## **EXHIBIT 1**

## Creation of meetings.ok.gov portal to handle administrative functions and all aspects of the filing, publishing, searching, tracking, and archiving of open meeting notices. The system must be an online, hosted solution.

## Data Conversion

### Vendor shall convert state’s current, SQL database, to vendor’s preferred database format.

## User Roles

### System shall accommodate simultaneous access by multiple users based on assigned roles.

### System shall have the ability to assign different levels of role-based access control and permissions and reset and update passwords for users and administrators.

### System shall have the ability to obtain forgotten user id/password, allow state public bodies to register online, allow citizens to subscribe to public state bodies online, and allow administrators to grant access, assign roles and remove user access for state public bodies.

### System shall be capable of tracking and archiving user activity.

### Users of the system shall be organized into the three types listed below:

#### Secretary of State Staff (administrative role);

#### Public body Staff (files open meeting notices (A) and optional associated documents); and

#### Citizens (subscribes to notifications for any open meeting notice or associated document submitted by specific, public bodies).

### Each user will have a dashboard that allows actions based on their assigned role.

## Open Meeting Notice Filings – General

### System must allow form field entry for each meeting notice type (A) and must allow PDF attachments of optional associated documents (agendas (pre-meeting) and meeting minutes (post-meeting)) to each notice. System must be flexible and allow additional types of documents to be included in future.

### System must allow public bodies to preview each open meeting notice submission prior to posting. Upon completion of review, system must allow public bodies to automatically post open meeting notices to meetings.ok.gov.

### System must insert date-time stamp showing when open meeting was posted with Secretary of State. The date-time stamp should be in the following format: “Posted with the Secretary of State’s Office on Month, Day, Year, at Time” at the bottom of each meeting notice filed (e.g., Posted with the Secretary of State’s Office on January 15, 2022, at 1:36 PM).

### System must generate individual web pages for each open meeting notice posted that shall include:

#### Name of state public body;

#### Open meeting type (A);

#### Location of open meeting;

#### Date of open meeting;

#### Time of open meeting;

#### Public body contact information;

#### Virtual meeting information, if any, including clickable virtual meeting link;

#### Associated documents (agendas (pre-meeting) and meeting minutes (post-meeting)) uploaded by state public bodies.

#### Integrated Google Maps, allowing citizens to easily locate and participate in open meeting;

#### Subscription link, which allows citizens to subscribe to current state public body;

#### Icons for adding open meeting notice to calendar, printing open meeting notice, and sharing open meeting notice via social media;

#### Historic information, including links to original notice, if amended or canceled.

#### Include “Posted with” requirement identified in C.3.; and

#### List of upcoming meetings for public body at bottom of page, which includes a link, date, and time.

### System must automatically notify public bodies via email that open meeting notice has been posted to meetings.ok.gov. The confirmation email shall state the type of meeting notice (A), date and time received, and link to the posted notice on meetings.ok.gov. System must allow Secretary of State staff to capture and resend confirmation emails.

### System must notify citizens of posted open meeting notices and associated documents uploaded by public bodies.

### From point of launch and moving forward, system must archive all open meeting notices permanently and provide access to those archived filings based on year posted and public body title.

## Public Body Pages

### System must automatically generate a web page for each public body that posts open meeting notices with the Secretary of State.

### Public body pages must provide the public body name, address, telephone number, and website.

### Public body pages must provide current listing (current year) of meetings posted with the Secretary of State. Each meeting must be linked to an individual meeting notice, as identified in D.4. The current list of meetings must provide summary information for each meeting: Meeting type (e.g., Regular or Special), Date, Time, Get Directions (integrated with Google Maps), Add to Calendar icon, and social media share icon.

### From point of launch and moving forward, public body pages must allow users to access historical open meeting notices posted with the Secretary of State.

### Public body pages must provide a subscription option for citizens to be notified of open meeting postings and associated document uploads.

## Daily Calendar Page

### System must provide an interactive, meetings calendar that provides filtering options based on selected date ranges. Upon loading, the daily calendar should be set at current date, with a listing of all meeting(s) schedule for that date.

### System must provide forward and backward links to consecutive months on calendar and link to each meeting displayed in current date range.

### Each listed meeting must be linked to an individual meeting notice. The list of meetings must provide summary information for each meeting: Meeting type (e.g., Regular or Special), Date, Time, Get Directions (integrated with Google Maps), add to calendar icon, and social media share icon.

### Daily calendar page must provide general subscription information for users below interactive calendar and meeting listings.

## Advanced Search Page

### System must provide an advanced search that allows users to search based on keywords, state public body names, types of open meetings, and date ranges.

### System must provide search results linked to individual meeting notice pages.

## Subscriptions Page – Citizen Registration

### System must provide subscription, push-based notifications for citizens to be aware of and involved in all open meeting filings and associated document uploads. System must allow citizens to track actions by subscribing to one or more state public bodies.

### System must allow citizens to register for accounts on subscriptions page. Subscription accounts must be separate from state public body accounts.

### System must allow subscription users to search and select state public bodies for notifications.

## Public Body Login and Registration Page

### System must provide login and registration page for public bodies to post and request access to post open meeting notices.

### System must provide a blank registration form that includes public body name (search available or add new), contact name, address, telephone number, email, agency website, and password. Form must also request Appointing Authority’s name, telephone, and email address for Secretary of State verification of user account.

### Following registration submission, system should add public body registration to pending queue for Secretary of State review.

### Post-account approval, system must allow public body users to request additional authorization for multiple public bodies under the same account.

### System must allow Secretary of State staff to have administrative rights to create, edit, or delete any public body user.

## Public Bodies – Internal Dashboard

### Following login, system must provide public body dashboard that displays current, posted meetings. If a login is assigned to multiple public bodies, system must prompt user to select specific public body dashboard to access.

### System must allow public body users to post all notices identified in A using form field entry, including requirements for individual notice pages identified in D.4. System must allow public bodies to save default meeting locations that can be associated with multiple meeting notices.

### System must allow public bodies to add regular, special, emergency, and continued or reconvened meeting notices.

### When posting regularly scheduled meetings, system must provide option for recurring meetings by hour, weekday, or month and include a recurrence start and end date. System should also provide option for excluding weekends and state holidays.

### System must allow public bodies to amend or cancel meeting notices that have yet to occur.

### System must provide a preview of open meeting notice submissions and allow public bodies to approve or edit submission prior to posting.

### System must allow public body to upload and attach associated documents to specific, posted meeting notices prior to and after meeting date.

### System must allow public body users to update public body user and public body contact information.

### System must provide access to archived meeting notices previously posted by public body.

## Secretary of State Staff - Administrative Dashboard

### System must provide an administrative dashboard that allows Secretary of State staff to approve and manage public body accounts, post meetings on behalf of public bodies, upload associated documents on behalf of public bodies, and edit any meeting notice that has been posted within the system.

### System must provide detailed reports on traffic, number of registered public body users, number of citizen subscribers, number of meetings posted per year, delineated by type, and number of documents uploaded by public body users.

### System must incorporate news or blog system, allowing Secretary of State to post announcements or content.

### System must have an email system, allowing Secretary of State to send emails to registered public body staff and subscription users.

### System must allow Secretary of State to extract current and past meetings on demand. Document should be in shareable format, such as PDF, that can be quickly emailed in response to record requests.

### System must provide clear and easily read logs regarding editing of records.

## Additional Features

### System must be Oklahoma Electronic Information Technology Accessibility (EITA) act compliant, allowing accessibility to citizens with disabilities.

### Vendor must provide maintenance plan.

### System must prevent a public body from posting its regular meeting schedule for the next year by amending its previous year's schedule.

### System must display a list of upcoming meetings for all public bodies on meetings.ok.gov homepage with clickable links to each meeting notice. This list must display by date and time.

### When a meeting notice is amended or canceled by a public body, system must provide history, including links to original versions.

## Project Time-line

### The vendor shall include a project timeline that will be implemented upon contract award and carried forward through the various phases of the contract. This timeline must indicate in clear and concise terms the plan to achieve the goals of this RFP. The timeline shall contain “milestones” for completion of the project, to be determined by the vendor based on the proposed system. Each “milestone” must show the expected time for completion of the milestone and the tasks or deliverables to be completed as part of the milestone.

## Training:

### Vendor must provide training to Secretary of State staff on the administration of the website. Vendor will also provide an internal manual for use by Secretary of State staff covering the administrative operations of the website. Vendor must provide training to public bodies on registering and filing documents through website. Vendor must provide help pages for both state agency staff and citizens via the website.