



Islands Trust

Request for Proposals MEETING MANAGEMENT SOFTWARE SOLUTION

Request for Proposals Number: RFP-2011.007 Issue date: January 20, 2012

Closing Time: Proposal must be received before 4:00 p.m. Pacific Time on February 7, 2012

THE ISLANDS TRUST CONTACT PERSON: All enquiries from proponents that are related to this Request for Proposals, including any requests for information and clarification, are to be directed, **in writing only**, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the option of the Islands Trust. Proponents may e-mail enquiries until February 2, 2012 at 12:00 noon to:

David Marlor
Islands Trust
Director, Local Planning Services
Email: dmarlor@islandstrust.bc.ca

Proposals must not be sent by facsimile or email. Proposals are to be submitted to the closing location as follows:

Clearly marked as RFP-2011.007 and contain **ONE** hardcopy and **ONE** electronic PDF copy on CD, DVD or flash drive. Proposals must be delivered by hand, mail or courier to:

RFP-2011.007
Islands Trust
Suite 200 – 1627 Fort Street
Victoria, BC
V8R 1H8
Attention: David Marlor

PROPONENT SECTION:

For **hard-copy proposals**, a person authorized to sign on behalf of the Proponent **must** complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the originally-signed and completed page with the first copy of the proposal.

The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

<i>Signature of Authorized Representative:</i>	Legal Name of Proponent (and Doing Business As Name, if applicable):
<i>Printed Name of Authorized Representative:</i>	<i>Address of Proponent:</i>
<i>Title:</i>	
<i>Date:</i>	<i>Authorized Representative phone, fax or email address (if available):</i>

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Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) "Contract" means the written agreement resulting from this Request for Proposals executed by the Islands Trust and the Contractor;
- b) "Contractor" means the successful Proponent to this Request for Proposals who enters into a written Contract with the Islands Trust;
- c) "must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- d) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- e) "Request for Proposals" or "RFP" means the process described in this document; and
- f) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.
- g) "Islands Trust" means corporate bodies created under the Islands Trust Act

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the Islands Trust. Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

3 Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time.

Hard-copies of late proposals will not be accepted and will be returned to the Proponent. Electronic proposals that are received late will be marked late and will not be considered or evaluated.

In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

4. Eligibility

- a) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Islands Trust opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult the Islands Trust prior to submitting a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

5. Evaluation

Evaluation of proposals will be by a committee formed by the Islands Trust and may include employees and contractors of The Islands Trust. All personnel will be bound by the same standards of confidentiality. The Islands Trust's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

6. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent the Islands Trust may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

7. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the Islands Trust.

8. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

9. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Islands Trust for purposes of clarification.

10. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Islands Trust, if any. If the Islands Trust elects to reject all proposals, the Islands Trust will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

11. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

12. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

13. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

14. Currency and Taxes

Prices quoted are to be:

- a) in Canadian dollars;
- b) inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and
- c) exclusive of Harmonized Sales Tax (HST)

15. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

16. Sub-Contracting

- a) Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.
- b) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Islands Trust's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the Islands Trust prior to submitting a proposal.
- c) Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the Islands Trust.

17. Acceptance of Proposals

- a) This Request for Proposals should not be construed as an agreement to purchase goods or services. The Islands Trust is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Islands Trust will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

18. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

19. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Islands Trust.

20. Liability for Errors

While the Islands Trust has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Islands Trust, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming

their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

21. Modification of Terms

The Islands Trust reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

22. Ownership of Proposals

All proposals submitted to the Islands Trust become the property of the Islands Trust. They will be received and held in confidence by the Islands Trust, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

23. Use of Request for Proposals

Any portion of this document, or any information supplied by the Islands Trust in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information supplied by the Islands Trust in relation to this Request for Proposals.

24. Reciprocity

The Islands Trust may consider and evaluate any proposals from other jurisdictions on the same basis that the Islands Trust purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

25. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Islands Trust, including the evaluation committee and any elected officials of the Islands Trust, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the Islands Trust.

26. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the Islands Trust with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Islands Trust.. Such written consents are to specify that the personal information may be forwarded to the Islands Trust for the purposes of responding to this RFP and use by the Islands Trust for the purposes set out in the RFP. The Islands Trust may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Islands Trust.

27. Confidentiality of Information

This RFP is the property of the Islands Trust and is not to be copied or distributed without prior approval of The Island Trust. Any information acquired about the Islands Trust by a proponent during this process must not be disclosed unless authorized by the Island Trust, and this obligation will survive the termination of this RFP process. The awarding of any contract or reaching of any agreement will not permit any proponent to advertise a relationship with The Island Trust without The Island Trusts' prior authorization.

There are three offices located in Victoria, Salt Spring Island and Gabriola Island, with more than 50 staff.

The Islands Trust Website is located at: <http://www.islandstrust.bc.ca/>

1.2. The Islands Trust Fund

The *Islands Trust Act* also created the Islands Trust Fund as a land trust to carry out the object of the Islands Trust in the Gulf and Howe Sound Islands. The Islands Trust Fund is governed by the Islands Trust Fund Board, which is a separate legal entity from Trust Council. Currently focused on the preservation of significant natural areas, the Islands Trust Fund carries out the object of the Islands Trust through fundraising, conservation planning and protection of tracts of land as nature reserves or with conservation covenants. It currently owns 20 properties and holds conservation covenants on 60 properties. The Islands Trust Fund also provides community education and outreach directly to landowners and through collaboration with conservation partners.

Note: All references to “The Islands Trust” in this RFP document applies to both the Islands Trust and the Islands Trust Fund, except where specified.

The Islands Trust Fund Website is located at: <http://www.islandstrustfund.bc.ca/>

1.3. Legislation

The following legislations apply to the Islands Trust and the Islands Trust Fund and contain requirements that are applicable to the deliverables of a meeting management solution:

- Islands Trust Act – located at: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96239_01
- Local Government Act - located at: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96323_00
- Community Charter – located at: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/03026_00

2. Project Overview

2.1. Project Goals and Objectives

The Islands Trust is seeking proposals from proponents for the supply, installation, delivery of user training, hosting, and on-going maintenance and support of a meeting management software solution.

The meeting management software solution the Islands Trust is seeking would provide the following:

- simplify and automate all aspects of the meeting process for all Islands Trust meeting bodies;
- flexibility to allow for the different approval streams and decision making processes. As well as satisfy the varying meeting requirements for different bodies;
- handle all aspects of the meeting process including agenda preparation, agenda approval, agenda production, meeting recording, notification to staff regarding follow-up actions required and all relevant web-posting steps;
- agendas in an accessible format for review and downloading by trustees and staff during their meetings;
- flexibility to accommodate meetings in locations that may not have internet connection or that may not have a reliable power supply;
- allow for addition of new and emerging technology and electronic features such as audio and/or video recordings of the meetings tied to the minutes;
- a seamless interface with our website for a user friendly and easily searchable public database of all agendas, documents, and minutes.

Proponents should be aware that we are currently redesigning our website. The redesigned site is currently scheduled to be launched in February, 2012.

2.2. Summary of current meeting management situation

The Islands Trust organisation, on average, holds 196 meetings per year. These meetings are held by the following bodies:

Trust Council:

Trust Council consists of 26 trustees who meet four times per year; each meeting is held over three consecutive days. Meeting are held in different locations using rented venues on the Gulf Islands and as such, the technical support capacity varies greatly from meeting to meeting.

Executive Committee:

The Executive Committee consists of four trustees who meet 24 times per year; each meeting is from a half to a full day. Meeting locations are generally held in the Islands Trust Victoria office in Victoria, but some meetings are held at on island venues in conjunction with Trust Council meetings. In addition, the Executive Committee meets on average twice a year acting as a Local Trust Committee for a small group of islands.

Local Planning Committee:

Local Planning Committee is an advisory committee to Trust Council. The Local Planning Committee consists of a subset of Trust Council, with the number of members varying by term, who meet four times per year. All meetings are normally held in a location best suited to travel needs of members.

Financial Planning Committee:

Financial Planning Committee is an advisory committee to Trust Council. The Financial Planning Committee consists of a subset of Trust Council, with the number of members varying by term, who meet seven times per year. Each meeting is between two to four hours. All meetings are normally held in the Islands Trust Victoria office.

Trust Programs Committee:

Trust Programs Committee is an advisory committee to Trust Council. The Trust Programs Committee consists of a subset of Trust Council, with the number of members varying by term, who meet four times per year. Each meeting is between two to four hours. All meetings are normally held in a location best suited to travel needs of members.

Local Trust Committees:

There are 12 local trust committees each with three members, which hold between two and 19 regular business meetings each per year, plus several Community Information Meetings and Public Hearings. Meetings are between two to four hours. In total, all local trust committees held 145 meetings in 2011. Meeting locations are held in rented venues on the relevant islands with varying technical support capacity.

Trust Fund Board:

The Trust Fund Board consists of six members, who meet between 5 and 8 times per year. Each meeting is between four and five hours. Meeting location is usually Victoria.

Resolutions-without-Meeting:

Under Section 26 of the *Islands Trust Act*, some Trust bodies have the ability to pass certain resolutions without a meeting. While these resolutions are not conducted in a meeting, we have a need to record them.

The responsibility for managing the meetings belongs ultimately to the relevant departmental directors; functional operation of agenda preparation and meeting follow-up has been assigned as follows:

- **Executive Coordinator** – responsible for Trust Council and Executive Committee agenda preparation, minute taking and transmitting work flow follow-up.
- **Administrative Assistant** – responsible for Local Planning Committee agenda preparation, minute taking and transmitting work flow follow-up.
- **Finance Officer** - responsible for Financial Planning Committee agenda preparation, minute taking and transmitting work flow follow-up.
- **Policy Analyst** - responsible for Trust Programs Committee agenda preparation, minute taking and transmitting work flow follow-up.
- **Planning Secretary (Victoria Office)** – responsible for five Local Trust Committees and the Executive Committee Acting as a Local Trust Committee agenda preparation, minute taking and transmitting work flow follow-up.
- **Planning Secretary (Salt Spring Office)** - responsible for one Local Trust Committee agenda preparation, minute taking and transmitting work flow follow-up.
- **Planning Secretary (Northern Office)** - responsible for six Local Trust Committees agenda preparation, minute taking and transmitting work flow follow-up.
- **Trust Fund Secretary** – responsible for Trust Fund Board agenda preparation, minute taking and transmitting work flow follow-up.

Our current method of managing agendas, minutes and records is largely manual. The current process is not very user friendly and uses inconsistent methods of submitting, recording and retrieving information. The section below provides information about each of the bodies and their current processes that we would like to simplify using a meeting management solution.

1. Trust Council Meeting Process

o Agendas

Each unit in the Islands Trust provides the Executive Coordinator with copies of reports and information. These documents are often copied into an Agenda folder. Where a decision is required, they complete a “Request for Decision” form (Appendix A). If they are providing an update or status report, they complete a “Briefing Note” form (Appendix B).

All Trust Council agenda items are routed through the Executive Committee for approval to be placed on the agenda. Most Trust Council business items come from one of the three sub-committees (Financial Planning Committee, Local Planning Committee, and Trust Programs Committee) and as such, Request for Decisions and Briefing Notes are routed through one or more of those committees.

Trust Council agendas include delegations from the public. Trust Council also sets aside time for a “town hall” session; this is an “open mike” session to allow people to address Trust Council on anything of interest.

Trust Council agendas include correspondence received from the public asking Council for a decision or to provide information. Trust Council agendas include standing reports from various departments.

Draft agendas are created by the Executive Coordinator based on the documents provided and the final agenda is reviewed and approved by the Executive Committee. Once reviewed and approved, the agenda is compiled and sent out for printing and distribution by mail to all 26 trustees and relevant staff, and posted in PDF form to our website for the public to view or download. In-camera (confidential and closed to the public) agendas are not published, but are only provided to specific internal staff and Trust Council during the in-camera meeting.

Trust Council agendas are filed in a paper format. Electronic versions are maintained in the Agenda File on the Islands Trust server and the public PDF version is kept on-line for a period of three years.

o Trust Council Minutes

Minutes are prepared manually (cut and paste) from the prepared agenda. All resolutions, meeting discussion and Trust Council questions from delegations are recorded using a laptop and word processing software.

The minutes are circulated to the Executive Committee in draft form by email for edits. A paper copy is filed in the filing system. Minutes are placed on the next Trust Council agenda for adoption..

- **Trust Council Correspondence**
Public correspondence received by email is incorporated into the PDF agenda; public correspondence received by mail is scanned into the PDF agenda. Decisions of Trust Council are transmitted to the appropriate party usually by formal letter.
- **Trust Council Tracking System (Follow-Up Action)**
A follow-up Action list, prepared using word processing software is maintained and distributed to relevant staff. A copy is attached to future meeting agendas as a standing item. The minutes and Follow-up Action List (Appendix C) are not linked, but are two separate documents.

2. Executive Committee Meeting Process

- **Agendas**
Each unit in the Islands Trust provides the Executive Coordinator with copies of reports and information that need to be reviewed by the Executive Committee. These documents are often copied into an Agenda folder. Where a decision is required, they complete a “Request for Decision” form (Appendix A). If they are providing an update or status report, they complete a “Briefing Note” form (Appendix B).
Executive Committee agendas include correspondence received from the public asking Council for a decision or to provide information. Executive Committee agendas include bylaws from local trust committees and Bowen Municipality for approval. Department staff complete checklists and template submission forms (Appendix D) and submit them along with a copy of the bylaw to the Executive Coordinator. Executive Committee agendas include standing reports from directors.

Draft agendas are created by the Executive Coordinator based on the documents provided and the final agenda is reviewed and approved by the Chief Administrative Officer (Chair of the Islands Trust Council). Once reviewed and approved, the agenda is compiled into a PDF document and distributed by email to the four Executive Members and relevant staff. At present, Executive Committee agendas are not posted to the website. In camera agendas are not published, but are provided to specific internal staff and Executive Committee during the in-camera meeting.

Executive Committee agendas are filed in a paper format. Electronic versions are maintained in the Agenda File on the Islands Trust server.

- **Executive Committee Minutes**
Minutes are prepared manually (cut and paste) from the prepared agenda. All resolutions, meeting discussion and Executive Committee questions from delegations (if any) are recorded using a laptop and word processing software.

The minutes are circulated in draft form by email for edits. A paper copy is filed in the filing system. Minutes are placed on the next agenda for adoption.

- **Executive Committee Correspondence**
Public correspondence received by email is incorporated into the PDF agenda; public correspondence received by mail is scanned into the PDF agenda.

Responses by the Executive Committee to correspondence are transmitted to the appropriate party by email or by letter, depending on the circumstance or direction of the Executive Committee.

- **Executive Committee Tracking System (Follow-Up Action)**

A Follow-up Action list, prepared using word processing software, is maintained and distributed to relevant staff. A copy is attached to future meeting agendas as a standing item. The minutes and Follow-up Action List (Appendix E) are not linked, but are two separate documents.

3. Local Planning Committee Meeting Process

- **Agendas**

The Director of Local Planning Services solicits agenda items from staff delegated to undertake work for the Local Planning Committee. The Director provides the Administrative Assistant with email links to files on the server for reports and information that is to be on the agenda. Where a decision is required, the Director or designated staff member completes a "Request for Decision" form (Appendix A). If they are providing an update or status report, they complete a "Briefing Note" form (Appendix B). Often, these reports are being routed through the Local Planning Committee to Trust Council. As such, Local Planning Committee may request edits to the documents before forwarding to Trust Council.

Because it is an advisory committee to Trust Council, Local Planning Committee rarely receives correspondence from the public. Local Planning Committee agendas are restricted to items referred to it by Trust Council. Local Planning Committee agendas include standing reports from the Director of Local Planning Services.

Draft agendas are created by the Administrative Assistant based on the documents provided and the final agenda is reviewed and approved by the Director of Local Planning Services and the Chair of the Local Planning Committee. Once reviewed and approved, the agenda is compiled into a PDF document, distributed by email to the Local Planning Committee Members and relevant staff. At present, Local Planning Committee agendas are not posted to the website. In camera agendas are not common for Local Planning Committee; but when they are required; the in-camera agendas are not published to the website, but are provided to specific internal staff and Local Planning Committee during the in-camera meeting.

Local Planning Committee agendas are filed in a paper format. Electronic versions are maintained in the Agenda File on the Islands Trust server.

- **Local Planning Committee Minutes**

Minutes are prepared manually (cut and paste) from the prepared agenda. All resolutions and meeting discussions are recorded using a laptop and word processing software.

The minutes are circulated in draft form by email to the Director and Chair for edits. Minutes are placed on the next agenda for adoption. A paper copy is filed in the filing system and a PDF of the adopted minutes is posted to the website.

Local Planning Committee Correspondence

The Local Planning Committee does not normally receive correspondence from the public.

- **Local Planning Committee Tracking System (Follow-Up Action)**

A Follow-up Action list, prepared using spread sheet software, is maintained and distributed to relevant staff. A copy is attached to future meeting agendas as a standing item. The minutes and Follow-up Action List (Appendix F) are not linked, but are two separate documents.

4. Financial Planning Committee Meeting Process

- **Agendas**

The Director of Administrative Services solicits agenda items from staff delegated to undertake work for the Financial Planning Committee. The Director provides the Finance Officer copies of documents to be placed on the agenda (by email links to files on the server for reports and information that is to be on the agenda). Where a decision is required, the Director or designated staff completes a “Request for Decision” form (Appendix A). If they are providing an update or status report, they complete a “Briefing Note” form (Appendix B). Often, these reports are being routed through the Financial Planning Committee to Trust Council. As such, Financial Planning Committee may request edits to the documents before forwarding to Trust Council.

Financial Planning Committee correspondence from the public is “cut and pasted” by staff into a single “summary” document. The actual correspondence is retained on file. Financial Planning Committee agendas are restricted to items referred to it by Trust Council. Financial Planning Committee agendas include standing reports from the Director of Administrative Services.

Draft agendas are created by the Finance Officer based on the documents provided and the final agenda is reviewed and approved by the Director of Administrative Services and the Chair of the Financial Planning Committee. Once reviewed and approved, the agenda is compiled into a PDF document, distributed by email to the Financial Planning Committee Members and relevant staff. At present, Financial Planning Committee agendas are not posted to the website. In camera agendas are not common for Financial Planning Committee; but when they are required, the in-camera agendas are not published to the website, but are provided to specific internal staff and Financial Planning Committee during the in-camera meeting.

Financial Planning Committee agendas are filed in a paper format. Electronic versions are maintained in the Agenda File on the Islands Trust server.

- **Financial Planning Committee Minutes**

Minutes are prepared manually (cut and paste) from the prepared agenda. All resolutions, meeting discussion are recorded using a laptop and word processing software.

The minutes are circulated in draft form by email to the Director and Chair for edits. Minutes are placed on the next agenda for adoption. A paper copy is filed in the filing system and a PDF of the adopted minutes is posted to the website.

- **Financial Planning Committee Correspondence**

The Financial Planning Committee does not normally receive correspondence from the public.

- **Financial Planning Committee Tracking System (Follow-Up Action)**

A Follow-up Action list, prepared using word processing software, is maintained and distributed to relevant staff. A copy is attached to future meeting agendas as a standing item. The minutes and Follow-up Action List (Appendix G) are not linked, but are two separate documents.

5. Trust Programs Committee Meeting Process

- **Agendas**

The Director of Trust Area Services solicits agenda items from the Committee Chair and from staff delegated to undertake work for the Trust Programs Committee. The Director and the Policy Analyst save copies of documents to be placed on the agenda on the server in a shared folder created for the specific meeting. Where a decision is required, the Director or designated staff completes a “Request for Decision” form (Appendix A). If they are providing an update or status report, they complete a “Briefing Note” form (Appendix B). Often, these reports are being routed through the Trust Programs Committee to Trust Council. As such, Trust Programs Committee may request edits to the documents before forwarding to Trust Council.

Because it is an advisory committee to Trust Council, Trust Programs Committee rarely receives correspondence from the public. Trust Programs Committee agendas are restricted to items referred to it by Trust Council. Trust Programs Committee agendas include standing reports from the Director of Trust Area Services.

Draft agendas are created by the Policy Analyst based on the documents provided and the final agenda is reviewed and approved by the Director of Trust Area Services and the Chair of the Trust Programs Committee. Once reviewed and approved, the agenda is compiled into a PDF document, distributed by email to the Trust Programs Committee Members and relevant staff. At present, Trust Programs Committee agendas are not posted to the website. Trust Programs Committee uses an in camera agenda once a year for the stewardship awards program. In-camera agendas are not published to the website, but are e-mailed as password protected pdfs to specific internal staff and Trust Programs Committee.

Trust Programs Committee agendas are filed in a paper format. Electronic versions are maintained in the Agenda File on the Islands Trust server.

- **Trust Programs Committee Minutes**

Minutes are prepared manually (cut and paste) from the prepared agenda. All resolutions, meeting discussion are recorded using a laptop and word processing software.

The minutes are circulated in draft form by email to the Director and Chair for edits. Minutes are placed on the next agenda for adoption. A paper copy is filed in the filing system and a PDF of the adopted minutes is posted to the website.

- **Trust Programs Committee Correspondence**

The Trust Programs Committee does not normally receive correspondence from the public.

- **Trust Programs Committee Tracking System (Follow-Up Action)**

A Follow-up Action list, prepared using word processing software, is maintained and distributed to relevant staff. A copy is attached to future meeting agendas as a standing item. The minutes and Follow-up Action List (Appendix H) are not linked, but are two separate documents.

6. Local Trust Committees Meeting Process

- **Agendas**

The Island Planner responsible for a particular Local Trust Committee works with the relevant Planning Secretary in preparing the agenda. Agenda items from staff delegated to undertake work for the Local Trust Committee are submitted to the Planning Secretary in advance of an advertised agenda deadline (usually 10 days to 2 weeks in advance of the meeting date).

For Local Trust Committee agendas, items requiring a decision are accompanied by a Staff Report or Planning Report (Appendix I) that contains an analysis of the situation and provides recommendations. In addition to Staff Reports or Planning Reports, staff may also submit memorandums to provide updates or briefings on issues not requiring a decision of the Local Trust Committee.

Local Trust Committee agendas include delegations from the public, correspondence from the public and standing reports from staff. Each Local Trust Committee sets aside time for a “town hall” session; this is an “open mike” session to allow people to address the Local Trust Committee on anything of interest.

Draft agendas are created by the relevant Planning Secretary based on the documents provided and circulated to the Local Trust Committee members to allow them to suggest items of business for the agenda. With the exception of Salt Spring Island, approval of the Chair of the Trust Committee is not obtained; final approval of the agenda is delegated to the Island Planner responsible for the Local Trust Committee.

Once reviewed and approved, the agenda is compiled into a PDF document, distributed by email to the Local Trust Committee Members and relevant staff. Paper copies are mailed to Local Trust Committee members and paper copies are taken to the meeting for the public attending the meeting. All Local Trust Committee agendas are posted to the website for the public. In-camera agendas are not published, but are provided to specific internal staff and the Local Trust Committee.

Local Trust Committee agendas are filed in a paper format. Electronic versions are maintained in the Agenda File on the Islands Trust server.

- **Local Trust Committee Minutes**

Minutes are taken by contract minute takers who are provided a copy of the agenda in advance. We currently do not cut and paste resolutions in advance of the meeting for the minute taker. . All resolutions and meeting discussions are recorded using technology comfortable to the minute taker – many take the minutes by hand and transcribe them on a laptop after the meeting. Some use a laptop during the meeting and clean up the minutes after the meeting.

Our policy requires that the minute taker provides an electronic copy of the minutes to the Planning Secretary within 7 days of the meeting. The Planning Secretary ensures the minutes are formatted correctly and circulates them in draft form to the Island Planner and relevant staff. Most Local Trust Committees adopt the minutes at the next meeting; some Local Trust Committees that do not meet very often adopt the minutes by resolution-without-meeting. A paper copy is filed in the filing system.

- **Local Trust Committee Correspondence**

Public correspondence received by email is incorporated into the PDF agenda; public correspondence received by mail is scanned into the PDF agenda. Decisions of the Local Trust Committee are transmitted to the appropriate party by email or formal letter.

- **Local Trust Committee Tracking System (Follow-Up Action)**

Because of the delay in receiving the minutes, the Island Planner in attendance at the meeting maintains the Follow-up Action List. Notes are taken during the meeting and then entered into a Follow-up Action database (Appendix I). This database is maintained and updated after every meeting and records the staff person responsible for the action. The database is then used to produce follow up action list reports which indicates the status of each item. It produces and sends automatic weekly emails to each staff person who has been assigned responsibility for an action. This is a single report covering actions entered for all 12 local trust committees.

A copy of the Follow-up Action Report is attached to future meeting agendas as a standing item. The follow-up Action list is used to track items for upcoming agenda. The minutes and Follow-up Action List are not linked, but are two separate documents.

- **Community Information Meetings and Public Hearings**

Public Hearings and Community Information Meetings have an agenda but no decisions are made. Notes of the meetings are recorded and reported to a future regular business meeting, posted to the website and kept on file.

7. Trust Fund Board Meeting Process

- **Agendas**

The Secretary works with the Manager in preparing the agenda. Agenda items from staff delegated to undertake work for the Trust Fund Board are submitted to the

Secretary in advance of an advertised agenda deadline (usually 10 days to 2 weeks in advance of the meeting date).

Items requiring a decision are accompanied by a briefing or request for decision including an analysis of the situation and recommendations. In addition to Staff Reports staff may also submit memorandums to provide updates or briefings on issues not requiring a decision from the Trust Fund Board.

Final approval of the agenda is delegated to the Trust Fund Board Chair.

Once reviewed and approved, the agenda is compiled into a PDF document, distributed by email to the Trust Fund Board Members and relevant staff. Paper copies are mailed to Trust Fund Board members and paper copies are taken to the meeting for any public attending the meeting. All Trust Fund Board agendas are posted to the website for the public. In-camera agendas are not published to the website, but are provided to specific internal staff and Trust Fund Board during the in-camera meeting.

Trust Fund Board agendas are filed in a paper format. Electronic versions are maintained in the TFB Meetings File on the Islands Trust server.

- **Trust Fund Board Minutes**

Minutes are taken on a computer by the secretary based on resolutions prepared in advance of the meeting which are cut and paste from the Staff Reports, . The prepared resolutions are often amended by the Board Members at the meeting.

The Secretary ensures the minutes are formatted correctly and circulates them in draft form to the Manager. After minutes are approved at the next regular meeting of the Trust Fund Board, the paper copy is filed in the filing system and posted electronically here: <http://www.islandstrustfund.bc.ca/board/minutes.cfm>

- **Trust Fund Board Correspondence**

Public correspondence received by email is incorporated into the PDF agenda; public correspondence received by mail is scanned into the PDF agenda. Decisions of the Trust Fund Board are transmitted to the appropriate party by email or formal letter.

- **Trust Fund Board Tracking System (Follow-Up Action)**

Resolutions and directions to staff are noted during the meeting and then entered into a Word Document and Follow-up Action database. The database has not been used recently. A copy of the Follow-up Action List is attached to future meetings as a standing item. The Follow-up Action list is used to track items for upcoming agenda. The minutes and Follow-up Action List are not linked, but are two separate documents.

2.3. Summary of current technical infrastructure

The technical solution must be accommodated using existing Islands Trust technical infrastructure.

The Islands Trust has three offices located in Victoria, Gabriola Island and Salt Spring Island. The network infrastructure is managed, switched and routed as per the diagram in Appendix K.

2.4. Required Deliverables

The anticipated deliverables for this project include:

- Supply an overall project plan for supply, installation, delivery of user training, and on-going maintenance and support of the meeting management software including the identification of associated risks and mitigation solutions.
- Work with the Islands Trust Legislative Services Manager and technical staff to document new processes and ensure they fit the legislative requirements applicable to the Islands Trust - see Section 1.3.
- Work with the project team and technical staff to effectively install, document processes, and implement the new technology. This will include the transfer of existing agendas, minutes and other related documentation. The Contractor will be expected to meet with staff on a regular basis during the project.
- Work with the project team to ensure the new technology is easy for the general public to navigate when searching for agendas and minutes via our website.
- Provide documentation and training session(s) for the operation of the software and any hardware including supply of training sessions and manual(s).
- On-going training and updates to manuals as software versions are released and new staff arrives.
- On-going support, maintenance, licensing, and lifecycle practices for the software and hardware.

2.5. System Users

The following indicates the total number of users anticipated. The “key users” listed below (14 of a total of 50 staff) are those users that would be responsible for the functional operation and organization of the meetings, the agenda preparation and the meeting follow up in a meeting management software solution. Any staff not identified below as key users (36 of the total of 50 staff) could submit agenda items and receive follow up action items.

	GROUP	TOTAL NO OF STAFF	KEY USERS (Also included in the No of Staff)	OUTSIDE USERS (Minute takers are on contract to Islands Trust)
Victoria Office				
	Executive Office	4	2	None
	Trust Area Services	4	2	None
	Administrative Services	6	2	None
	Local Planning Services	12	2	5 minute takers
	Islands Trust Fund	5	2	None
Salt Spring Office				
	Local Planning Services	8	2	1 minute taker
Northern Office				
	Local Planning Services	11	2	6 minute takers
	Total	50	14	12 minute takers

3. Proposal Requirements

Proposals must respond to ALL requirements of Section 3 using the template provide with this RFP as RESPONSE TEMPLATE.

Proponents should use their own judgement in determining what information should be provided to demonstrate that the Proponent will meet or exceed the requirements.

3.1. Functional Requirements

The successful proponent is required to consider the following basic high-level functions as being required:

- Meeting scheduling.
- Pre-meeting activities: report initiation, creation, submission and approval.
- Meeting preparation: agenda preparation, distribution, approval and publishing.
- Meeting management: conducting the meeting, minute taking, attendance recording, vote recording.
- Post meeting activities: minute creation, distribution, approval, and publishing, follow-up action lists, and flow to next agenda.

- Friendly, easy to use experience for the general public when searching for meeting management documents via our website.

All responses to this Request for Proposal will be evaluated against the following functional requirements:

General

1. Describe whether the solution is web browser based (ie on-line) or a software based (ie desktop) meeting management system
2. Provide information on the type and number of templates provided as well as the process for creating, editing and updating templates.
3. Describe the number of meeting types that the solution can accommodate.
4. Describe interactions and interfaces with MS Products.
5. Explain the familiarity of the solution within the context of local governments.

Meeting and Agenda Preparation

6. Describe how a meeting is created and scheduled in the system.
7. Describe the work-flow and approval process for agenda preparation, including flexibility to have different workflows and approval processes for different agenda types and ability to adjust the workflow and approval processes as needs change.
8. Describe the notification, approval and tracking process for agenda items
9. Describe how an item would be forwarded to the relevant meeting body from staff, public and other trustees. Include a description of the functionalities of the report such as the ability to attach, merge or link to different types of files or documents.
10. Describe any additional functionality provided such as summary report creation, page numbering and referencing, and posting to websites with attachments and drill down capabilities.
11. Describe what functionality is provided to manage meeting activities including recording motions, video streaming, video clip referencing in minutes, etc.
12. Describe the automated process for minutes and how the follow-up actions are prepared and/or populated and tracked from the discussion and source documents.
13. Describe version control and revision history capabilities.
14. Describe the format(s) that agendas may be published to the website in (i.e. HTML, PDF, Word, etc.).
15. Describe how agendas are automatically distributed to meeting participants.
16. Describe how in-camera (closed to the public) meeting agenda are published confidentially with restricted access rights.
17. Describe how the agenda is downloaded to a laptop for use off-line and how such an agenda can be navigated. Describe the system's ability to hyperlink agenda items to the agenda, or other means to provide easy one-click access between the agenda topic and the relevant attached agenda documents.

Minutes

18. Describe how the solution supports contracted independent minute takers that are not connected to the meeting management software. These contracted minute takers do not have login access to our system.
19. Describe how the solution creates minute templates automatically from the agenda.
20. Describe the off-line ability of the solution, including the ability to auto-sync when going back on-line.

21. Describe the work flow and approval process for automatically publishing adopted minutes to the website.

Public Use

22. Explain the functionality for the public to search for minutes and agendas from our website.
23. Explain how the solution integrates with the Islands Trust website, including ease of navigation to the documents and back to the Islands Trust website.
24. Explain the user friendly features of the solution from the perspective of the public accessing the documents on the website.
25. Explain how a calendar feature would work to allow for searching and finding each different kind of meeting, including functionality to allow searches for specific meeting types. For example, only search for Salt Spring meetings from the Salt Spring Local Trust Committee webpage.
26. Explain how the solution accommodates publishing of audio and video files associated with the meetings including features that make the minutes, videos, and audio user friendly for the public.

Follow-up Action Lists

27. Explain the process for creating a follow-up action list after the completion of a meeting.
28. Explain how the solution will automatically produce a follow-up action list for each staff member for one or more types of meetings, and explain the functionality available to staff to customise the follow-up action list presentation to their needs.
29. Explain how the solution will automatically advance agenda items to a future meeting, such as items deferred to a later meeting or recurring standing items.
30. Provide information on any standard reports provided by your product

Classification, indexing and Pre-numbering

31. Explain classification, indexing and pre-numbering capabilities and methods of performing that function.

Calendar and Scheduling

32. Explain the capabilities of scheduling and tracking of items that return to the relevant committees including the notification process.
33. Describe interaction with MS Exchange Server (outlook 2010 email).

Retrieval and Search

34. Explain the retrieval, search and query functionality of the proposed product, including capability of full text, keyword and multiple file extension searching.

Archiving

35. Explain any system archiving capability e.g.: ability to move on-line data to off-line storage.

Printing and Electronic Publishing

36. Explain printing, electronic publication and uploading capabilities e.g.: single page, multiple pages, and selected text
37. Explain if the system can maintain bookmarks and links when exporting to the web.
38. Explain subscriber services associated with notifying subscribers of new content

3.2. Technical Requirements

System Requirements

39. Explain how your application utilises browser technology
40. Describe any constraints to the performance of the proposed system that can be expected from our network topology.
41. Provide a complete and detailed physical configuration of your proposed system. All hardware (including servers, scanners, printers storage devices, etc.) and software should be identified, including redundancy recommendations.
42. Identify any minimum and recommended configuration requirements.
43. Explain backup and restore features.

Website

We are in the process of moving to a new website that will use the Umbraco content management system.

44. Explain how your proposed solution would be seamlessly integrated with the website interface and what changes, if any, would be needed.

Third Party Software

45. Identify and describe any third-party software required to make your product functional.

Integration with other programs

Describe the level of integration with the following:

46. Windows 7 Professional
47. Office 2010
48. Blackberry mobile devices

3.3. Maintenance, Support, Security and Licensing

Maintenance

49. Explain the approach used to efficiently roll forward user modifications into new releases and versions of your system.
50. Explain software upgrade delivery schedule for the proposed system with respect to the various operating system platforms you support.
51. Identify the application upgrade tools you propose to provide which will help simplify and streamline the installation of application and database upgrades, including any tools which test changes resulting from upgrades and/or business rule changes.
52. Describe proposed tools and techniques for automatic distribution of the client application software where it is not a web-based solution.
53. Describe what is provided with your product's annual maintenance fees. Include application specifics, database specifics and third-party products.
54. Recommend a typical range of Islands Trust personnel needed to maintain the proposed system in a normal production environment from the following perspectives: database management, network and server support, system administration, web, desktop support and user functional support.

Support

55. Explain how you will provide support during installation of the solution
56. Explain your on-going user support. Describe the method and response time for customer support service delivery including whether you provide a service call desk, procedures for handling different types of calls, ability to prioritise critical calls, and ability to respond to calls within a reasonable time period.
57. Describe your on-site support capabilities and options. Describe how problems and/or bug fixes are reported, fixes developed, and status tracked for the proposed system.
58. Describe how you provide information to keep your clients informed of outstanding problems and fixes for the proposed system.
59. Describe your process for receiving, evaluating and implementing requests for enhancements to the proposed system, after it is installed and in use.
60. Explain how you will provide on-going support for customising templates for agendas and minutes.

Document Image Format Support

61. Explain what document formats are supported by your solution including if images can be converted from one format to another.
62. Explain the scanning capabilities of your software solution.

Licensing Requirements

63. Explain any proposed system licensing requirements.
64. Describe any system limitations relating to licensing, software and hardware requirements as they relate to the number of users, including concurrent users.

Security and Administration

65. Explain the database structure and the method in which the data will be made available to us should the contract be terminated.
66. Explain the security management process including secure access to particular groups in terms of private versus public.
67. Explain how the data is backed up and protected.
68. Explain restore features
69. Explain where the server is located. If hosted outside the Islands Trust and/or outside of Canada explain how all relevant Acts or Legislations (eg: US Patriot Act) apply to the data.
70. Explain system administration e.g.: disabling user account without deleting, adding new users from Windows directory.
71. Explain security interface for accounts.
72. Explain the levels of security of the proposed solution. Is the data encrypted between client and server?
73. Describe user access, controls and levels. Does the system support sign-on with other directories or user account systems and interface?
74. Explain the scalability of the proposed solution

3.4. Vendor Experience Requirements

Proponents must demonstrate experience in the delivery of services that are similar in scope and complexity, the ability to implement an automated meeting management system for agenda, minutes and follow-up work tracking for a Canadian local government or similar Canadian public sector agency.

Provide a general description of the firm's qualifications. Provide references with company name, contact name, contact email and contact phone number which outline experience for the supply and installation of significant projects of similar size and scope. The references must include 3 local governments from services supplied within the past five years.

Supply the names, qualifications and experience of all staff members that would be assigned to this project. Please limit this information to 1 page or less for each staff member.

3.5. Training

75. Explain how you will deliver staff training.

76. Explain how you will provide training materials and manuals

77. Explain how you will provide on-going training. Include details on how you will provide training to introduce users to software updates, addition of new features to manuals and training of new staff.

3.6. Project Implementation Requirements

Provide a high level implementation plan, methodology and work plan for the project that includes:

78. Identification of the major phases of the project including milestones and target dates

79. Identifies any subcontractors or third parties to be utilised

80. Provides a plan for communication with the project work team

3.7. Cost Requirements

The RFP response must provide costs of all the items in section 3.7.1. and 3.7.2. on the Response Template provided.

3.7.1 Implementation Costs

Provide a cost for each of the following in the order indicated:

- Preparation of a detailed overall project plan for supply, installation, delivery of user training, and on-going maintenance and support of the meeting management software including the identification of associated risks and mitigation solutions.
- Software purchase price - fees for any optional features should be clearly stated as a separate item

- Software license costs
- Hardware purchase price
- Installation of related hardware
- Customization of the software, if required, to meet the needs of the Islands Trust as defined in this RFP.
- Implementation of software
- User manual – please provide a cost for updates to the user manuals as a separate item.
- Training – please provide a cost for training provided as new staff arrives as a separate item.
- Identify webinars and other training opportunities that exist whether or not there is an associated cost.
- Travel cost relating to any of the above

3.7.2. Maintenance and On-going Support Costs

- Service delivery costs broken down by response time if service is dependent on required response time.
- Software and hardware maintenance
- Technical fees that might be required outside of regular support
- Upgrade costs
- Annual license or user fees

Provide a detailed description of any other associated costs as separate, detailed items. The fee proposal shall be provided in sufficient detail as to describe the type and level of effort to be performed by the successful proponent’s team.

Payment terms and currency of payment shall be clearly indicated. Volume or early payment discounts offered should be included as a separate line item.

4. Proposed Timeline for RFP Process:

Activity	Completion Date
Issue RFP	January 20, 2012
RFP Closing	February 7, 2012
RFP Evaluation	Mid February
Presentations by top proponents	February 20 th to March 15, 2012 with 4 days’ notice
Award of Contract to Successful proponent	March, 2012

5. RFP Response Outline

Proposals should be clearly written, providing a straightforward, concise description of the proponent's ability to meet the requirements of the RFP.

Proposals must respond to ALL requirements of Section 3 using the template provide with this RFP. Any other information that may be relevant but does not directly address questions in section 3, should be provided as appendices to the proposal.

6. Evaluation

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

6.1. Mandatory Criteria

Proponents not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the closing location before the specified closing date and time.
The proposal must be in English.
One hard copy of the proposal and one electronic PDF copy on CD, DVD or flash drive must be submitted.
One unaltered, completed Request for Proposal cover page including an originally-signed Proponent Section. The person signing the form must be an authorized signatory for the company. This form is page one of this proposal package.

6.2. Evaluation Criteria

Proponents who have satisfied all the Mandatory Criteria will be evaluated against the following criteria.

Proposals will be reviewed for completeness, suitability and match to requirements. Proposals will be evaluated and ranked based on the information provided in the RESPONSE TEMPLATE.

- Only proposals that meet all mandatory requirements and minimum scores will be evaluated;
- The lowest overall price will be awarded all the points allocated to price; and
- All other proposals will be evaluated using the following formula:

$$\frac{\text{Lowest Overall Price}}{\text{This Proposal's Overall Price}} \times \text{Maximum points available}$$

Evaluation Criteria	Weight	Minimum
Functional Requirements – addresses all of the functional requirements in Section 3.1 of this RFP. Note: Proposals not meeting the minimum score of 30 for the functional requirements will not receive further evaluation or consideration.	40	30
Technical Requirements – addresses all of the technical requirements in Section 3.2	10	
Maintenance, Support, Security and Licensing – addresses all of the maintenance, support, security and licensing requirements in Section 3.3	10	
Vendor Experience – demonstrated experience and ability to implement an automated meeting management system as described in Section 3.4 of this RFP.	10	
Training – addresses all of the requirements of Section 3.5 of this RFP	10	
Project Implementation Plan – addresses all of the requirements of Section 3.6 of this RFP.	10	
Implementation Costs – pricing in response to Section 3.7.1 of this RFP.	10	
Maintenance and On-going Support Costs -pricing in response to Section 3.7.2. of this RFP.	10	
TOTAL	110	

6.3. Presentation

The Islands Trust may shortlist one or more of the highest scoring written proposals. Short listed proponents may be requested to provide a video conference presentation to the evaluation committee between February 20th and March 15, 2012. The Islands Trust will provide 4 days' notice of the presentation date and time.

If short listed, proponents may be requested to make a 1 hour presentation. This is an opportunity for the proponent to demonstrate the functionality of their software solution to the evaluation committee.

The presentation will be expected to support and clarify the written proposal. This presentation will not be an opportunity for Proponents to provide new information. The evaluation committee may also use the presentation as an opportunity to validate any statements made in the written proposal. Any inaccuracies may be cause for immediate rejection of the proposal.

Presentation Criterion	Weight
Functionality	25

The Islands Trust expects to enter into Contract negotiations with the highest scoring Proponent for the delivery of the services required.

References of the highest scoring proponent may be contacted to verify statements made in their proposal and the presentation. The Islands Trust will not enter into Contract negotiations with any proponents whose references are found to be unsatisfactory.

**ISLANDS TRUST
REQUEST FOR DECISION**

DATE:

TO: Trust Council

Target Decision Date:

SUBJECT:

RECOMMENDATION:

CHIEF ADMINISTRATIVE OFFICER COMMENTS:

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

FINANCIAL:

POLICY:

IMPLEMENTATION/COMMUNICATIONS:

OTHER:

BACKGROUND

REPORT/DOCUMENT:

KEY ISSUE(S)/CONCEPT(S):

RELEVANT POLICY:

DESIRED OUTCOME:

RESPONSE OPTIONS

Recommended:

Alternatives:

PREPARED BY: _____

SUBMITTED BY: _____

REVIEWED BY: _____
(Chief Administrative Officer)

REVIEWED BY EXECUTIVE COMMITTEE:

OTHER REVIEW:

ISLANDS TRUST
BRIEFING

DATE:

TOPIC:

DIRECTED TO: Trust Council

CONFIDENTIAL:

DESCRIPTION OF ISSUE:

BACKGROUND:

ATTACHMENT(S):

AVAILABLE OPTIONS:

FOLLOW-UP:

PREPARED BY: _____

REVIEWED BY EXECUTIVE COMMITTEE:

SUBMITTED BY: _____

REVIEWED BY: _____
(Chief Administrative Officer)

OTHER REVIEW:



Islands Trust Council Follow up Action List

Updated: Dec 13/11

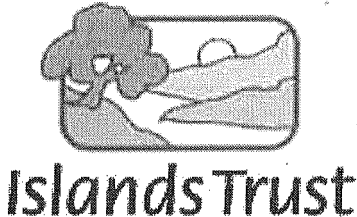
TO: Executive Committee, Trustees, L. Adams, Management Group and other Staff as noted

Codes

TC	Trust Council	TFB	Trust Fund Board
EC	Executive Committee	LTC	Local Trust Committees
FPC	Financial Planning Committee	LPS	Local Planning Services Unit
TPC	Trust Programs Committee	()	Staff Member Lead for Action Required
LPC	Local Planning Committee	LA	Linda Adams; LG–Lisa Gordon; DM–David Marlor
		CE	Craig Elder; MD–Miles Drew; MS–Marie Smith
		JE	Jennifer Eliason; CF–Clare Frater; CT–Carmen Thiel

MEETING/Item	Action By/To	Target/ Status
* Next TC Agenda ▲ to Bowen Island Municipality		
<u>Previous Meetings</u>		
Riparian Areas Regulation		
LTCs to consider amending their respective Land Use Bylaws Status report to Council until completed	LTCs w/Planners LPC (DM) to TC	Ongoing Ongoing
Crown Land Acquisition		
Submit applications pending approval from First Nations	TFB (LG)	Ongoing
Ministry of Transportation Protocol and LOU		
Present draft protocol and associated LOU to Local Planning Committee	LPC (DM)	2012
Bylaw Notice Dispute Adjudication System		
Prepare Bylaw Notice Enforcement Bylaws and assoc. policies	LPS/LTCs (DM/MD)	In Progress
Pleasure Craft Sewage Prevention		
Letter to Transport Canada	(LG/CF)	2011
Green Technology		
Consider other means to encourage green technology	LPC (DM)	Feb 2012
Integrated Shoreline/Watershed Protection Approach		
Adopt approach for OCP processes	LPC (DM)	2012
Green Shores for Homes project		
Coordinate first phase with EC oversight	LPC (DM)	Ongoing
Islands Trust Fund 2011-2015 Regional Conservation Plan		
Draft proposed updates to Policy 3.3.ii	(LG/DM)	2012
Food Security		
Develop internal policies and procedures re procurement	(CE)	2012
Review food security topics in existing protocols and in protocol devt process	(LA)	2012
Develop recommendations for further work	LPC (DM)	2012
Prepare report re: model bylaws	LPC (DM)	2012
NAPTEP Certificate NP-NAP-2011.1 (King)		
Issue certificate subject to baseline report, survey and covenant	(LG/JE)	pending
Conservation Covenant and Development Permit Management		
Develop options for monitoring of development permits	LPC (DM)	2012

Records Management Bylaw		
Implement revised records management procedures	(CT)	On-going
NAPTEP Certificate HO-NAP-2011.1 – 2011.4		
Issue certificate subject to survey, covenant and baseline report	(LG/JE)	2012
Islands Trust Policy Statement Assessment Task Force Report		
Report on review options and implications	(LG/CF)	2012
* Distribute to incoming Trust Council	(LG/CF) to TC	2012
Development Application Fee Review		
Develop model Local Trust Committee Fees Bylaw	(DM)	2012
Develop draft amendments to Policy 5.6.i	(DM)	2012
Council Committee System		
Place topic on Executive Committee agenda for further direction	(MS)	2012
Riparian Areas Briefing		
Add Bowen Island Municipality and consider grant availability	(DM)	2012
Resolution without Meeting (November 2)		
Prepare recommendations re Trust Council indemnification bylaw	(LA/CT)	Mar
<u>December 2011 Meeting</u>		
Smart Meters letter		
Seek response to previous letter	(LG)	Dec
Gulf Islands National Park Reserve Representative from Trust Council		
Advise Parks Canada of representatives	(MS)	Done
Carbon Neutral Operations Policy		
Develop carbon neutral operations policy	(CE/LG)	June
Public Accountability		
Recommendation re: AGLG	FPC	2012
Report re: Public Accountability	FPC	2012
<u>Followup Letters</u>		
Acknowledge Delegates	(LG)	Jan
Forward Maxine Leichter letter to LPC	(DM)	Feb
<u>Next Trust Council</u>		
Sept 2011 Council minutes to website	(MS)	done
Follow Up Action List to Trustees and staff	(MS)	Dec
Dec 2011 Council meeting decision highlights to website	EC (MS)	ASAP
News Release and Agenda for March 2012 Council meeting	EC (MS)	Feb
Invitations – Area MLAs, MPs, RD Director, former trustees	(MS)	Feb
Post notice on community bulletin boards (on island of meeting only)	(MS)	Feb
Agenda Package - Review/Distribution to Trustees	EC (MS)	Feb



Local Trust Committee Bylaws
Submission for Executive Committee
Approval

Local Trust Committee: Salt Spring Island Local Trust Committee

Bylaw No: SS-454

Bylaw Type: Land Use Bylaw

Date of resolution referring bylaw to Executive Committee: Nov-02-2011

- Bylaw Submission Checklist attached
- Policy Statement Checklist attached*
* not required for administrative bylaws
- Summary of Bylaw Intent Attached

Received by Islands Trust Secretary:

Signature: *Diana Pearson*
Secretary

Date: Jan 6, 2012

Deadline for Executive Committee decision (one month after receipt by Secretary, as determined pursuant to the *Interpretation Act*): Feb 7, 2012

Date bylaw will appear on Executive Committee agenda: Jan. 10/12

- a month means "a period calculated from a day in one month to a day numerically corresponding to that day in the following month, less one day;"
- In the calculation of time expressed as clear days, weeks, months or years, or as "at least" or "not less than" a number of days, weeks, months or years, the first and last days must be excluded."

Distribution: Executive Committee _____

Director, LPS _____

Local Trust Committee: _____

Planner: _____

Planning Clerk: _____



Executive Committee Follow-up Action List

Nov 2/11

EC Mtg	Bold = regular items	WHO / Activity	WITH / TO	TARGET
LINDA ADAMS				
	Executive Committee Report - review work program priorities			Every mtg.
Nov 1/11	Update trustee orientation materials			Nov 22
Nov 1/11	Update incamera items for next meeting			Nov 22
Aug 29/11	Review Director Report format for consistency			Nov
Aug 16/11	Consider EC work program management			Nov
Sep 27/10	Develop a long-term CAO succession strategy			2011
Sep 27/10	Develop an emergency CAO succession strategy			2011
Jul 28/09	Consider attending LTC meetings (in consultation with LTC Chairs)			Ongoing
LISA GORDON				
	Legislative Monitoring Chart (bi annual)			March 2012
Nov 1/11	Intro to Policy Statement Review			Nov
Nov 1/11	Review draft UBCM Report			Nov 22
Nov 1/11	Update trustee orientation materials			Nov 22
Oct 11/11	Monitor Joint Review Panel re Enbridge Northern Gateway Project			2011-12
Oct 11/11	Post NEB letter to website and prepare for response to decision			Oct
Oct 11/11	Respond to L Gourlay and follow up with RDN re MISSI			Oct
May 31/11	Draft letter re heavy oil spill response preparedness and circulate to other interested local governments	w/CF		Oct
May 31/11	Prepare Chair acknowledgement to Schlenker	w/SM		Oct
May 24/11	Consider potential communications re petition	w/LA		Oct
Nov 3/10	Develop a Continuous Learning session about advocacy/media relations			2012
Nov 2/10	Develop letter to minister re First Nations issues (part of \$10,000 program item)	w/LA		2012
Aug 31/10	Implement marine shipping advocacy program	w/CF		2011
Jul 27/10	Provide advice to Thetis LTC re Valdes brochure template	w/DM/LA		2011
Oct 14/09	Draft letter to BC Ferries re protocol agreement	w/SM		2011
DAVID MARLOR				
Nov 1/11	Draft response to Savary Island			Nov
Nov 1/11	Update trustee orientation materials			Nov 22
Sep 13/11	Educational materials re bylaw processing (rescinding readings, etc.)	w/CT		2012
Feb 22/11	Provide info on how bylaw enforcement can be carried out more effectively by using a bylaw enforcement policy, including report on effectiveness of STVR enforcement strategy	w/MD		Nov 22
Jan 18/11	Prepare publicity piece re meaning and implications of RAR for use by trustees	w/LS		2012
Nov 23/10	Schedule info session for EC re land use contracts			Jan 2012
Aug 17/10	Propose changes to Bylaw Enforcement policy as per briefing of Aug 9 (to address LTC enforcement policies)	w/MD		Nov 22
May 11/10	Legal advice service – place on future agenda?	w/RPMs		2011
Jan/08	Subdivision Approving Officer – Access to water requirements/LOU review			Jan 2012

EC Mtg	Bold = regular items	WHO / Activity	WITH / TO	TARGET
CRAIG ELDER				
<i>Nov 1/11</i>		Update trustee orientation materials		Nov 22
<i>Aug 18/09</i>		Recommend amendments to Restructure Study Cost Allocations Policy 7.2.v – review at time of allocated financial statements		June 2012
MARIE SMITH				
<i>Nov 1/11</i>		Advise Galiano LTC re EC decision on Galiano Bylaw		done
<i>Nov 1/11</i>		Prepare RWM re litigation issues	w/JC	done
<i>Nov 1/11</i>		Post October 11,19 & 25 EC minutes to website		done
<i>Nov 1/11</i>		Update TC Dec Schedule for next meeting		Nov 22
<i>Oct 11/11</i>		Advise Island Pathways of EC response re Cities in Motion conference submission	w/GS	done
<i>Feb 1/11</i>		Schedule an EC session to discuss electronic meetings	w/CT/CE	2012
<i>Jan 26/10</i>		Add TFB and committee updates after meetings to EC agendas		As required
CARMEN THIEL				
<i>May 31/11</i>		Provide advice about referrals to proposed bylaws in EC minutes	w/DM/MS	2011
<i>Feb 8/11</i>		Review Minute taking standards		2011
<i>Aug 17/10</i>		Review practices re SSILTC correspondence (consistency of practice, electronic posting of correspondence)	w/DM/LH	2011
<i>Jul 13/10</i>		Ensure RPMs are using consistent approach to CIMs and PHs as LTC meetings, use of notice, agendas, minutes, etc.	w/DM/RPMs	2011
<i>Apr 21/09</i>		Confirm consistent staff advice/approach to reporting of in camera decisions, going out of camera, and related minutes	w/DM	2011
<i>Feb 24/09</i>		Ensure consistent advice about LTC meetings/open meetings/staff presence	w/DM	2011
<i>Feb 24/09</i>		Ensure that minute takers are using Islands Trust standards	w/DM	2011
<i>Feb 9/10</i>		Develop guidelines for confidential/anonymous correspondence management	w/DM	2011



Islands Trust

Local Planning Committee Follow Up Action List

August 18, 2011

No.	Activity	Responsibility	Target Date	Status
2.1	Minutes of May 18, 2011 amended as per minutes of Aug 18, 2011	LM	Nov-11	DONE
3.1	Staff amend Request for Decision paper on Development Application Fee Analysis Project and forward to Trust Council	DM	Sep-11	DONE
3.2	Staff to amend first bullet of Community Housing Task Force RFD to include "issue news release" and forward all products to Trust Council	DM	Sep-11	DONE
3.3	Request that Islands Trust Council request the Executive Committee to undertake tasks listed in recommendations outlined In RFD on LPC Terms of Reference.	DM	Sep-11	DONE
4.1	Prepare briefing to Trust Council on the status of the Procedural Certainty and Administrative Fairness item.	DM	Sep-11	DONE
4.2	Forward Food Security Guild and Implementation briefing to Trust Council as amended.	DM	Sep-11	DONE
4.4.1	Forward Riparian Area Regulation Implementation Update briefing to Trust Council	DM	Sep-11	DONE
4.4.2	Amend and forward GHG and RAR Communications Expenditure Report to Trust Council	DM	Sep-11	DONE
4.4.3	Circulate the Salt Spring FAQ on RAR for comment by LPC members.	DM	Sep-11	DONE

5.1	Solicit input from LTCs into agendas of meetings between Ministry of Transportation and Infrastructure and Islands Trust	DM	Sep-11	On-going
5.2	Provide feedback on Bylaw Enforcement brochure to Bylaw Enforcement Coordinator Drew or Bylaw Enforcement Administrative Assistant McClung	members	Sep-11	DONE
5.2	Amend and forward Bylaw Enforcement Projects update report to Trust Council	DM	Sep-11	DONE
5.3	Forward Integrated Watershed and Shoreline Mapping report to Trust Council	DM	Sep-11	DONE
5.4	Forward the Islands Trust Green Shores for Homes Project briefing to Trust Council.	DM	Sep-11	DONE
5.5	Forward the OCP/LUB Review Schedule to Trust Council	DM	Sep-11	DONE
7.1	Forward amended LPC Work Program to Trust Council	DM	Sep-11	DONE

May 18, 2011

No.	Activity	Responsibility	Target Date	Status
3.2	Draft revised terms of reference for LPC and request Chair of LPC to provide Staff with input from committee members	DM	Aug-11	DONE
4.9.1	Prepare a report to LPC on GHG and RAR expenditure of money	DM	Aug-11	DONE
4.9.2	Prepare greenshore briefing note for August LPC meeting	DM	Aug-11	DONE
4.9.3	Prepare briefing note for August LPC on shoreline mapping project	CJ	Aug-11	DONE

February 17, 2011 meetings or earlier

No.	Activity	Responsibility	Target Date	Status
3.1	Continue work on Community Housing Task Force and report on status	DM	Sep-11	DONE
3.2	RAR Implementation - implement and report on status of pending letter from MoE. Confirm if MOE letter received.	DM		On Going

3.3	MoTI Protocol & Letter of Agreement - Re-confirm and monitor semi-annual meetings of MoTI staff and Islands Trust trustees and staff	DM		On Going
3.4	Conservation Covenant Monitoring - ensure all LTCs are made aware of their existing covenants of all types and that proposed conservation covenant management approach be appropriately institutionalized.	DM		On Going
3.10.2	Islands Trust Green Shores for Homes Project - implement and report on status	DM		On Going
3.10.3	Green Technology Structures - consider means to encourage green technology structures	ME	Feb-12	On Going
3.10.7	OCP/LUB Review Program - monitor and report on status	DM		On Going
	Bylaw Dispute Adjudication System Implementation - monitor and report on status	DM		On Going
	Staff Time Allotted to Public Enquiries - gather feedback on usefulness of data	DM	May 2012 LPC	Done



**Financial Planning Committee
Follow-up Action List**

FPC meeting Jan. 18, 2012

FPC Mtg	Bold = regular items	WHO / Activity	WITH /	TARGET
Craig Elder				
<i>Dec 2010 Trust Council</i>		Change budget presentation format to include a multi-year context (see motion by Trustee Law)		ongoing
May 31/11		Develop whistleblower policy		January 2012
n/a		Develop Carbon Neutrality policy as a joint task with Trust Programs Committee	w/TPC	September Trust Council
Dec 2011 Trust Council		Trust Council directs FPC to examine and report to Council on the necessary steps to implement the principles of public accountability and to make a recommendation with regard to financial oversight by the new auditor general for local governments.		2012

TRUST PROGRAMS COMMITTEE
FOLLOW UP ACTION LIST

Meeting Date: August 22, 2011

File: TAS/TPC-3

Updated: August 16, 2011

ACTIVITIES	FROM	TO	TARGET
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TOP PRIORITY ITEMS

1. Advocacy Program

- | | | | |
|--|-------|--------|----------|
| • Draft new advocacy policy | LG/CF | EC/TC | Feb 2012 |
| • Update legislative monitoring report (bi-annual) | CF | EC/TC | Feb 2012 |
| • Implement marine advocacy strategy | LG/CF | TPC/EC | Ongoing |

2. Climate Change

- | | | | |
|---|-----------|---------|----------|
| • Mitigation: Draft policy on purchasing carbon offsets (Sept 2011) | TPC / FPC | TC | Dec 2011 |
| • Mitigation: Comply with UBCM Climate Charter (May 2012) | LG/CF/DM | TPC/FPC | 2012 |
| • Adaptation: Continue to seek information about impacts on Trust Area - e.g. shoreline vulnerability mapping (2011-2012) | LG/CF/DM | TPC/LPC | 2012 |

3. Indicator Program

- | | | | |
|---|----|-----|---------|
| • Research other high priority indicators | CF | TPC | Ongoing |
|---|----|-----|---------|

CONTINUING ITEMS

First Nations Protocol

- | | | | |
|--|-------|-------|------|
| • Hire contractor to advise on Trust-wide strategy | LA/LG | EC/TC | 2011 |
|--|-------|-------|------|

Vacant Crown Land Profiles

- | | | | |
|--|----|---------|---------|
| • Bowen Island Vacant Crown Land Profile – edits pending Parks Canada proposal | LG | BIM/TPC | 2011 |
| • Gambier LTC Vacant Crown Land Profiles – consider Gambier LTC request | LG | TPC | 2011 |
| • Balenas-Winchelsea Vacant Crown Land Profiles | LG | TFB | On hold |

Monitoring Agreements

- | | | | |
|--|----|-----|---------|
| • Update charts, review obsolete agreements and, identify which agreements are most important. | LG | TPC | On hold |
|--|----|-----|---------|



STAFF REPORT

File No.:

To:

From:

CC:

Re:

Owner:
Applicant:
Location:

THE PROPOSAL:

[A brief outline of the proposal and the reasons for the application]

SITE CONTEXT:

[A description of where the property is and of the surrounding area]

[Insert a location plan here if available]

[Add pictures with descriptors that will help clarify the proposal]

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

[Review the proposal against the policy statement, highlighting any policies with which the proposal may be at variance. Include a completed copy of the Policy Statement Directives Only Checklist.]

Official Community Plan

[Review the relevant OCP policies, highlighting any development permit area or heritage conservation area requirements in this section.]

Land Use Bylaw

[Review the current zoning on the property and the applicable regulations]

Islands Trust Fund:

[Include any Trust Fund Board information that may be required according to policies and/or protocols. Advise on any referral/process requirements]

Regional Conservation Plan:

Review the application against the goals and objectives of the Islands Trust Fund regional conservation plan.

Sensitive Ecosystems and Hazard Areas:

[Include any information on sensitive ecosystems such as sensitive features shown on provincial or Islands Trust mapping (the Islands Trust Ecosystem Mapping database), riparian area regulation requirements or drinking watershed protection areas that are on or may be on the relevant property and surrounding property. Include any information on hazard areas or potential hazard areas, such as unstable slopes or flood areas. When possible, maps should be included.]

Archaeological Sites:

[Review Remote Access to Archaeological Data (RAAD) information and indicate if any archaeological sites are likely in this location. Regardless of the information from RAAD, check the relevant protocols and indicate any referral/process requirements.]

Covenants:

[Review current covenants registered on title and provide details on those held by the local trust committee, the Trust Fund Board or other provincial agency. Advise with respect to referral/process requirements.]

Other:

[This section is a catch-all intended for any other information that the planner deems relevant and does not fit in the above categories, for example any enforcement issues, setback or other regulation issues that have come to the attention of the planner, property access limitations, utilities, sewage disposal and water supply, provincial interests, Agricultural Land Reserve, Private Managed Forest Land, or any specific areas of concern that the planner feels have not been adequately addressed in the application.]

COMMUNITY INFORMATION MEETING(S):

RESULTS OF CIRCULATION:

[Include the feedback received as a result of the notification period; also include other relevant correspondence that has been received]

STAFF COMMENTS:

[An evaluation of the issues, an explanation of the rationale for the recommendation]

RECOMMENDATIONS:

[Recommendation to include file no. and name of applicant]

THAT . . . BE APPROVED.

Prepared and Submitted by:

Date

Concurred in by:

Date



Islands Trust

Follow Up Action Report

Planner: Linda McClung

North Pender Island Oct-27-2011

No.	Activity	Responsibility	Target Date	Status
14	North Pender Bylaw 188 (BEN) adopted	Miles Drew Linda McClung	Oct-27-2011	On Going

