

**RFP-2011.007 Meeting Management Software Solution
Question and Answer Document**

1. Does the Island Trust have a preference for a hosted (remote web based) solution or a system that is located in your Victoria Office located on your server Farm?

Answer – no preference

2. With respect to your server environment in the Victoria office:

a. Is the environment virtualized, if so, which Virtual Server technology have you deployed

Answer – Yes, our server environment is fully Virtualized using VMWARE VSphere version 4.1

b. Are there other servers deployed beyond those listed in Appendix K

Answer – Yes, this is a functional map not a Server Listing – No Specific Virtual Servers are listed.

c. Are you running Microsoft SharePoint Foundation Service or MicroSoft Office SharePoint Services (MOSS)? If so, what versions?

Answer – No, not at this time.

d. Do you have an SQLServer instantiation and if so what version is it?

Answer – Yes – SQLServer 2005

3. Will your website be hosted on your infrastructure in the Victoria Office?

Answer - Currently the website is hosted on our server in our Victoria office

4. Please provide a description of how the site administrators will submit updates through the Umbraco content management system? For example, are documents going to be uploaded to a folder or published in some other way?

Answer – We do not know at this time. The new website is still in development and staff training is scheduled for February 9th.

5. Is your web and any documents now upon it presently hosted or is it located in your server environment

Answer – please see response to Question 3

6. How do the minute takers currently record their minutes? Handwriting?

Shorthand? Keyed into a laptop?

Answer - Minute takers use all three methods you describe depending on the individual minute taker

7. With respect to your current SAN, can you describe how it is backed up and where copies are retained?

Answer – We have a HP Autoloader DLT backup unit which performs daily, weekly and monthly backups. We currently keep on week (most recent) off Site in a secure location, with all other tapes stored securely within the Islands Trust office.

8. Who currently manages your IT infrastructure in general? Internal or external staff? If internal, how many?

Answer - internal – 1 staff person

9. How are documents presently scanned in your organization? What equipment is available for scanning? Is this equipment satisfactory?

Answer – We have three multifunction copier units with Scan to Email configured within the Victoria office and one each in the Salt Spring Island and Gabriola Island offices.. If required we have an OCR drop box which converts the scanned image to text legible PDF copies. At this time this appears to be satisfactory.

10. Are you presently recording video or audio of your board meetings. If yes, what infrastructure is used for this purpose and where are is the resulting media stored? If not, are you planning to and when?

We are piloting the recording of video on Salt Spring Island for our next three Local Trust Committee meetings under contract. It will be stored for public viewing off-site with a copy retained for archive on our server.