AI Knowledge Assistant Proposal

Prepared for Cooper City, Florida

As of October 4, 2025

Madison AI

AI knowledge assistants for government staff to complete requests in minutes, not hours.

www.MadisonAI.com

Madison AI
527 Lander Street
Reno, NV 89509
hello@madisonai.com
October 4, 2025

To: Alex Rey and Jennifer McMahon
Cooper City, FL
9090 SW 50th Street
Cooper City, FL 33328

Dear Alex and Jennifer,

We're excited to share this proposal as the next step in exploring how Madison AI can support the City of Cooper City, Florida.

Over the past few months, it has been a true pleasure working with you. We deeply appreciate the thoughtful feedback and collaboration you've shared along the way. Your insights have been invaluable in helping shape Madison AI into the platform it is today.

This proposal focuses on two key areas where we believe Madison AI can deliver immediate impact: **research and analysis**, and **staff report generation**.

We understand how time-consuming it can be to search through historical documents and recreate context for new initiatives. Madison AI simplifies this by quickly identifying and surfacing relevant past work, helping your team reduce time spent on repetitive research and enabling faster, more informed decision-making.

Additionally, staff reports often demand extensive background work and multiple rounds of drafting. Madison AI accelerates this process by generating high-quality, consistent first drafts, giving your team a strong starting point and allowing more time for fine-tuning and strategic thinking.

Madison AI is designed to alleviate repetitive, time-consuming tasks so your team can stay focused on delivering great service to the Cooper City community. We are dedicated to helping local governments save hundreds of staff hours monthly, freeing up capacity to spend more time on citizen-facing priorities.

Thank you for the opportunity to explore this with you.

All the best,

Kendal Ferris
Sales Manager @Madison AI
www.madisonai.com

M

Cooper City AI – Bundle pricing

Selected	Models	Annual Fee
☒	**Internal Administration & Management**	**$25,000**
☒	**Procurement & Contracts**	**$25,000**
☒	**Elected Officials**	**$10,000**
	Total Price	**$60,000**

What's Included in Each Model

From day one, Cooper City AI is designed to speak your language, understand your documents, and support your staff with fast, accurate answers. We don't just set it up and disappear. **We're your partner every step of the way. Every application includes setup, data acquisition, annual use, and a dedicated senior export to guide your implementation.**

Complete Application Set up and Data Acquisition – 60 Days to Completion

A dedicated, senior expert in AI deployments in local government will lead the entire process to:

- Scope the required data to build Cooper City AI for the model's use case (Internal admin, development services division, budget and procurement, or others).

- Set up the required integrations and data lakes for initial data acquisition and weekly ongoing updates to the Cooper City AI's index. (See integrations supported out-of-the-box)

- Build the Cooper City AI vector database and index. Install the Madison AI RAG and databases into a custom application.

- Set up the included library of 30+ pre-built agents and workflows. (E.g., Code lookup, voting history lookup, minute drafts)

- Build up to three templated, custom reports against a workflow. (E.g., Staff reports, resolutions, ordinances, zoning verification letters).

- **Custom workflows that require specific data sources and multistep outputs can be added for an additional fee.**

- Deploy the application, and conduct organization-wide training and follow-up training.

- Lead the entire deployment from start to finish.

- Set up monthly usage reporting and analytics.

Supported Data Integrations

- Granicus
- Civic Plus
- Escribe
- Laserfiche
- OnBase (On-prem and Cloud)
- SharePoint
- Municode
- Public Facing Website
- ESRI
- Accela
- Tyler Technologies
- Planet Bids

Create up to 2 additional integrations for apps not listed.

Annual Subscription and Usage

Your annual subscription includes unlimited staff access and usage for one full year. This includes:

- **A Growing AI Agent Library** for local government cases. We deploy new agents that benefit all of our customers as they are developed for no additional cost.

- **Secure hosting on Microsoft Azure,** built with government-grade data protection and compliance. Our infrastructure is hosted on Microsoft Azure, leveraging its robust security framework that includes encryption at rest and in transit, identity and access management, and continuous threat monitoring. Azure complies with a broad set of international and industry-specific standards, such as FedRAMP, HIPAA, ISO 27001, and SOC 2, ensuring enterprise-level and government-grade data protection.

- **Unlimited staff access** across your organization.

- **Ongoing support** for performance, reliability, and compliance.

- **Weekly auto-indexing of your data**, keeping the assistant up to date without extra effort.

- **A dedicated client success lead** who knows your data, needs, and guides implementation.

- **A real support team based in the United States—not a help desk bot**—ready to answer when you call.

The quoted price includes utilization costs based on a fixed fee, which reflects our best estimate of standard usage—up to 30,000 messages per month. Should actual usage consistently exceed this threshold, we may need to adjust utilization costs at your annual renewal. We will proactively review usage data with you 30 days prior to renewal to discuss any necessary changes. Our goal is to keep pricing straightforward, transparent, and free of hidden fees.

Terms and Conditions

MADISON AI TERMS of SERVICE https://madisonai.com/terms-and-conditions/

MADISON AI PRIVACY POLICY https://madisonai.com/privacy-policy/

Return on Investment

Based on Cooper City's current city staffing levels, information from your budgeting documents, and the use cases we discussed during our discovery call, here are the **estimated monthly time savings we expect you to see in full deployment with the Internal Administration & Management Madison AI Assistant.**

Using Madison AI for Research + Analysis

40	**4**	**.5**	**320**
Estimated # of Users	Searches/User/Week	Hours Saved/Search	Staff Hours Saved/Month

The assumptions used for the numbers above include deploying a Madison AI city-wide AI assistant to approximately 40 staff members inside the City Manager's Office, the Clerks, and Information Technology. **Madison AI does not charge per user, but this just reflects areas that may find this AI assistant most useful.** The approximate FTE count was sourced from Cooper City's 2024 adopted budget. From time studies with our clients, a Madison AI saves approximately 30 minutes of staff time on research, analysis, and synthesis per user search. Four searches per week is very conservative use. **The estimated total time saved per month on research and analysis is 320 hours.**

Using Madison AI for Council Meeting Staff Reports

5	**2**	**5.5**	**55**
Staff Reports/Meeting	Council Meetings/ Month	Hours Saved/Staff Report	Staff Hours Saved/Month

The assumptions above have been sourced from your agenda packets from January to September. Cooper City staff produced approximately five City Commission Staff Reports per meeting. Cooper City hosts two city council meetings every month. Madison AI's time studies with other clients have confirmed that our AI assistants save approximately 5-6 hours of staff time per report. **The estimated total monthly time savings on staff report production is 55 hours.**

Total Estimated Time Savings

93	**375**	**4,500**	**~6 Weeks**
Staff Hours/Week	Staff Hours/Month	Staff Hours Saved/Year	To Recoup Your Investment

At an average labor rate of $100 per hour, it will take approximately six week to recover your investment in Madison AI in saved staff time.

How could Cooper City redeploy 375 staff hours every month to better serve your community?

Implementation Timeline

Our goal is simple: get your AI assistant live, trained, and delivering full value within 60 days.

We take a hands-on, collaborative approach to implementation—aligning with your team, configuring the system to your data and priorities, and delivering a fully functioning assistant ready to support staff. With structured phases, fast iteration, and a dedicated success lead guiding each step, we move quickly without cutting corners.

Sample Deployment Schedule

Time	Activity	Responsibilities
Pre-Work	Identify and review your AI assistant's data sources, cadence for data ongoing updates, and document priority	Madison AI Lead
Day 1	**Kickoff Meeting** • Establish pilot team for early testing and feedback. • Review proposed data structure and refine from your feedback. • Identify the most important use cases for your AI assistants. • Identify and collect the requirements for your custom developed reports (eg, staff reports). • Identify preferred authentical method.	Madison AI Client Lead Pilot Team
Day 7	Approve authentication method (SSO) and select platform (Teams, SharePoint, etc.)	IT Manager
Day 7	Deploy Madison AI into your environment (Teams, Azure App, or SharePoint)	IT Manager
Day 7	**Milestone**: Build your AI assistant with your governments data set.	Madison AI Lead
Day 10	**Milestone: Pilot Team Training** Train pilot team to use the AI assistant effectively, explore use cases, and deploy Madison AI to the pilot team.	Madison AI Lead
Day 24	Collect pilot feedback and identify any needed refinements	Madison AI Lead
Day 25	Customize AI prompts to reflect staff language and workflows.	Madison AI Lead
Day 26	Configure and deploy initial outputs (e.g., staff reports).	Madison AI Lead
Day 30	**Milestone: Full Staff Training** Conduct full-staff training (1–2 sessions, recorded for ongoing reference)	Madison AI Lead
Day 40	Share utilization report and review early usage data.	Madison AI Lead
Day 60	**Milestone: 60 Check-In Meeting and Review** Host 60-day check-in to assess success, gather feedback, and plan next steps.	Madison AI Lead
Ongoing	**Ongoing Training As Needed**	