

TAB 1

POINT PAPER
Minutes Software
October 5, 2009

Problem: The current process to record and capture minutes can be improved by utilizing new software and technology.

Background:

At the recent clerk's conference the City Clerk met with BIS Digital to review minute preparation software that will improve our efficiency and ability to generate timely minutes. BIS Digital has since visited the City to provide a more detailed presentation and review of the system functionality. BIS digital has been providing software solution to government agencies for 25 years. Based on our review, the software solution will provide increased efficiency at a very reasonable cost. A representative from BIS Digital will present a high level overview of the system at the 4:30 workshop. Staff is requesting that this item move forward to the 7:00pm for approval. A product brochure which includes references and a quote is attached for your review. This system will provide recording functionality for the chambers and also includes a portable system for off site meetings, training and a 1 yr service agreement for support.

This item was budgeted in FY 2010 in account #0015135223 for \$8,000. The attached quote is for \$6,600 which includes hardware software and microphones. The only additional piece of equipment that will be needed is a laptop computer which will be dedicated for purposes of recording the minutes. The funds for the laptop will come from the remaining \$1,400 of the budgeted \$8,000.

Staff has looked at other hardware and software options and feels this solution provides the best cost benefit for the City.

Alternatives:

1. Approve and authorize the purchase of minutes software from BIS Digital for \$6,466. This item will be on the 10/5/09 7:00pm consent agenda for approval.
2. Do not approve the purchase of minutes software from BIS Digital

Recommendation:

Alternative #1

Budget Impact:

\$8,000 was budgeted in FY 2010 for the purchase of minutes software in IT account number 0015135223.

BIS Digital

Integrating Excellence™



Business Information Systems, Inc
 1350 NE 56th Street, Suite 300 Ft. Lauderdale, FL 33334
 Phone: 954-493-7377 Fax: 954-493-6541

Date Wednesday, September 30, 2009

Quote Number Q-8003507-9.30.2009

Sales Consultant Jordan Dozier
 (800) 834-7674 ext. 4524 / jordan.dozier@bisdigital.com

Primary Contact Jim Freeman, City Clerk
 518 8th Ave., PO Box 1209
 Palmetto, FL 34220
 (941) 723-4570 / (941) 723-4576 (Fax)
 jfreeman@palmettofl.org (Email)

Billing Address City of Palmetto (FL) / A-1002545
 516 8th Ave. W.
 Palmetto, FL 34220-1209

Shipping Address Same

Users To Train All

Wiring Required No

Installation Notes BIS to provide SIT of DCR2 onto customer provided PC.

Item	Code	Qty	Unit Price	Total Price
DCR2 (2 Ch) Digital Audio/Video Recording Software w/Word Integration (L)	DCR2-2L	1	\$1,495.00	\$1,495.00
MX246 USB Audio Mixer (2 Channel)	BIS-MX-USB-2	2	\$900.00	\$1,800.00
Unidirectional Condenser Boundary Microphone	BIS-M-P5544	3	\$259.00	\$777.00
CD/DVD Archive Software	DCR-D2D	1	\$150.00	\$150.00
Stereo Headset w/Long Cord	BIS-HS-LC	2	\$59.00	\$118.00
USB Footpedal	BIS-FP	1	\$109.00	\$109.00
Setup, Installation and Training	SIT	1	\$1,350.00	\$1,350.00
Initial DCR Maintenance for First Year of Service on above purchased equipment. (Contract to be issued upon installation)	NMNT-DCR	1	\$667.00	\$667.00
Annual DCR Software Assurance (First year provided at NO CHARGE, billed at \$250/yr per system thereafter)	DCR-SAS-NC	1	\$0.00	\$0.00

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		Sales Tax Rate	0%
		Total (Excluding Sales Tax)	\$6,466.00



Minimum Specifications for BIS Digital Recording PC Systems

2/4 Channel Audio Only (Desktop)

- 1 GB RAM (For Microsoft XP) / 2 GB (For Windows Vista)
- 120 GB Hard Drive / 8 MB Cache / 7200 RPM
- CD Writer
- 3.0 GHz Intel Pentium 4 / 800 MHz FSB (**Not AMD or Atom / Nano Processors**)
- Ethernet RJ-45 Network Interface
- AGP 8x or PCI-Express 128MB Video Display Card
- USB 2.0 Ports
- Windows XP Professional or Vista For Business Operating System
- Roxio Easy CD Creator 8 (Not Necessary with Windows Vista for Business)

4/8 Channel Audio or Audio and Video (Desktop)

- 1 GB RAM (For Microsoft XP) / 2 GB (For Windows Vista)
- 160 GB Hard Drive / 8 MB Cache / 7200 RPM
- CD Writer (For Audio) or DVD Writer (For Video)
- 3.0 GHz Intel Pentium 4 / 800 MHz FSB (**Not AMD or Atom / Nano Processors**)
- Ethernet RJ-45 Network Interface
- AGP 8x or PCI-Express 128MB Video Display Card
- USB 2.0 Port (x2)
- Windows XP Professional Operating System or Vista For Business Operating System
- Roxio Easy CD Creator 8 (Not Necessary with Windows Vista for Business)
- PCI Slot (For 8ch. systems only)

2/4 Channel Audio Only (Portable)

- 1 GB RAM (For Microsoft XP) / 2 GB (For Windows Vista)
- 80 GB Hard Drive / 8 MB Cache / 7200 RPM
- CD Writer
- 2.8 GHz Intel Pentium 4 / 800 MHz FSB (**Not AMD or Atom / Nano Processors**)
- Ethernet RJ-45 Network Interfaces
- USB 2.0 Ports
- Windows XP Professional Operating System or Vista For Business Operating System
- Roxio Easy CD Creator 8 (Not Necessary with Windows Vista for Business)

4/8 Channel Audio or Audio and Video (Portable)

- 1 GB RAM
- 120 GB Hard Drive / 8 MB Cache / 7200 RPM
- CD Writer (For Audio) or DVD Writer (For Video)
- 2.8 GHz Intel Pentium 4 / 800 MHz FSB (**Not AMD or Atom / Nano Processors**)
- Ethernet RJ-45 Network Interfaces
- USB 2.0 Ports
- PCMCIA Slot (For 8ch. systems only)
- Windows XP Professional Operating System or Vista For Business Operating System
- Roxio Easy CD Creator 8 (Not Necessary with Windows Vista for Business)

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DCR2 Additional Requirements (For HTML and/or PDF Export Functionality Only)

- 1 GB RAM
- 120 GB Hard Drive / 8 MB Cache / 7200 RPM
- 2.4 Ghz Pentium 4
- Microsoft Windows Server 2003
- Media Services
- IIS 6.0
- Public IP Address

All specifications are subject to change without notice. All computers sourced from third parties must first be approved by BIS Digital prior to purchase



BISDIGITAL



PRODUCT SHEET

THE PERFECT RECORD FOR EVERY MEETING



IS A DIGITAL, AUDIO/VIDEO RECORDING SYSTEM USED TO DOCUMENT THE PROCEEDINGS OF MEETINGS. THE SYSTEM IS IDEALLY SUITED FOR COUNTY COMMISSION, CITY COUNCIL, SCHOOL BOARD, AND ANY OTHER TYPE OF MEETING THAT REQUIRES THE RECORDING OF MINUTES AND/OR THE ABILITY TO CAPTURE A RECORD.

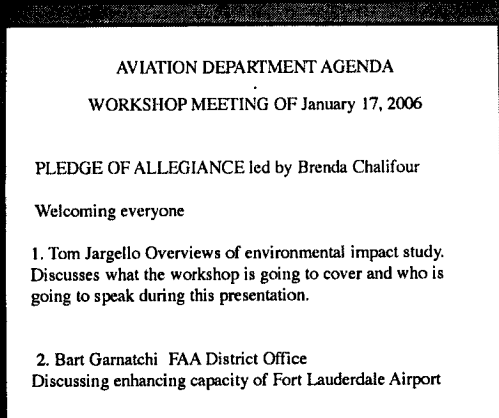
DUAL INTEGRATION FROM WORD TO WEB AS EASY AS

1 - 2 - 3

#1

LOAD

Pre-Prepared Microsoft Word Meeting Agenda into



12:30
05:20
9:36

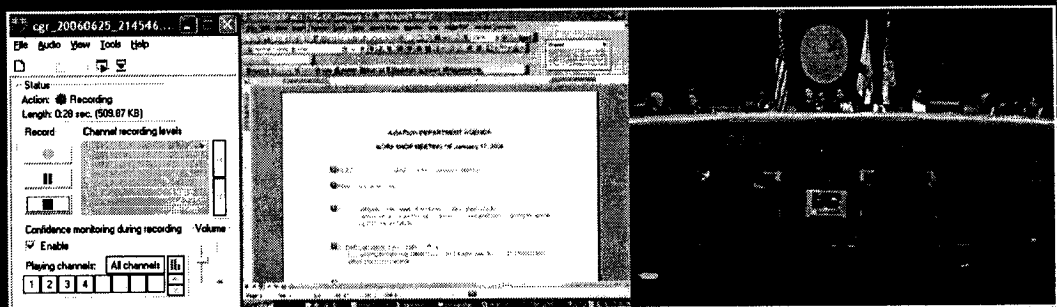
#2

RECORD

"Live Meeting" with



Audio. Notes. Video • DCR2 8 Channel Screen Shot



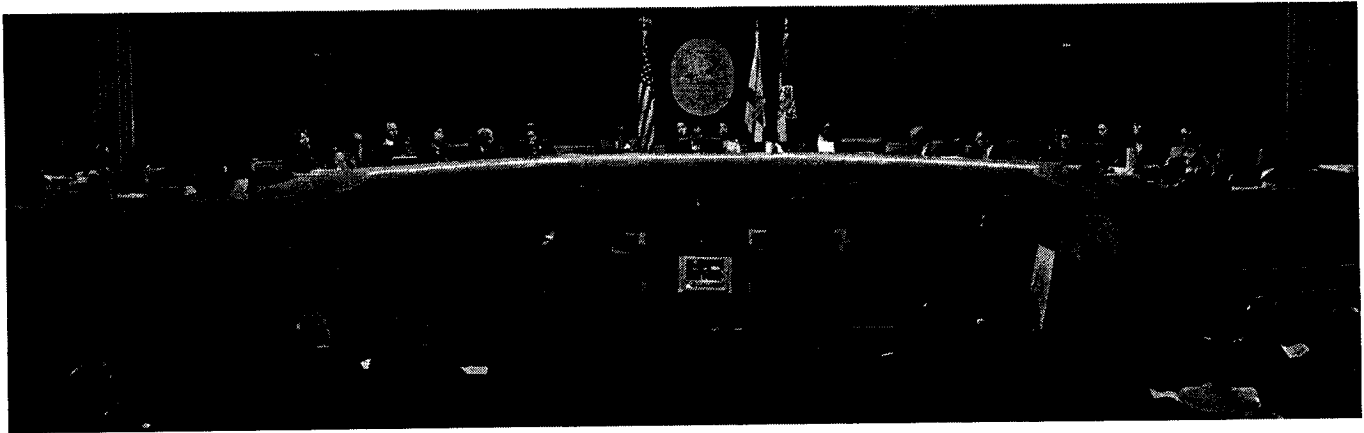
#3

POST

Meeting Agenda with Embedded Audio/Video on Your Website for Public Review

www.bisdigital.com • Phone: 800-834-7674



BIS DIGITAL, INC., 1350 NE 56TH STREET, SUITE 300, FORT LAUDERDALE, FL 33334



FEATURES

- Ability to post meeting minutes immediately on the web
- Ability to link minutes to audio/video for Instant review
- Ability to link agendas to audio/video
- Playback over Web using Microsoft Media Player Software
- Ability to listen to a recording as it is being made
- Associates a sound file with a Microsoft Word document
- Interfaces (i.e. Microsoft Word) to include a roll call, vote results, and motions
- Identifies global participants for your meetings
- Channel names can be assigned and used in place of channel numbers
- Audio level meters show the level of a recording being made
- Synchronizes time between your PC and a digital display clock
- Output to Public Address system for public playback
- Automatically creates back up copy in separate locations and records onto local discs, network disks, and DVDs
- Jump-to-time feature during playback also allows easy navigation within a file
- Playback of recordings in both WAV and ASIO modes
- Listen to any combination of individual channels during play back
- Preserve tone automatically during high-speed playbacks
- Low or no audio recording alarms
- Audible & visual notification for a paused recording
- Fully searchable, with key word, name or item number
- Can be archived both on-line or off-line
- Supports up to 32-channels of recording
- Supports video recording
- Retains the last position in a file when it is closed and restores it when re-opening

HIGHLIGHTS

-  and  are currently installed in over 1,000 customer locations
- Multiple Channels Allow Every Voice to be Heard
- Better Sound Quality with Sound Enhancement Software
- Reduces Costs by Eliminating Duplication of Labor in Agenda/Minute Preparation
- Improves Service to Public by Providing Instant Web Access to Audio/Video Requests

ABOUT BIS

For the past 25 years, BIS has been providing clients with cutting edge recording solutions while maintaining the highest standards of excellence, customer service and support. The ability to integrate computers, networks, microphones, mixers, public address systems, hearing impaired devices with digital recording software and operating system applications makes BIS unique. We provide a total turnkey solution based upon the needs of our users that include planning, installing, training with on-going support and service. We have a solid reputation for fast reliable service and a knowledgeable sales staff. Our service department is available 24 hours a day, seven days a week for remote online support as well as on-site emergency service.



References

City of Miami Springs- City Clerk Ms. Magali Valls (305) 805-5006

City of Miami Beach- Liliam Hatfield (305) 673-7550 x6592

City of Hialeah Gardens – Marcos Piloto- (305) 558-4114 Ext. 213

City of West Palm Beach City Clerks Office – Blanne Kauthen- **city clerk**- (561) 822-1205

City of Coral Gables - **Walter Foeman** – City Clerk - (305) 460-5207

City of Fort Lauderdale City Clerks Office- City Clerk - Jonda Joseph (954) 828-5006

Franklin County – Michael Moron - (850) 653-8861 x100

Leon County – Dionte Gavin (850) 577-4044

Wakulla County - Brent Thurmand 850) 926-0905

Holmes County- Sherry Fitzpatrick Deputy Clerk (850) 547-1119

City of Jacksonville Beach- City Clerk Judy Bullock (904) 247-6299

Hillsborough County BOCC - **Gail Letzring** - Manager, BOCC Records- (813) 276-2029 x4552

City of Davenport- Amy Conner (863) 419-3300

City of Eustis- City Clerk Judy Roberts (352) 483-5440

City of Clermont- (352) 241-7332 Tracy Ackroyd

City of Deland- Julie Hennessy- 386.740.5730

City of Coral Springs - **Peter Richardson** – **City Clerk** - (954) 344-1065

City of Cape Canaveral – City Clerk- Susan Stills- 321.868.1220

City of Satellite Beach- City Clerk- Barbara Boyens- 321.773.4407

City of Vero – City Clerk Tammy Vock - (772) 978-4700

City of Flagler Beach- Angie Apperson City Clerk – 386.517.2000 X. 233

City of Sebastian- City Clerk Sally Maio - (772) 388-8214

Broward County BOCC- Ann Richards – Assistant Director- 954.357.5525

16th Judicial Circuit (Monroe County Key West) Gerald Land- (305) 292-3588 *PA order *

City of Dania Beach - **Louise Stilson** – City Clerk - (954) 924-3622 *PA order*

City of Palatka- City Clerk Betsy Driggers (386) 329-0100

Clay County BOCC- **Brenda John** – (904) 284-6388

Green Cove Springs Margie Robertson (904) 529-2200 x 31

City of Avon Park – Sara Adelt City Clerk- (863) 452-4403

Broward County BOCC- Carl Zenar (954) 468-3570 & VAB- Madeline Garcia (954) 357-5961

Monroe County School Board – Sally Smith -305.293.1400

Broward County BOCC- Ann Richards – Assistant Director- 954.357.5525

Manatee County BOCC- **Susan Romine** - (941) 749-1800

Marion County BOCC- Jack Suess - Chief Deputy - 352.620 3904

Pinellas County BOCC – **Phyliss Glass** - (727) 464-6196

Pasco County BOCC and VAB - **Connie Schroeder** - (352) 521-4345

Hernando BOCC - **Jenine Wimer** – (352) 540-6208

Nassau County BOCC - **John Crawford** - (904) 548-4600