

Request for Proposal
Digitized Public Meeting Software for: Minutes, Agendas, Archival Services
Ouray County, Colorado

Ouray County is seeking Requests for Proposals for a digitized public meeting software program for agendas, minutes and archival management. Below is a Scope of Services that Ouray County is interested in receiving along with a demonstration and break out of costs for this program.

Scope of Services

- Agenda Management;
- Minute-keeping and access;
- Talk-to-Text recognition;
- Search features;
- Archival services;
- Digital document storage;
- Ease of access for citizens and staff;
- Community Engagement;
- Contract Management, and
- Other similar or enhanced features

Proposals should include an introductory letter addressing the services offered, credentials, references, fee schedule for services and a completed Company Information Form (Attachment A). It is the responsibility of each company to ensure that its proposal is received at the designated location on or before the closing time for the receipt of proposals in response to this RFP. Any proposals received after the scheduled closing time will not be considered. Two (2) copies of the proposal and a flash drive must be placed in a sealed envelope marked "Digital Public Meeting Software Program" and delivered to: Ouray County Administration, Ouray County Courthouse, P. O. Box C, Ouray, CO 81427 or hand delivered to Ouray County Courthouse, County Administration, 541 4th St., Ouray, CO 81427 no later than 3:30 p.m. on Monday, April 25, 2022. Please note that Ouray County offices are not open on Friday.

Ouray County reserves the right to reject, for any reason whatsoever, any and all proposals, and to waive any informality or irregularity in a proposal. Awarding of the proposal is not based solely upon low quotation price, but on overall service, quality, and "best value" to the County in accordance with the Ouray County Purchasing Policy.

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 April 7, 2022



Attachment A

Company Information Form

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Consulting Firm's Name: _____

Address: _____

City: _____ State, Zip: _____

Telephone: _____

Cell: _____

Fax: _____

Email: _____