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Proposal

For

NovusAGENDA

Presented To

PAC (Paperless Agenda Consortium)

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Executive Summary

The PAC (*Paperless Agenda Consortium*) has solicited proposals for the design and implementation of an Electronic Agenda Manager solution. ECS Imaging, Inc. is submitting this proposal to deliver a web-based Agenda and Meeting Management Solution that provides seamless integration with your Laserfiche Document Management System.

As a world class provider of Document Management solutions, ECS Imaging offers a full range of options to help your organization improve and streamline business operations, and to ultimately achieve a 'Paperless' environment. That is why we have partnered with NovuSolutions to provide a simple and easy to use solution for Meeting and Agenda Management. NovusAGENDA is an electronic, web-based application for creating, approving and tracking items for upcoming and past Board meetings. The entire process creates an automated Paperless Agenda Solution.

ECS's core business is document management and has an installed base of over 300 Laserfiche clients with a strong emphasis on local government and education. We offer a complete range of Laserfiche related imaging services including: software, hardware, consulting, integrations of applications, special programs, project management, data conversion, scanning services, microfilm/fiche conversion, on-site training, on-site support, telephone support and remote support. ***We have over 24 years of experience in the industry and 19 years with Laserfiche.***

Unique in the industry, ECS offers a complimentary Annual Conference for our clients and quarterly user groups with free training. We believe in providing continued added value to our clients in an ongoing basis and assisting them in utilizing the solutions we provide to the maximum potential. Our technology staff is well-trained and very knowledgeable in all aspects of Laserfiche including installation, integration and support. Additionally, ECS provides enhancements to Laserfiche which are already integrated such as the NovusAGENDA solution we are proposing, and Arx Digital Signature solutions, both of which significantly improves the paperless environment and simplifies your business processes.

Laserfiche Software is utilized by more than 34,000 sites worldwide with an emphasis on government entities including about half of the Cities in California and over 3,000 nationwide. Created in 1987, Laserfiche is one of the pioneers in document imaging starting in a DOS base system, evolving in parallel with other technologies and always being at the forefront of the latest technologies. Laserfiche has become a Government standard because it is easy to learn and easy to use and maintains a consistent look and feel throughout.

We greatly appreciate your consideration to ECS Imaging, Inc. as your Paperless Agenda Solutions provider. We look forward to serving the *Consortium's* needs in a professional and responsive manner.



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NovusAGENDA

Government organizations today are being forced to do more with less in regard to their public meeting documents. States are enforcing Open Meeting Laws to accommodate the changing technical environment of your area. Your public demands information and transparency relevant to their family and business. Your board demands meeting materials be up to date and easy to research previously discussed issues in order to be better prepared for your upcoming public meetings. How can government organizations meet all of these demands with the limited funding you have available?

We recommend that integrated meeting and agenda management software be implemented across your organization! [NovusAGENDA](#) is an 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!

NovusAGENDA will reduce your internal staff labor of processing individual items and back up material by over 50% while eliminating all paper and copy costs your organization currently has budgeted for this part of your business. The savings does not stop there! If board members wish to go electronic, distribution and printing costs will also be eliminated as well as a reduction in research time bringing the full power of electronic data access to the fingertips of each board member. Tools for the board member include:

- Logging in through a secure username and password on any device (i.e., iPads, 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

The savings continue during your meeting as 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.

Novusolutions award winning staff brings over 13 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!***



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

Self Hosting is available if needed. Contact us for more information.

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.
Configured Public Agendas	The public agenda is configured to mimic your current layouts.
Configured Minutes Page Set	The page set includes draft and final minutes layout.
Custom Workflows	Workflows can be pre-configured allowing users to simply submit items to named workflows which are then built for them automatically.

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.
Video Services	Do you already video record your meetings? If so, NovusAGENDA will offer you two meetings per month to be uploaded and streamed to the public off our servers <u>at no additional cost</u> . You take your existing video and simply upload it to our servers. Once it is converted, you can link clients to that video stream off your meeting. If you are looking for indexing or are starting from scratch and would like to record your meetings, please see our Video Service Considerations Section.

Pilot Program

Novusolutions has agreed to offer you a pilot program of NovusAGENDA to confirm the cost and efficiency savings. Novusolutions is confident that NovusAGENDA will exceed expectations, eliminate paper, and improve the business process of agenda creation and meeting management. There will be no cost for the 2 meeting cycle duration of this pilot.

Upon successful implementation of the pilot, you will then agree to continue using NovusAGENDA for the Pricing outlined below. However unlikely, if NovusAGENDA does not satisfy your needs, then no commitment is required and the service will be turned off.

The Approval Page of this document will need to be signed prior to beginning this agreement. This will allow Novusolutions to dedicate the resources to begin the project.

Pricing

All pricing includes an unlimited use license enabling support for as many meeting types as you need at no added license costs. There are no user licenses either. “Unlimited use” means unlimited use with NovusAGENDA no matter which installation option you choose.



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NovusAGENDA Software Pricing

Item	Pricing (Annually)
NovusAGENDA	\$4,950
NovusMEETING	Included
NovusBOARDVIEW	Included
NovusREPORTING	Included
Board and Committee management	Included
Video Services	See Video Services Considerations
Total Annual Cost	\$4,950
Discount for Consortium members	(\$750)
Net cost to Consortium Members	\$4,200
Option In Meeting Tools (Voting, etc.)	Additional \$600 annually
Laserfiche Integration Optional	Additional \$600 Annually

NovusAGENDA Training Pricing

Standard training services are required for deployment.

Standard Remote Training Services	Description
Administrator Training	This is remote training to train one or two system administrators on managing user rights in NovusAGENDA. The cost is for the class not per student. This class is delivered remotely using web meeting technology managed by Novusolutions.
Board Clerk Training	Training including meeting management, agenda preparation, minutes and system oversight. Delivered remotely using web meeting.
User Training	Training includes creating items, copying old items to new meeting and item submission and approval process. Delivered remotely using web meeting.
Board Training	Training includes viewing agendas, minutes, and all documentation for upcoming meetings, making private notes, researching past meeting information and notes, and analyzing reports and meeting data.
Web Based Training	<p>Web-based training videos for all staff to view on demand via Internet. Videos include:</p> <ul style="list-style-type: none"> • User training • Board Clerk Training • Board Training
Total One Time Cost	Waived for all members of the Paperless Agenda Consortium

Optional Training Services

Additional remote training – Included for new releases and refresher training. If retraining is needed due to turnover or other issues we also include a Web-Based Training Portal and regularly scheduled Client Webinars.

Optional Onsite training - \$2,450 per day includes travel, 2-day minimum.

Pricing Summary for NovusAGENDA

Year 1 - \$4,200 (Includes one-time Standard Remote Training Services).

- Please add \$600 for In Meeting Tools such as Board Member Voting, Request to Speak, etc.
- Please add \$600 for Laserfiche Integration maintenance if that is being utilized

Year 2 - \$4,200 (Annual Maintenance and Support)

- Please add \$600 for In Meeting Tools such as Board Member Voting, Request to Speak, etc.)
- Please add \$600 for Laserfiche Integration maintenance if that is being utilized

Year 3 - \$4,200 (Annual Maintenance and Support)

- Please add \$600 for In Meeting Tools such as Board Member Voting, Request to Speak, etc.)
- Please add \$600 for Laserfiche Integration maintenance if that is being utilized

There are NO long term contracts to sign with NovusAGENDA.

Payment Terms – Payment is due at the end of the successful pilot term.

Video Streaming Services Considerations

The pricing above includes the option for clients to upload the existing video of their meetings to our servers and create a link to those videos on their agendas and minutes in NovusAGENDA (limit of 2 meetings a month). However, many clients require additional video services. NovusAGENDA provides state of the art video streaming technology and services completely hands-free! Contact us for pricing on hardware and the video streaming services that best fit your needs. These video services can be added at any time!



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PROPOSAL TERMS AND CONDITIONS

Limitation of Liability

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER UNDER THIS LICENSE AGREEMENT FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE OR SPECIAL DAMAGES, LOSS OF DATA, LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION OR LOSS OF BUSINESS INFORMATION ARISING OUT OF THE USE OF OR INABILITY TO USE THE NOVUSAGENDA SOFTWARE, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE MAXIMUM LIABILITY UNDER THIS AGREEMENT IS THE TOTAL VALUE OF THE ANNUAL CONTRACT.

Ownership of Data

The client owns all data stored in their NovusAGENDA data base from the instant you touch the keyboard. In the event the client terminates service or NovusAGENDA ceases business operations the data will be sent to your organization along with database schema to make the data accessible. All data is stored in an MSSQL database and also can be accessible on demand anytime by using the included NovusAGENDA Reporting Module.

Price terms

The pricing in this proposal is set for three years. Even though there is no contract or commitment to sign with NovusAGENDA, we want our clients to have budget security on this project. If a price increase is needed for any reason, the client will be notified more than a budget year in advance of the increase and would be no more than the CPI (Consumer Price Index) for the period.

Services are billed annually. All invoices are due within 30 days of issue date.

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 onto the client.

In lieu of escrow accounts NovusAGENDA will agree to provide a full unlimited use licensed copy of the software to any client in the event NovusAGENDA ceases operations.

All data is backed up in our Amazon cloud daily and kept in redundant locations. If clients require copies of data backups these can be provided quarterly at an additional fee. Contact NovusAGENDA sales team for costs.



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How do I order?

We require your signature on the approval page listed below. Once that has been signed and sent back to Novusolutions 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 sales@novusolutions.com or :

Mail to: Novusolutions, 10012 N Dale Mabry Hwy, Suite 115, Tampa, Florida 33618-4425

Fax to: 954-337-0761 Attn: Sales

Approval Page

_____ 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).

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)

The Pilot duration will be 60 days from beginning. The deployment, training, and consultation should typically take no more than 30 days. Your two meeting cycles as part of the pilot will typically be the following 30 days.

Signature _____ Date _____

Printed Signature _____

Purchase Order Number _____ (optional)

Invoice Address: _____

Accounts payable contact: _____

Phone _____

E-mail _____



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