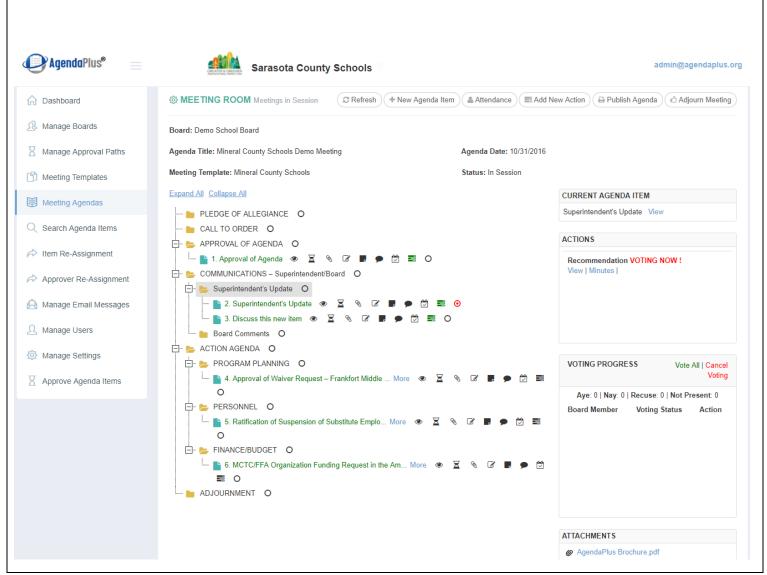Figure 20 - 27 display the Meeting Room related screens.

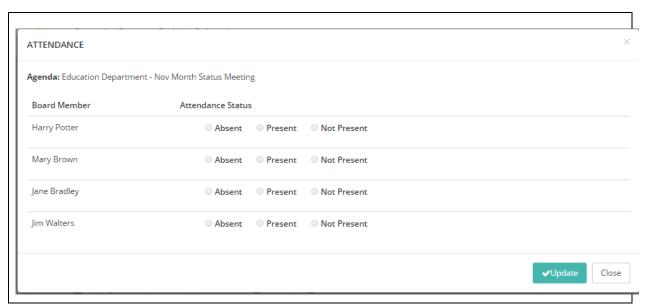**Figure 20**: Meeting Room with an Agenda In-Session
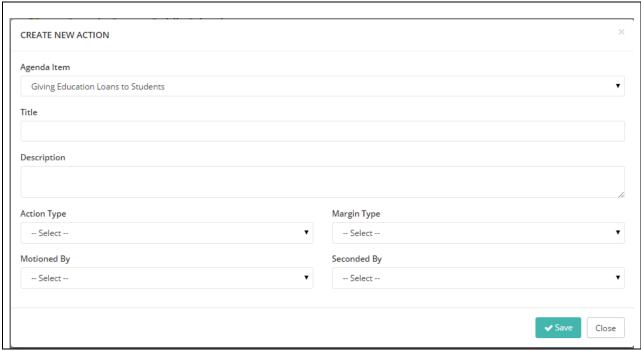
Figure 21: Attendance in Meeting Room

Figure 22: Create New Action/Motion

VIEW ACTION ITEM ×

Agenda Item: Buying Black Boards for Schools   **Action:** test   **Action Status:** Voting

Voting Status: Currently Voting   **Motion By:** Harry Potter   **Seconds By:** Jim Walters

Action Type: Motion To Postpone   **Vote Margin By:** Two By Three   **Description:**

Close

Figure 23: View Action Item

ACTION LIST ×

Agenda Item: Requesting funding for travel to the state meeting in June

Action	Moved By	Seconded By	Vote Results	Action
Motion to approve	Harry Potter	Mary Brown	Approved	💬 🖥

Close

Figure 24: Action List

VOTING ×

Action: Action for NM Testing 1

Board Member	Voting Status		
Jim Walters	Aye	Nay	Abstain
Jane Bradley	Aye	Nay	Abstain
Mary Brown	Aye	Nay	Abstain
Harry Potter	Aye	Nay	Abstain
Jim Boardmember 5	Aye	Nay	Abstain

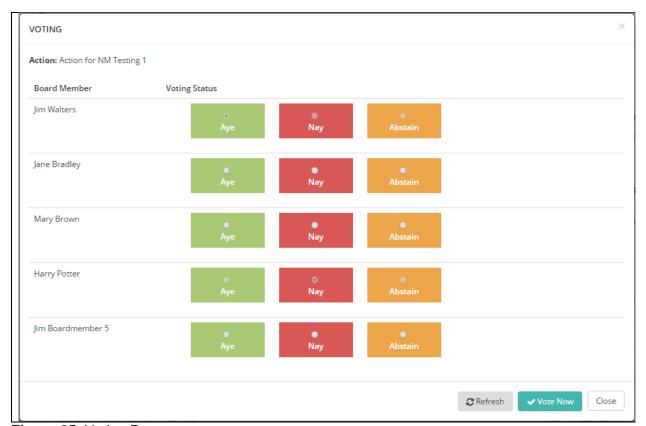↻ Refresh   ✔ Vote Now   Close

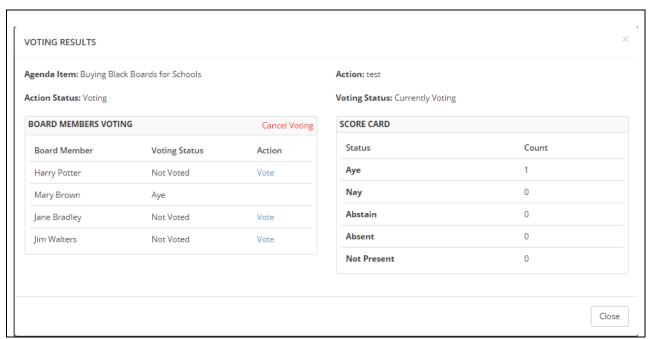**Figure 25**: Voting Popup

Figure 26: Voting Results

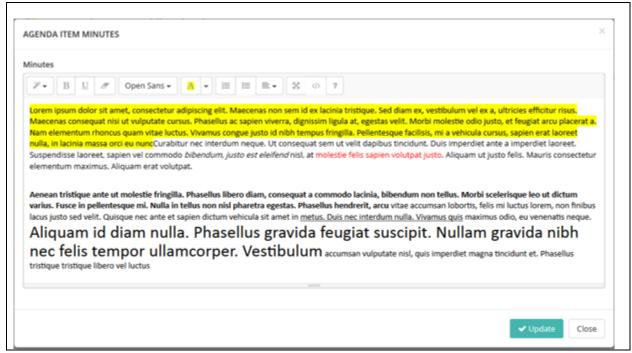

Figure 27: Agenda Item's Annotation

Figure 28: Agenda Item's Minutes

Figure 29: Agenda Item's Directives

8. PUBLISHING AGENDA

Publishing Agendas is one of the important features of AgendaPlus. It allows the Board Assistant/Administrator to preview agendas and minutes for proof reading and editing. Agendas and Minutes can be published as PDF and/or HTML format to a desired destination (Internet/Intranet)

Within the Publishing Agendas section, you may perform the following system tasks:

- Update Agenda Statements
- Add Minutes
- Add Directives
- Preview Agenda
- Preview Minutes
- Publish Agenda (HTML/PDF)

- Publish Agenda Minutes (HTML/PDF)
- Complete Meeting
- Edit Agenda Items (based on Global Settings)

Figure 26 – 33 display the Publishing Agenda related screens.

UPDATE AGENDA STATEMENTS

Agenda Name

Demo SB Full Meeting 1/26/2016

Meeting Left Chair   Meeting Right Chair

Opening Remarks

Closing Remarks

Minutes Signature Block

✔ Update   Close

Figure 30: Update Agenda Statements

AgendaPlus

GREATER & GREENER
INNOVATIVE PARKS, VIBRANT CITIES

Sarasota County Schools

Sarasota County Schools Meeting

Date: Oct 17 2017 (6PM)

FLAG SALUTE

CALL TO ORDER AND WELCOME

CALL TO ORDER

ROLL CALL

ADMINISTRATION OF OATH

CLOSED SESSION

CONSENT AGENDA

CONSENT AGENDA

1. Approval of the minutes of the regularly scheduled City Council meeting held on September 25th , 2017

   Business Development Agreement.pdf

PUBLIC HEARING ITEMS

NON PUBLIC HEARING

PUBLIC COMMENTS - ITEMS NOT ON AGENDA

PLANNING COMMISSION REPORTS/ANNOUNCEMENTS

DIRECTOR'S REPORT

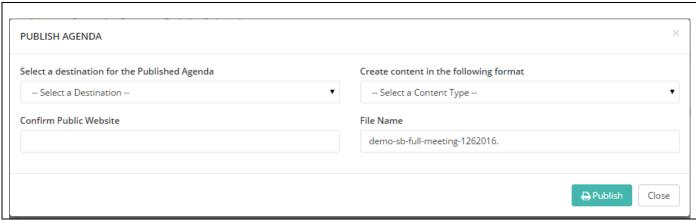**ADJOURNMENT**

ADJOURNMENT

Figure 31: Preview Agenda

Figure 32: Publishing Agenda

AgendaPlus®

GREATER & GREENER
INNOVATIVE PARKS, VIBRANT CITIES

Sarasota County Schools

Sarasota County Schools Meeting

Date: Oct 17 2017 (6PM)

FLAG SALUTE

CALL TO ORDER AND WELCOME

CALL TO ORDER

ROLL CALL

ADMINISTRATION OF OATH

CLOSED SESSION

CONSENT AGENDA

CONSENT AGENDA

1. Approval of the minutes of the regularly scheduled City Council meeting held on September 25th , 2017

   ⌸ Business Development Agreement.pdf

   Motion

   Action 1

   Vote Results (Approved)

   Motion: Mary Brown

   Second: John Metzger

Jim Walters	- Aye
Jane Bradley	- Aye
Mary Brown	- Aye
Harry Potter	- Aye
Andy Skinner	- Aye
John Metzger	- Aye

PUBLIC HEARING ITEMS

NON PUBLIC HEARING

Page 1 of 2

Figure 33: Preview Minutes

Figure 34: Publish Minutes
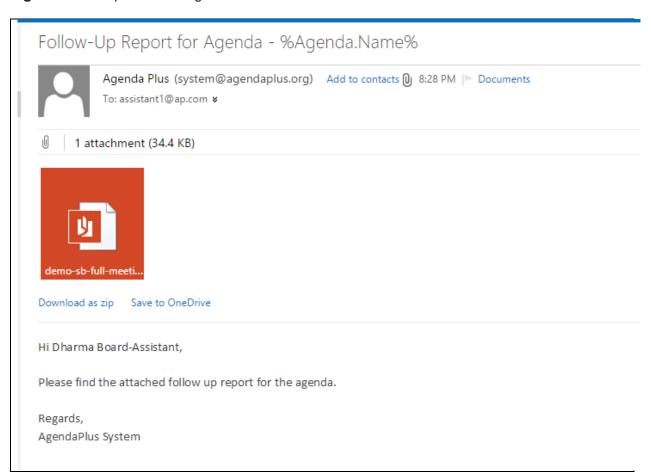

Figure 35: Complete Meeting

Figure 36: Email as a Result of Generate Follow-Up Report

9. MANAGE EMAIL MESSAGES

The Email Message component allows users to view a list of email templates to be sent upon a completion of an action, for follow up, and actions to be completed. Figure 34 and 35 illustrate the Manage Email Message screens.
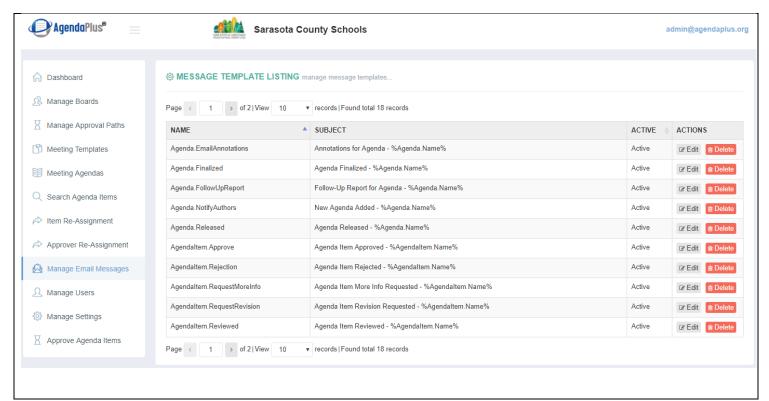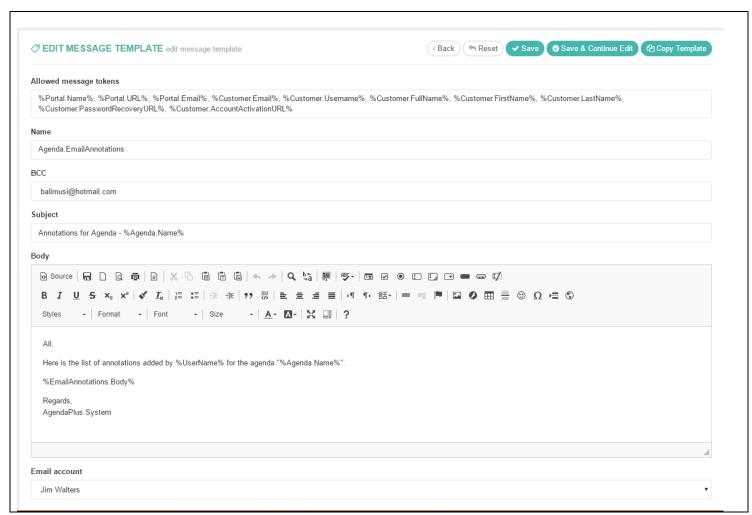

Figure 37: Email Template Listing

Figure 38: Edit Email Template

Figure 39: Sample AgendaPlus Dashboard

10. EAGENDA INTEGRATION WITH AGENDAPLUS

Agile Tech's team has a great knowledge of the eAgenda system that is currently being used by Sarasota County Schools. With this knowledge, Agile Tech is probably the only company that is capable of integrating such a legacy system. Sarasota County Schools' staff will be able to search for agendas, agenda items, and their supporting documents/attachments directly from the AgendaPlus system.

Figure 40 through 45 illustrate the eAgenda system integration with AgendaPlus.

Figure 40: Dashboard

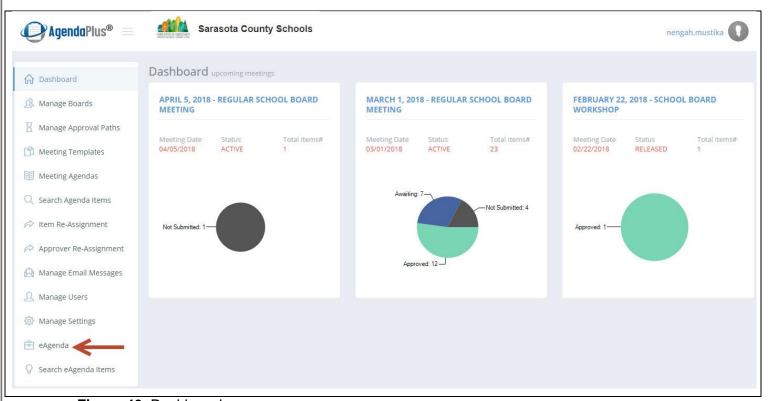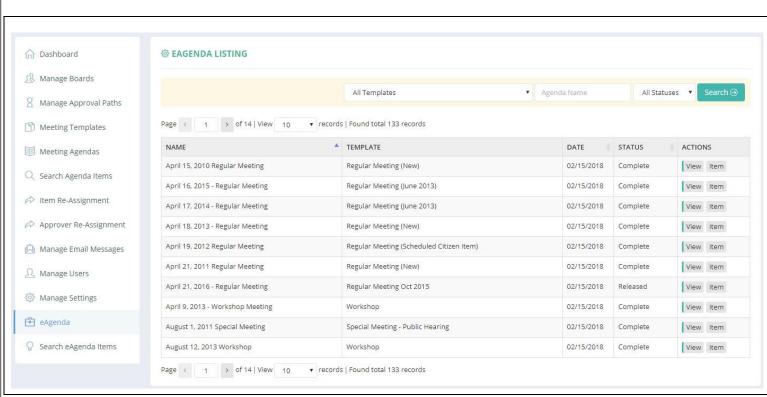**Figure 41**: Agenda Listing (eAgenda)

Figure 42: Agenda Detail (eAgenda)

Figure 43: Agenda Item Listing (eAgenda)

Figure 44: Agenda Item Search (eAgenda)

Figure 45: Agenda Item Detail (eAgenda)

11. SYSTEM REQUIREMENTS

The AgendaPlus software was written using the latest Microsoft .NET Framework, MVC pattern in C#, HTML5, CSS3, and jQuery/JavaScript library. The product installation and server maintenance should be simple because it is not dependent on any third-party components. The following are the system requirements for AgendaPlus:

- A Web browser interface will be adequate for all users
- Internet Explorer 9, 10, 11 or MS Edge, Safari, Mozilla Firefox, Google Chrome will be used to access the application
- Windows Server 2012 or later
- .NET Framework 4.5
- Internet Information Server (IIS) 7.0 or later
- SQL Server 2012 or later

D. IMPLEMENTATION APPROACH & PROJECT MANAGEMENT

1. IMPLEMENTATION APPROACH

Agile Tech approaches all software development projects following a proven SCRUM methodology. SCRUM is an agile or light-weight software development methodology that encompasses planning and implementing Information Technology Engagements used across all of AgendaPlus Service Offerings (application development, application maintenance, package implementation, and package integration) It identifies the sequence of four major software development lifecycle phases. The agile methodology enables the selection of specific processes and activities to be incorporated into the project lifecycle based upon the solution objectives and the project's critical path. The agile also provides for advanced warning of pitfalls for each incremental gate and area of delivery, and it encourages the engagement team to plan for later phases by identifying next steps and mitigating risk based on best practices. Figure 36 shows the four major software development lifecycle phases and their associated activities for each phase.

Figure 46: Agile Tech Software Methodology

Discovery Phase

Discovery is a crucial phase when the project team identifies and documents the client's requirements, setting the stage for successful delivery. In this phase, the functionality, overall scope, and the steps where features will be individually developed, tested, and deployed are discussed and agreed upon. This phase is generally comprised of the following set of activities:

- Scoping the project
- Preparation
- Orientation
- Requirements Definition.

Design Phase

During the Design phase, the project team builds on the requirements gathered in the Discovery phase by analyzing the requirements and designing the solution. Depending on the solution, the team may create detailed designs of new business processes, system architecture, data stores, application programs, data-loading processes, or other solution-specific components. These designs are internally reviewed for quality and completeness, and any changes to the requirements or assumptions made during Discovery are incorporated before reviewing the designs with the client, as appropriate. Solution design activities generally include:

- Analysis
- Modeling
- Architecture.

Construction Phase

The purpose of the Development phase is to build and test the solution that has been designed. This phase is conducted in conjunction with the customer's business and technical staff to ensure that consensus is gained on each deliverable.

- Construction
- Migration
- Testing.

Deployment Phase

The Deployment phase begins with the final roll-out of the solution and ends with ownership transition of the solution to the client. The project team and the client will have agreed upon the acceptance criteria for the solution delivery. Therefore, this phase mainly addresses the mechanics of deploying the solution and ensuring the client is prepared to take ownership, including the following activities:

- Installation
- Implementation
- Knowledge Transfer
- User Training & Close out.

2. PROJECT MANAGEMENT

The implementation of the AgendaPlus application is projected to be completed in about five weeks from the start date. This timeline is dependent on the data supply and readiness of the School Board with its user and roles, and approval paths (process outline of agenda items submission).

Phase	Timeline	Note
Initiate and Kick Off	1 day	Discuss and set expectations for the system setup - to go live.
Environment Setup	3 days (depending on the readiness of the school board)	Work with the school board's IT staff to prepare the Web and database servers for the installation of AgendaPlus. Configure IIS, email server, etc.
Development (Standard Customization)	5 days	Create DB scripts and deploy the database with necessary seed data. Provide 40 hours of custom development. Deploy the Web application to the Web server.
Development – eAgenda integration with AgendaPlus (optional)	15 days	Agile Tech offers integration of eAgenda with AgendaPlus. This development can be done outside of the regular schedule – **it can be done after the initial deployment.**
Users Setup	2 day	Agile Tech will help the Sarasota County Schools to setup the user community and assign roles accordingly.
Workflow/Approval Path Setup and Meeting Templates	5 days	Agile Tech will assist the Sarasota County Schools to setup its approval paths and meeting templates for the AgendaPlus system.
Training	3 days	Agile Tech will provide 3 days of training for the Sarasota County Schools.
Go-Live	1 day	The Board Assistant will be able to create his/her first agenda; notification will be sent to Items Authors to add new items.

E.   AGENDAPLUS SOFTWARE FEE & PRICING

LICENSE AND SUPPORT FEES

License Fees

The list price of the AgendaPlus product is $35,000 with $5,000 yearly maintenance fee. However, per our discussion during the AgendaPlus initial demo on February 15th, 2018, Agile Tech offers Sarasota County Schools a discount package of 31% plus customization detailed in the second table, below. Sarasota County School will be paying a total of **$24,000** for AgendaPlus system.

Professional Services:

Items	Cost
AgendaPlus software license, with 31.4% discount.	$24,000
TOTAL	**$24,000**

Solution Customization and Optional Service Offerings:

Items	Cost
Standard Solution Customization (up to one week / 40 hours of development time)	Free ($3,600 value)
Process Mapping including Users setup, approval paths, and initial meeting template setup.	Free ($3,600 value)
Customized User Documentation/User Guide for all roles	Free
Instructor-Led Training (2-day onsite training)	Free ($2,000 value)
eAgenda integration with AgendaPlus (about 3 weeks development efforts).	Free ($10,800 value)
Customization Fees (beyond AgendaPlus' standard solution customization and eAgenda integration)	Time & Materials at $90/hour
TOTAL	**$0.00**

Ongoing Support and Maintenance:

Items	Cost
Annual Maintenance Support (after 1st year of installation).	$5,000

F.   EXPERIENCE & QUALIFICATIONS

Agile Tech is an IT consulting firm that provides innovative software development and technology consultancy services. The firm was established in 2013 and started by strong Software Engineers with the support of dedicated developers and architects.

Our skills in providing cutting-edge technologies offer visibility into all your assets and resources. Let our experts provide you with IT guidance, management, and support; allowing you to rise above the implementation details and concentrate your energy on the success of your business.
The following are brief biography of Agile Tech's leadership team:

Nengah Mustika (President)
Nengah is responsible for leading the development and execution of the Company's long term strategy. He has more than 15 years of experience in software development and software architect. In these roles, he provided a wide range of consulting services to national corporations, as well as the state government.

Nengah holds a Master of Science in Computer Information Science from University of North Florida, a Bachelor of Science with double major in Computer Science and Business Administration from Shepherd University in West Virginia.

He is a Microsoft Certified Professional Developer (MCPD .NET 4), Microsoft Certified Technology Specialist (MCTS .NET 2.0), both developing and implementing web, server and desktop applications with C#/.NET, MCTS in MOSS 2007 Implementation and Configuration, and CompTia N+ and A+ certified.

Nengah and the rest of our team provide service that reflect our years of experience and expertise.

Mark Vickers (Product Director)
Mark is a Communications Consultant with 24 years of corporate IT experience including all phases of software design, development, and implementation. Mark's supports the AgendaPlus end user testing process as well as marketing and product demonstration.

He provides focus on usability and sharing the capabilities of AgendaPlus with school boards who are looking for a more efficient way to manage their agenda and meeting process.

Besides focusing on technologies for the past twenty two years, Mark is also a Communications Consultant focused on helping clients achieving Excellence through improved communication and speaking skills.

Anh Huynh (Technical Lead)
Anh has more than 15 years of experience in software engineer. She holds a Master's in Computer Science from University of North Florida.

Prior joining Agile Tech, Anh worked with large corporations like Price Water Cooper (PWC), CSX, and MPS Group as software engineer and technical lead. With these companies, she

provided a wide range of consulting services to national corporations, as well as the state government.

She is a Microsoft certified professional developer for both Web and Windows applications.

Dharma Ramamurthi (Software Architect)

Dharma has over 14 years of experience in designing, developing and testing of various applications using .NET technologies and Oracle/SQL Server. He also has lead a team of developers for several years while working for the Bank of America. Dharma has worked with major financial firms globally such as Bank of America, Merrill Lynch, JP Morgan Chase, Deutsche Bank, and Credit Suisse.

Dharma holds a Bachelor of Science in Computer Science, Manonmaniam Sundaranar University in Tirunelveli, Tamil Nadu, India.

He is a Microsoft Certified Application Developer in .NET (MCAD), and holds a Project Management Professional (PMP) Certification since July of 2012.

Chidambaram Mannu (Senior Software Engineer)

Chidambaram has over 13 years of experience in development of Enterprise Applications using ASP.Net, MVC, AJAX, Web Service, WCF, Entity Framework, .Net 4.0, C #.Net, Java Script, jQuery, Knockout JS, JSON, DotNetNuke and SQL Server. Worked on various phases of the Software Development Life Cycle.

Chidambaram holds a Bachelor of Science in Computer Science, Government College of Engineering in Tirunelveli, Tamil Nadu India.