MEETING & AGENDA MANAGEMENT

Quote for Stevenson Washington
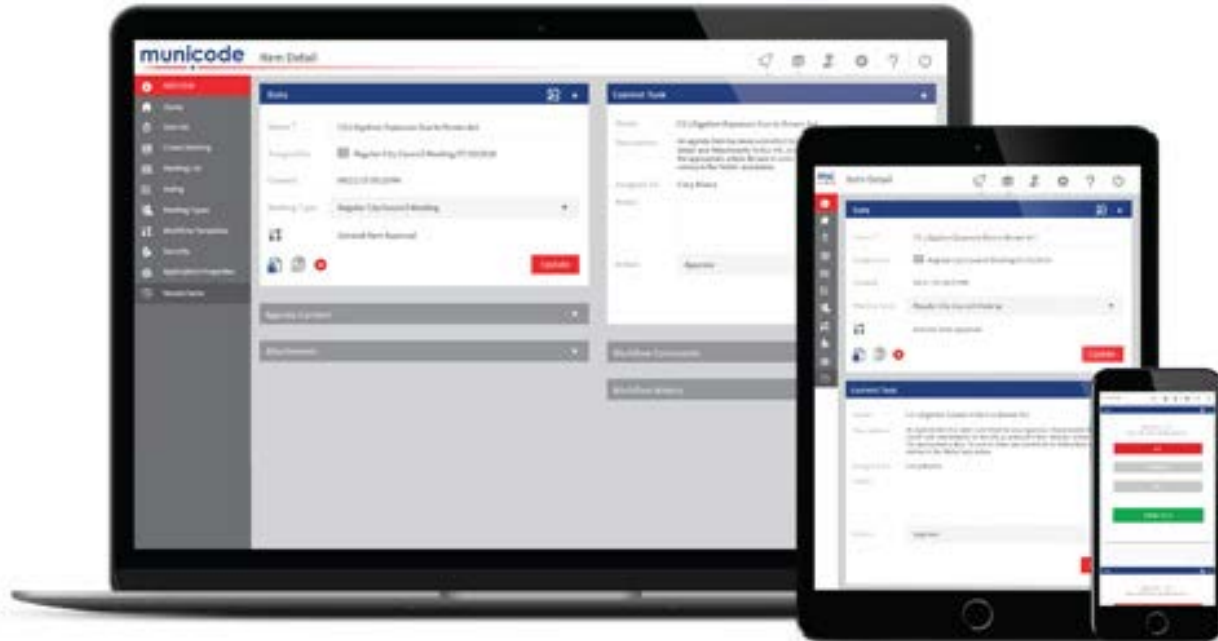
Leon Rogers

PO Box 2235 Tallahassee, FL 32316

850.692.7708 lrogers@municode.com

5/10/2018

Leana Johnson
7121 East Loop Road
Stevenson, Washington 098648

Dear Leana:

Thank you for the opportunity to present Stevenson with our quote for online meeting and agenda management services. Our Municode MEETINGS solution will streamline your process to create, approve and post meeting agendas and minutes.

Municode has developed a portfolio of online services that are tailored for local government agencies. We have worked with cities, towns, villages, counties and other local government agencies for over sixty-five years continually striving to make your job easier. When it comes to the meeting management process, our solution is simple and straight-forward.

We are also working on an exciting product roadmap to seamlessly integrate Municode MEETINGS with our suite of online municipal solutions. The more Municode products you have, the better the integration. In the not-too-distant-future, our Municode MEETINGS solution will integrate with Municode WEB. Meetings created in Municode MEETINGS will auto-post to your Municode WEB website calendar. This integration will also include unified search – your meeting agendas and minutes will be searchable directly from the website. We are investigating ways to mark ordinance agenda items as 'approved' within Municode MEETINGS and have them auto-scheduled for supplementation and publishing to your Municode NEXT Online Code of Ordinances.

We are thrilled at the opportunity to partner with Stevenson on such an important initiative.

Sincerely,

Brian Gilday

Brian Gilday

President, Municode WEB + MEETINGS

MEETING MANAGEMENT FEATURES

Base Features

- ✪ Unlimited Meetings
- ✪ Unlimited Meeting Agenda Templates
- ✪ Unlimited Users
- ✪ Meeting Storage for 10 years
- ✪ Create Meetings
- ✪ Submit/Add Agenda Items
- ✪ Attach agenda item files
- ✪ Create Agendas
- ✪ Create Agenda Packets
- ✪ Approve Items with Approval Workflow
- ✪ Create Meeting Minutes
- ✪ Automatically Publishing to the Web – Agenda, Agenda Packet, Minutes

- ✪ Self-service video time stamping – you can add timestamps of your meeting agenda items to your YouTube meeting videos
- ✪ Voting/Roll Call (coming soon)
- ✪ Integration with Municode Web website calendar (coming soon)
- ✪ 99.9% up-time guarantee, telephone support 8AM-8PM Eastern
- ✪ Email support with one-hour response time during working hours
- ✪ Emergency 24x7 support
- ✪ Up to 3 hours of webinar refresher training per year

SERVICE AND SUPPORT

🏆 Guaranteed Uptime
We will guarantee service uptime of 99.99%. In the event this service level is not met within a given month, you will receive a credit for that month's service.

🥊 24x7 Customer support:
We will provide you contact numbers to reach us 24x7x365 for catastrophic site issues. We will also be available from Monday to Friday 8AM-8PM EST via email and phone to handle routine questions from staff.

🔒 Security upgrades:
We will perform security upgrades and other optimizations during off-hours, typically between the hours of 12-3AM PST, if such work requires your meetings to be off-line. We will provide at least 14 days' notice for any non-emergency maintenance that requires down-time.

❤ Site Monitoring and Site Recovery:
Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after problems are detected.

municode

FEES

Annual Subscription   **$2,200 per year**

One-time Project Setup   **no charge**

- Configure Boards/Committees/Commissions
- Configure Meeting Agenda Templates
- Setup Users, Roles, and Permissions
- Conduct initial training – web teleconference

Additional Options

☐ On-site training $3,000 day 1, $1000 days 2+
☐ "Hands free" YouTube Video time stamping (up to 36 meetings) $1,800 per year

PAYMENT SCHEDULE

Year 1

- Sign contract $0
- Configure system – users, committees, templates, rules $0
- Conduct training (annual subscription begins) $2,200

                                                 Total $2,200

Years 2-5

- Yr2 = $2200, Yr3 = $2200, Yr4 = $2200, Yr5 = $2310

Years 6+

- Annual subscription increases in accordance with the prevailing consumer price index (CPI)