AGENDA MANAGEMENT APPLICATION

El Paso County Clerk and Recorder's Office

September 12, 2017

Selection process

- Request for proposal

- Selection committee

- Demonstration

- Finalization of vendor

Who is Provox?

Provox is a US company whose founder was previously a municipal clerk who knows agenda management challenges from personal experience. He desired to develop an electronic agenda management software and did so in 1989.

- Since 1991 Provox has installed their system in more than 950 locations worldwide

- Provox has experience with the replacement and data conversion of existing solutions and has an experienced project team

- Provox has installed and implemented the Agenda.NET application in cities of similar size and structure as El Paso County in a four to six week time frame

About the application

- The County will get a comprehensive out-of-the-box agenda and meeting management system based on the latest Microsoft.NET technology (4.X)
- The solution provides streamlining of the entire process for the Clerk from submission of agenda requests to creating the agenda packages, creating minutes and web publishing.
- Built in workflow allows electronic review and approval of agenda items
- Publishing to the web is done with one click through the solution rather than through a series of steps presently used
- Large documents, attachments and complete agenda packages can be easily and quickly created and stored without limitations on the transfer volume and the internet speed

About the application (continued)

- The solution integrates with existing Microsoft Office Suite, so users find a familiar environment and can use all Microsoft Word functions and features

- Users can make annotations in their personal agenda packages using standard PDF readers. The packages and notes will be available at any time, even if an internet connection is not available. The agenda packages will be searchable, making finding a particular item fast and easy.

- It will offer the Commissioners a powerful and secure private and password protected workspace and the citizens a transparent and easy–to-use internet information portal

- The County will have the ability to integrate Audio and Video Streaming, electronic voting, mobile devices, document management and GIS

- Agenda packages can be easily downloaded to any mobile device

About the application (continued)

- Not only can the BOCC use the solution, but other committees, commissions and boards can use it without an additional license fee
- The application offers an electronic forum for citizen feedback and participation
- All created documents are ADA compliant
- Paperless agenda management will save the County time and money

- References checked through Contracts and Procurement were extremely positive