

## Information for Town Council Meeting on June 13, 2023

---

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Robert Miracle, CPA, Deputy Town Manager, Finance and Administration

FROM: Dean Mealy, II NIGP-CPP, CPPO Town Procurement and Contract Manager

RE: Resolution No. 072-2023, Awarding a Purchase Order to Business Information Systems, DBA BIS Digital for Town Council Audio Video Technology in the Amount of \$202,203 and Establishing a Five-Year Award in the amount of \$261,556.80

DATE: 30 May 2023

---

### **STAFF RECOMMENDATION**

Staff recommends the Town Council approve Resolution No. 072-2023, Awarding a Purchase Order to Business Information Systems, DBA BIS Digital for Town Council Audio Video Technology in the Amount of \$202,203 and Establishing a Five-Year Award in the amount of \$261,556.80.

### **SUMMARY EXPLANATION/BACKGROUND**

Procurement and Contract Management issued a RFI to known firms that could address and propose solutions to the current audio system utilized in Town Council Chambers. The goal was to identify a more robust and comprehensive audio and video system that allows for simple and easy operations; accommodates both in-person and virtual meetings, allows for remote attendance and participation; has seamless integration with Zoom/ Microsoft Teams for hosting virtual meetings; and provide high-quality recording and broadcasting of council meetings.

Five firms submitted interest in the RFI. Town invited all five for presentation. Town was represented by members of Town Clerk, IT, PZB, Town Manager's Office and Procurement as facilitator. After presentations and interviews Town staff had an open discussion and ranked the proposers. BIS Digital was top ranked.

Business Information Systems, DBA BIS Digital had two local installations which the team consisting of the following members visited to see the system operate and obtain feedback from those using the software.

Team Members:

Jim Palmer - Office of Information Technology

Jessica Savidge – Town Manager’s Office  
Kelly Churney – Town Clerk’s Office  
Emily Lyn - PZB  
Duke Basha – Facilitator

Town staff made a consensus vote to only consider Business Information Systems, DBA BIS Digital. After the site visits, the team made a recommendation to move forward with BIS Digital as a solution. Another round of negotiation was held with BIS Digital to finalize the right technical solution for the Town.

Proposal from Business Information Systems, DBA BIS Digital, is available to the Town through a cooperative contract, TIPS 220704.

Four years of additional warranty is included in the recommendation of a five-year award.

Once awarded, BIS Digital can begin work after being awarded by Town Council.

#### **FUNDING IMPACT/FUDNING SOURCE**

The source of funding for this project will be the Equipment Replacement Fund.

#### **USER DEPARTMENT CONCURRENCE**

The Office of Information Technology and the Town Manager’s Office are in full concurrence with this recommendation.

#### **TOWN ATTORNEY REVIEW**

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.