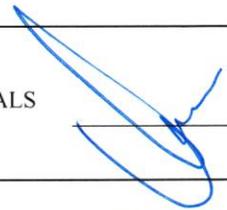


DATE SUBMITTED 10/29/2025
 SUBMITTED BY R. ALEJANDRO ESTRADA
 DATE ACTION REQUIRED 11/5/25

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ()

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: 1. Approval of the combined CivicPlus Website Redesign and Development ADA Title II Compliance and CivicPlus Automated Agenda Management Proposal.	
DEPARTMENT INVOLVED: DEPARTMENT OF INNOVATION & TECHNOLOGY	
BACKGROUND/SUMMARY: Currently, the City of Imperial website is not in compliance with the Americans with Disabilities act Title II and Section 508. Additionally, the deadline for compliance, April of 2027 is rapidly approaching. Currently, meeting agendas are manually typed in Microsoft Word and are edited into PDF format. A ticket is then created in the help desk system, requesting that the web developer upload the agenda and any associated documents to the website. This process takes time and creates extra work for staff. Selecting CivicPlus will assist the City to be in compliance with the ADA Title II and promote efficient meeting and agenda management.	
FISCAL IMPACT: Project included in the 2025-26 Innovation & Technology Budget. Account 19-144-5253 \$48,587.79	FINANCE INITIALS <div style="text-align: right;"><u>VNF</u></div>
STAFF RECOMMENDATION: The staff recommends approving the disbursement of funds for the CivicPlus Website Redesign and Agenda Management system in the amount of \$48,587.79	DEPT. INITIALS <div style="text-align: right;"></div>
MANAGER'S RECOMMENDATION: <div style="text-align: center;"><u>Approve</u></div>	CITY MANAGER'S INITIALS <div style="text-align: right;"><u>AE</u></div>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED <input type="checkbox"/> () REJECTED <input type="checkbox"/> () DISAPPROVED <input type="checkbox"/> () DEFERRED <input type="checkbox"/> () REFERRED TO:



**INFORMATION TECHNOLOGY
DEPARTMENT**

DIRECTOR
R. Alejandro Estrada

October 30, 2025

To: Dennis Morita, City Manager

Re: **Executive Report for the Selection of Agenda Management Vendor**

Mr. Morita,

Background

The City of Imperial initiated a Request for Proposal (RFP) process to select a qualified vendor to streamline the agenda management and streaming of City of Imperial meetings. The primary objective of this project is to reduce staff workload, ensure transparency in meetings, and publish meeting agendas and supporting documents in a timely manner.

RFP Overview

RFP Title: Automated Agenda Preparation, Meeting Management, and Video Streaming

RFP Number: 2025-15

Release Date: September 4, 2025

Proposal Deadline: September 25, 2025

Evaluation Period: September 26, 2025-November 5, 2025

Number of Proposals Received: 9

The RFP outlined the following key project requirements:

- Improve staff workflow for creating and reviewing agenda items.
- Automate agenda item submission, approval, and publishing.
- Increase public access to agendas, minutes, and videos.
- Editable minutes based on entries created in real-time meeting management.
- Ability to timestamp items in the meeting video.
- Video displayed in a reliable video player that's universally accessible and has multi-language closed-captioning capabilities.

Evaluation Process

The evaluation committee consisted of representatives from the Department of Innovation & Technology, Public Information Office, and Community Development Department. Proposals were evaluated based on the following weighted criteria:

Evaluation Criteria	Points
Functionality and Features	30
Cost	25
Implementation Timeline	15
Vendor Experience and References	15
Training and Support	10
Security and Compliance	5

Summary of Proposals

Vendor	Total Score	Proposed Cost	Notable Strengths
CivicPlus	92	\$43,650.00	Agenda preparation functionality
Granicus	90	\$44,452.20	Real-time meeting management

Recommendation

Based on the evaluation results, Vendor CivicPlus received the highest overall score and demonstrated the strongest alignment with the City's objectives and technical requirements. Vendor CivicPlus has extensive experience with agenda management and meeting streaming, offering a proven and secure platform, as well as comprehensive post-launch support and training.

Therefore, the evaluation committee recommends awarding the contract to CivicPlus for agenda management, public meeting streaming, and publishing meeting minutes.

Next Steps

1. Finalize contract negotiations with the selected vendor.
2. Obtain City Council approval for contract award.
3. Initiate project kickoff and timeline scheduling.
4. Begin design and discovery phase.

Expected Project Timeline:

- Contract Award: November 5, 2025
- Design & Development: To be determined
- Testing & Training: To be determined
- Launch: August 15, 2026

Conclusion

The recommended vendor has demonstrated the technical capacity, creative expertise, and commitment necessary to deliver an agenda management platform that reflects the City's values of transparency, accessibility, and community engagement. This project represents a key investment in digital transformation and enhanced public service delivery.

Sincerely,

R. Alejandro Estrada
Director of Innovation & Technology



**INFORMATION TECHNOLOGY
DEPARTMENT**

DIRECTOR
R. Alejandro Estrada



October 30, 2025

To: Dennis Morita, City Manager

Re: **Executive Report for the Selection of Website Developer Vendor**

Mr. Morita,

Background

The City of Imperial initiated a Request for Proposal (RFP) process to select a qualified vendor to design, develop, and implement a new official government website. The primary objective of this project is to modernize the City's online presence, improve accessibility and user experience, enhance transparency, and ensure compliance with current web standards and security protocols.

The purpose of the website redesign is to ensure the City of Imperial complies with ADA Title II and Section 508 standards. Additionally, it will provide residents and site visitors with an intuitive and engaging experience.

RFP Overview

RFP Title: Website Redesign and Development ADA Title II Compliance

RFP Number: 2025-16

Release Date: September 4, 2025

Proposal Deadline: September 25, 2025

Evaluation Period: September 26, 2025-November 5, 2025

Number of Proposals Received: 40

The RFP outlined the following key project requirements:

- Modern and responsive website design is compliant with WCAG 2.1 accessibility standards.
- Content Management System (CMS) with user-friendly administrative controls.
- Integration with existing online services and third-party systems.
- Robust cybersecurity and data privacy measures.
- Ongoing maintenance and support options.
- Training for City staff in content management and basic web updates.

Evaluation Process

The evaluation committee consisted of representatives from the Department of Innovation & Technology, Public Information Office, and Community Development Department. Proposals were evaluated based on the following weighted criteria:

Evaluation Criteria	Points
ADA/WCAG Accessibility Compliance	25
Technical Approach & CMS Usability	20
Experience with Government Clients	15
Project Cost	15
Implementation Timeline	10
Design Quality and User Experience	10
References and Past Performance	5

Summary of Proposals

Vendor	Total Score	Proposed Cost	Notable Strengths
CivicPlus	96	\$39,817.79	Content Management System usability
Granicus	94	\$43,031.14	Mobile-first design

Recommendation

Based on the evaluation results, Vendor CivicPlus received the highest overall score and demonstrated the strongest alignment with the City’s objectives and technical requirements. Vendor CivicPlus has extensive experience designing municipal and government websites, offers a proven and secure CMS platform, and provides comprehensive post-launch support and training.

Therefore, the evaluation committee recommends awarding the contract to CivicPlus for website design, development, implementation, and ongoing support.

Next Steps

1. Finalize contract negotiations with the selected vendor.
2. Obtain City Council approval for contract award.
3. Initiate project kickoff and timeline scheduling.
4. Begin design and discovery phase.

Expected Project Timeline:

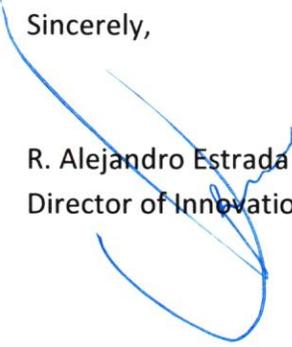
- Contract Award: November 5, 2025
- Design & Development: To be determined
- Testing & Training: To be determined
- Launch: August 15, 2026

Conclusion

The recommended vendor has demonstrated the technical capacity, creative expertise, and commitment necessary to deliver a website that reflects the City's values of transparency, accessibility, and community engagement. This project represents a key investment in digital transformation and enhanced public service delivery.

Sincerely,

R. Alejandro Estrada
Director of Innovation & Technology





CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-110424-1
10/26/2025 3:55 PM
11/30/2025

Client:
City of Imperial, CA

Bill To:
IMPERIAL CITY, CALIFORNIA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Hector Ortega		hector.ortega@civicplus.com		Net 30

Municipal Website

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Annual - Municipal Websites Central	Annual - Municipal Websites Central	USD 4,250.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -4,250.00
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - Municipal Websites Central	USD 1,188.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -1,188.00
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection	USD 600.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -600.00
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: imperial.ca.gov	USD 89.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -89.00
1.00	DNS Hosting for .GOV Annual Fee	DNS Hosting for .GOV Annual Fee: imperial.ca.gov	USD 75.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -75.00
1.00	Ultimate Implementation - CivicEngage Central	Ultimate Implementation - Municipal Websites Central	USD 11,262.79

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	48 Month Redesign Ultimate Annual - CivicEngage Central	48 Month Redesign Ultimate Annual - Municipal Websites Central	USD 4,003.00
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -4,003.00
250.00	Website Content Development - 1 Page	Content Development - 1 Page	USD 7,700.00
6.00	Website New Customer Virtual System Training - Up to 3 hours	Website Virtual System Training - Up to 3 hours & 12 attendees	USD 3,465.00
4.00	Alignment Virtual Consulting	Alignment Consulting - Virtual, up to 3 hours	USD 2,310.00

Accessibility

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AudioEye Managed	AudioEye Managed: imperial.ca.gov	USD 4,875.00
1.00	Web Accessibility Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -4,875.00

Agenda Meeting Management

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 6,300.00
1.00	AMM Select: Pro Premium Implementation	Pro Premium Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 2 hrs of consulting; Includes 1 original agenda, 1 original minutes, and 1 original staff report design	USD 3,900.00
1.00	CivicPlus Media: Annual Fee	CivicPlus Media Annual Fee: Unlimited storage, unlimited users, up to 3 concurrent streams	USD 6,000.00
1.00	CivicPlus Media: Implementation Fee	CivicPlus Media: Implementation Fee	USD 1,050.00
1.00	AMM Select: Live Meeting Manager Annual Fee	AMM Select: Live Meeting Manager Annual Fee	USD 2,400.00
1.00	AMM Select: Live Meeting Manager Implementation Fee	Live Meeting Manager Implementation	USD 500.00
1.00	Agenda and Meeting Management Select Integration Hub : Third Party Integration	Single third party integration for Integration Hub.	USD 2,200.00

NextRequest

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	NextRequest PT Economy Plan	NextRequest Economy Plan for local agencies; Unlimited Staff Users, Up to 5 Admin-Publisher Users, Up to 1TB Storage. Core Features: Request Portal, Request Diversion, Public Reading Room, Email Notifications, Reminders, Reporting, Tasks, Time Tracking	USD 5,988.00
1.00	NextRequest Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -5,988.00
1.00	NextRequest Economy Implementation	NextRequest Economy Implementation (Virtual Only)	USD 1,500.00

List Price - Initial Term Total	USD 76,273.00
Total Investment - Initial Term	USD 48,587.79
Annual Recurring Services (Subject to Uplift)	USD 37,968.00

Initial Term	24 Months, beginning at signature date. Total Investment - Initial Term refers to the first 12 months of the agreement. Annual Recurring Services (subject to Uplift) refers to the second 12 months of the agreement.
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-110424-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

By (please sign):

Printed Name:

Title:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

CivicPlus

By (please sign):

Printed Name:

Title:

Date:
