SINGLE SOURCE AWARD **BID # SS-0253-18**

Subject: Enterprise Webcasting Platform

Department: City Council

Description of Purchase: Recommend approval of single source award to Granicus to provide an enterprise webcasting platform to make the City's documents, webpages, websites and other services ADA compliant. Period of service is from October 1, 2017 through September 30, 2018. Total not to exceed expenditure amount is $121,685.00.

Funding Source: CCSS011AD-03109 - To be executed by Purchase Order.

Single Source Award To: Granicus

Price Justification: See Attached

Total Award: $121,685.00 **Requisition #:**

Attachments: Single Source Form, Vendor Letter/Quote and Agreement

Certification as to Single Source: Cheryl Brown, Director/Council Secretary, Jacksonville City Council

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

OFFICE OF THE CITY COUNCIL

CHERYL L. BROWN
DIRECTOR
OFFICE (904) 630-1452
FAX (904) 630-2906
E-MAIL clbrwn@coj.net

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

August 29, 2017

MEMORANDUM

TO: **Greg Pease, Chief of Procurement**
Central Operations Department

FR: **Cheryl L. Brown, Director/Council Secretary**
Jacksonville City Council

RE: **Justification: PO for Granicus**

Pursuant to Chapter 126 of the Ordinance Code, the City Council solicits the approval of the contract award for sole source services for updating the Jacksonville Municipal Code. The award is for $121,685.00, for the services. City Council Information Systems Staff were notified at an ADA Compliance Training held on June 23, 2017 that closed captioning for online meeting videos would need to be provided for the hearing impaired. In addition to being in compliance with the Americans with Disabilities Act, website accessibility is the final step of an agreement resulting from a lawsuit between the City of Jacksonville and the Department of Justice. In order to satisfy this requirement a review of closed captioning services for other populous counties and cities in Florida with Systems connected to International Roll Call and other specialized software currently being used by the Jacksonville City Council was completed. This survey revealed that counties and municipalities with a population similar to or larger than Duval County are using professional closed captioning services provided primarily by Granicus. Additionally, Granicus is integrated with our current sole source vendor – International Roll Call. Therefore, systems currently under warranty will not be compromised.

I have attached documents addressing the requirements for services along with detailed justifications for sole source alignments with International Roll Call as stipulated in the agreement. (Please see attachments and Quote Number Q-12336)

This vendor is uniquely qualified to provide the services necessary to make our documents, webpages, websites, streaming ADA Compliant, and other services currently being used by the City of Jacksonville. Additionally, this action will result in a complete solution for accessibility under the agreement with the Department of Justice.

To expedite the procurement, we request that a purchase order be issued, as we desire to use current year funding. We appreciate your favorable consideration in approving the Granicus Sole Source request, as the provider for meeting agenda management, digital services, and communications needs for the City of Jacksonville. The services are requested within the current year City Council Budget for Fiscal Year 2016-2017.

Thank you for your consideration in this matter.

XC: Marilyn Laidler, Buyer
Honorable Aaron Bowman, Vice President
Carol Owens, Chief, Legislative Services
Kristi Sikes, Chief, Administrative Services
Paula Shoup, Systems Information
File Copy
Honorable Anna Brosche, Council President
Honorable Garrett Dennis, Finance Chair
Jessica Matthews, Supervisor- Leg. Services
Steve Cassada, Systems Information
Louie Marino, Systems Information

Rec. 8/31

REQ 218138 FORMAL REQ

SOLE SOURCE/PROPRIETARY REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): City Council

PROPRIETARY ☐

SOLE SOURCE ☒

FUNDING SOURCE: CCSS011AD-03109

BRIEF DESCRIPTION OF GOODS/SERVICES:
Enterprise Webcasting Platform

AMOUNT OF PROJECT (attach quote): $121,685.00

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):
See attached documentation

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED PROPRIETARY/SOLE SOURCE PROVIDER:
See attached documentation

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Submitted by: Cheryl L. Brown (Name) Director/Council Secretary (Title)

Date: 8.29.2017

Requesting Agency's Director's Signature: Cheryl L. Brown

GRANICUS

The following is a statement of Granicus' position to uniquely provide a solution to meet the City of Jacksonville's specific needs and intended goals for this project.

No other company currently offers the following webcasting platform:

- True Enterprise Webcasting Platform:
  - Unlimited live streaming cloud distribution
  - Unlimited cloud storage and distribution of archived viewing
  - Upload unlimited archives to Granicus cloud
  - Unlimited local storage within City of Jacksonville's network
  - Unlimited local distribution of content within City of Jacksonville's network
  - Offers a single device that can be secured within the client's network instead of opening traffic
  - HTML5 player to stream video content
- A documented and extensive Open API architecture and SDK that allow for seamless integrations with systems already in place such as IRC
- Portable encoding appliance that provides an all-in-one hardware and software solution designed to make to easily record, manage and stream video of meetings and events from any location.
- A free application that is included with our webcasting platform that is written exclusively for iOS, Windows and Android systems, *iLegislate*, to:
  - Allow users to take notes on agenda items and annotate supporting material
  - Allow users to track, bookmark, and email items
  - Sync agenda data inputted into the *Granicus platform*
- Searchable video and/or audio files by:
  - Agenda Topic
  - Minutes record
  - Spoken word via closed captioning services
- Full administration control:
  - Customize public view page
  - Customize video player page
- Government specific experience:
  - 18 years of government experience
  - 1,200 government clients
  - Clients at every level of government;
  - 4 offices, 300 employees
    - Federal (US House Example)
    - State (Texas Example)
    - Local (Denver Example)

GRANICUS

To whom it may concern:

Granicus provides technology that empowers government organizations to create better lives for the people they serve. By offering the industry's leading cloud-based solutions for communications, meeting and agenda management, and digital services to more than 3,000 public sector organizations, Granicus helps turn government missions into quantifiable realities. Granicus products connect more than 150 million people, creating a powerful network to enhance government transparency and citizen engagement. By optimizing decision-making processes, Granicus strives to help government realize better outcomes and have a greater impact for the citizens they serve.

As a company, Granicus helps empower some of the most creative people in the world who innovate within complex public sector organizations. We help make policies more effective and to transform the citizen experience so that everything from road closures to fostering programs are better communicated, understood, and ultimately successful.

Granicus was founded in 1999, and in late 2016, merged with GovDelivery (also founded in 1999). While Granicus had traditionally been focused on innovation in the legislative and rule-making process, GovDelivery led the way in transforming how governments communicate with the public on a day-to-day basis to support everything from flu shot programs to new veteran's benefits. The two companies' missions aligned perfectly to cover the full range of government's mission – to make the rules and laws we live by while delivering services that bring value to the public.

This powerful alignment allows us to bring even more scale and innovation to the clients we serve. The uniqueness of our platform along with our software applications has allowed the majority of our clients to use "sole source" as their procurement vehicle.

Below provides details of how Granicus is positioned as the only vendor that can accomplish the City of Jacksonville's project goals of today with a platform for future growth for future initiatives. If I or any other members of our team can be of help please let us know.

Jack Melnicoff
Senior Sales Executive
E: Jack.Melnicoff@granicus.com
M: 352.514.4653

GRANICUS

Procurement Vehicle: Direct
In Support of: Jacksonville, FL

Quote Number: Q-12336
Quote Prepared On: 8/29/2017
Quote Valid Through: 9/29/2017
Payment Terms: Net 30

Granicus Contact:
Name: Jack Melnicoff
Phone: +1 3525144653
Email: jack.melnicoff@granicus.com

Start Date: 10/1/2017
End Date: 9/30/2018

ONE-TIME FEE

Product Name	Product Description	Invoice Schedule	Quantity	One-Time Total
View Template Configuration (GT)	the one-time cost for creating a view page template	Milestones	1.00	$0.00
Player Template Configuration (GT)	player template configuration	Milestones	1.00	$0.00
Standard Agenda Template Creation/ Configuration	creation of a standard agenda template	Milestones	1.00	$0.00
Live Manager Installation (GT)	the installation of LiveManager on a user's computer so they can timestamp agenda items during a meeting.	Milestones	1.00	$0.00
Granicus Video - Online Training	Granicus Video - Online Training	Milestones	1.00	$0.00
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	AMAX Encoder with Osprey SDI Card. Used to pass commands and data from LiveManager that include Start/Stop of webcast, indexing, and document display. Also serves to distribute video and captions to be distributed to the CDN or Performance Accelerator.	50% Up Front 50% Upon Delivery	2.00	$7,000.00
Granicus Encoding Appliance Hardware Configuration (GT)	Remote configuration and deployment of an encoding appliance.	Milestones	2.00	$1,750.00
US Shipping Charge C - Large Item	US shipping of a large item	50% Up Front 50% Upon Delivery	2.00	$250.00
Portable Encoder Hardware (SDI)	Getac X500 Rugged Laptop - XA75C5CAEDXX Osprey - SDI Expansion Chassis - PCI Express Card (2x slots PCIe Card Slots) - GOPEX1	50% Up Front 50% Upon Delivery	1.00	$6,500.00
US Shipping Charge C - Large Item	US shipping of a large item	50% Up Front 50% Upon Delivery	1.00	$125.00
Portable Encoder Installation Services	Remote configuration and deployment of a Portable encoding appliance.	Milestones	1.00	$875.00

Product Name	Product Description	Invoice Schedule	Quantity	One-Time Total
Performance Accelerator Installation Services	Remote configuration and deployment of the Performance Accelerator.	Milestones	1.00	$0.00
Performance Accelerator Hardware (Purchase)	Performance Accelerator (Standard) Server is hardware utilized to distribute video/indexing/documents within a local network. This distribution is utilized to eliminate the bandwidth impact local viewers would have accessing data from the Granicus Data Center.	50% Up Front 50% Upon Delivery	1.00	$3,600.00
US Shipping Charge C - Large Item	US shipping of a large item	50% Up Front 50% Upon Delivery	1.00	$125.00
			TOTAL:	$20,225.00

ANNUAL SUBSCRIPTION FEE

Product Name	Product Description	Invoice Schedule	Quantity	Annual Total
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.	Annual	1.00	$19,260.00
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.	Annual	1.00	$0.00
Granicus Encoding Appliance Software (GT)	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/ stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.	Annual	2.00	$2,400.00
Recurring Captioning Services	Recurring Real-Time Closed Captioning.	Annual	550.00	$66,000.00
Portable Encoder	Ongoing Service fee for Portable Encoder hardware.	Annual	1.00	$6,000.00
Upgrade to SDI 720p Streaming	Upgrade to SDI 720p Streaming (requires Digital encoder and HD feed)	Annual	1.00	$3,000.00

GRANICUS

Procurement Vehicle: Direct
In Support of: Jacksonville, FL

Product Name	Product Description	Invoice Schedule	Quantity	Annual Total
Performance Accelerator Suite	Performance Accelerator Suite provides the ability to utilize the performance accelerator within a network. Requires Performance Accelerator or Virtual Performance Accelerator to distribute video/indexing/documents within a local network. This distribution is utilized to eliminate the bandwidth impact local viewers would have accessing data from the Granicus Data Center.	Annual	1.00	$4,800.00
			TOTAL:	$101,460.00

FUTURE YEAR PRICING

Product Name	10/01/18 to 09/30/19	10/01/19 to 09/30/20		
Government Transparency Suite	$ 20,030.40	$ 20,831.62		
Open Platform Suite	$ 0.00	$ 0.00		
Granicus Encoding Appliance Software (GT)	$ 2,496.00	$ 2,595.84		
Recurring Captioning Services	$ 68,640.00	$ 71,385.60		
Portable Encoder	$ 6,240.00	$ 6,489.60		
Upgrade to SDI 720p Streaming	$ 3,120.00	$ 3,244.80		
Performance Accelerator Suite	$ 4,800.00	$ 4,800.00		

TERMS AND CONDITIONS

- Link to State & Local Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- All fees are due at the beginning of the period of performance. Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of ***Jacksonville, FL*** to provide applicable exemption certificate(s).
- Discount is valid through end date **9/30/2018** - pricing will be reassessed prior to renewal.

Req. # 218138

Granicus Encoder API

Granicus encoder software (aka MeetingServer) exposes a set of API methods that allow clients and partners to interact with MeetingServer and create custom software workflow.

Existing Operations

Below is the list of operations that are supported by the WebService (the list can also be viewed on the encoder server via http://127.0.0.1:85/Outcast/meetingserverwebservice.asmx):

- ActivateItem
- CloseMeeting
- ExtendMeeting
- GetDocuments
- GetStatus
- LoadMeeting
- PauseMeeting
- RecordItem
- RecordNonIndexedItem
- SetSuspendRecordItem
- StartMeeting
- StopMeeting

More detailed information about supported operations can be found below.

Proposed Operations (subject to change/review)

Below is the list of proposed operations to support creating/updating motions and votes in MeetingServer via WebService

- GetMeetingAttendees

  This operation will provide a list of meeting attendees for the current meeting along with information about each attendee: Name, AttendeeGUID, VotingStatus, etc.

- GetVoteStatus

  This operation will provide information about current vote/vote in progress: attendees in vote along with their AttendeeGUID, voting choices, information about motion that is related to the vote

- GetMotionStatus

  This operation will provide information about current motion: Mover AttendeeGUID, Seconder AttendeeGUID, Motion text, etc.

- SubmitVote

  This operation will allow to update vote in progress, i.e. change voting choices for attendees in the vote

  Note: this operation expects accurate AttendeeGUIDs will be provided

- SubmitMotion

  This operation will allow to update motion in progress, i.e. change Mover/Seconder, MotionText

  Note: this operation expects accurate AttendeeGUIDs will be provided

ActivateItem

SOAP 1.1

The following is a sample SOAP 1.1 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://granicus.com/lacity/ActivateItem"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <ActivateItem xmlns="http://granicus.com/lacity/">
      <foreignId>string</foreignId>
    </ActivateItem>
  </soap:Body>
</soap:Envelope>
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <ActivateItemResponse xmlns="http://granicus.com/lacity/">
      <ActivateItemResult>string</ActivateItemResult>
    </ActivateItemResponse>
  </soap:Body>
</soap:Envelope>
```

SOAP 1.2

The following is a sample SOAP 1.2 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <ActivateItem xmlns="http://granicus.com/lacity/">
      <foreignId>string</foreignId>
    </ActivateItem>
  </soap12:Body>
</soap12:Envelope>
HTTP/1.1 200 OK
```

```
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <ActivateItemResponse xmlns="http://granicus.com/lacity/">
      <ActivateItemResult>string</ActivateItemResult>
    </ActivateItemResponse>
  </soap12:Body>
</soap12:Envelope>
```

HTTP GET

The following is a sample HTTP GET request and response. The **placeholders** shown need to be replaced with actual values.

```
GET /Outcast/meetingserverwebservice.asmx/ActivateItem?foreignId=string
HTTP/1.1
Host: 10.103.20.18
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<string xmlns="http://granicus.com/lacity/">string</string>
```

HTTP POST

The following is a sample HTTP POST request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx/ActivateItem HTTP/1.1
Host: 10.103.20.18
Content-Type: application/x-www-form-urlencoded
Content-Length: length

foreignId=string
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<string xmlns="http://granicus.com/lacity/">string</string>
```

CloseMeeting

SOAP 1.1

The following is a sample SOAP 1.1 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://granicus.com/lacity/CloseMeeting"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <CloseMeeting xmlns="http://granicus.com/lacity/" />
  </soap:Body>
</soap:Envelope>
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <CloseMeetingResponse xmlns="http://granicus.com/lacity/" />
  </soap:Body>
</soap:Envelope>
```

SOAP 1.2

The following is a sample SOAP 1.2 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <CloseMeeting xmlns="http://granicus.com/lacity/" />
  </soap12:Body>
</soap12:Envelope>
HTTP/1.1 200 OK
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
```

```
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <CloseMeetingResponse xmlns="http://granicus.com/lacity/" />
  </soap12:Body>
</soap12:Envelope>
```

HTTP GET

The following is a sample HTTP GET request and response. The **placeholders** shown need to be replaced with actual values.

```
GET /Outcast/meetingserverwebservice.asmx/CloseMeeting? HTTP/1.1
Host: 10.103.20.18
HTTP/1.1 200 OK
```

HTTP POST

The following is a sample HTTP POST request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx/CloseMeeting HTTP/1.1
Host: 10.103.20.18
Content-Type: application/x-www-form-urlencoded
Content-Length: length

HTTP/1.1 200 OK
```

ExtendMeeting

SOAP 1.1

The following is a sample SOAP 1.1 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://granicus.com/lacity/ExtendMeeting"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <ExtendMeeting xmlns="http://granicus.com/lacity/">
      <seconds>int</seconds>
    </ExtendMeeting>
  </soap:Body>
</soap:Envelope>
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <ExtendMeetingResponse xmlns="http://granicus.com/lacity/" />
  </soap:Body>
</soap:Envelope>
```

SOAP 1.2

The following is a sample SOAP 1.2 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <ExtendMeeting xmlns="http://granicus.com/lacity/">
      <seconds>int</seconds>
    </ExtendMeeting>
  </soap12:Body>
</soap12:Envelope>
HTTP/1.1 200 OK
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length
```

```
<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <ExtendMeetingResponse xmlns="http://granicus.com/lacity/" />
  </soap12:Body>
</soap12:Envelope>
```

HTTP GET

The following is a sample HTTP GET request and response. The **placeholders** shown need to be replaced with actual values.

```
GET /Outcast/meetingserverwebservice.asmx/ExtendMeeting?seconds=string
HTTP/1.1
Host: 10.103.20.18
HTTP/1.1 200 OK
```

HTTP POST

The following is a sample HTTP POST request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx/ExtendMeeting HTTP/1.1
Host: 10.103.20.18
Content-Type: application/x-www-form-urlencoded
Content-Length: length

seconds=string
HTTP/1.1 200 OK
```

GetDocuments

SOAP 1.1

The following is a sample SOAP 1.1 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://granicus.com/lacity/GetDocuments"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <GetDocuments xmlns="http://granicus.com/lacity/" />
  </soap:Body>
</soap:Envelope>
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <GetDocumentsResponse xmlns="http://granicus.com/lacity/">
      <GetDocumentsResult>
        <Document>
          <DocumentID>string</DocumentID>
          <DocumentName>string</DocumentName>
        </Document>
        <Document>
          <DocumentID>string</DocumentID>
          <DocumentName>string</DocumentName>
        </Document>
      </GetDocumentsResult>
    </GetDocumentsResponse>
  </soap:Body>
</soap:Envelope>
```

SOAP 1.2

The following is a sample SOAP 1.2 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
```

```
  <soap12:Body>
    <GetDocuments xmlns="http://granicus.com/lacity/" />
  </soap12:Body>
</soap12:Envelope>
HTTP/1.1 200 OK
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <GetDocumentsResponse xmlns="http://granicus.com/lacity/">
      <GetDocumentsResult>
        <Document>
          <DocumentID>string</DocumentID>
          <DocumentName>string</DocumentName>
        </Document>
        <Document>
          <DocumentID>string</DocumentID>
          <DocumentName>string</DocumentName>
        </Document>
      </GetDocumentsResult>
    </GetDocumentsResponse>
  </soap12:Body>
</soap12:Envelope>
```

HTTP GET

The following is a sample HTTP GET request and response. The **placeholders** shown need to be replaced with actual values.

```
GET /Outcast/meetingserverwebservice.asmx/GetDocuments? HTTP/1.1
Host: 10.103.20.18
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<ArrayOfDocument xmlns="http://granicus.com/lacity/">
  <Document>
    <DocumentID>string</DocumentID>
    <DocumentName>string</DocumentName>
  </Document>
  <Document>
    <DocumentID>string</DocumentID>
    <DocumentName>string</DocumentName>
  </Document>
</ArrayOfDocument>
```

HTTP POST

The following is a sample HTTP POST request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx/GetDocuments HTTP/1.1
Host: 10.103.20.18
```

```
Content-Type: application/x-www-form-urlencoded
Content-Length: length

HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<ArrayOfDocument xmlns="http://granicus.com/lacity/">
  <Document>
    <DocumentID>string</DocumentID>
    <DocumentName>string</DocumentName>
  </Document>
  <Document>
    <DocumentID>string</DocumentID>
    <DocumentName>string</DocumentName>
  </Document>
</ArrayOfDocument>
```

GetStatus

SOAP 1.1

The following is a sample SOAP 1.1 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://granicus.com/lacity/GetStatus"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <GetStatus xmlns="http://granicus.com/lacity/" />
  </soap:Body>
</soap:Envelope>
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <GetStatusResponse xmlns="http://granicus.com/lacity/">
      <GetStatusResult>
        <AgendaDocumentID>string</AgendaDocumentID>
        <ArchiveDuration>unsignedLong</ArchiveDuration>
        <ArchiveFileName>string</ArchiveFileName>
        <ArchiveFolderID>int</ArchiveFolderID>
        <ArchiveState>string</ArchiveState>
        <ConnectedToMeetingServer>boolean</ConnectedToMeetingServer>
        <EncoderState>string</EncoderState>
        <MasterDocumentID>string</MasterDocumentID>
        <MeetingName>string</MeetingName>
        <MeetingTimeElapsed>unsignedLong</MeetingTimeElapsed>
        <MeetingTimerState>string</MeetingTimerState>
        <MinutesDocumentID>string</MinutesDocumentID>
        <SuspendRecordItem>boolean</SuspendRecordItem>
      </GetStatusResult>
    </GetStatusResponse>
  </soap:Body>
</soap:Envelope>
```

SOAP 1.2

The following is a sample SOAP 1.2 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length
```

```
<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <GetStatus xmlns="http://granicus.com/lacity/" />
  </soap12:Body>
</soap12:Envelope>
HTTP/1.1 200 OK
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <GetStatusResponse xmlns="http://granicus.com/lacity/">
      <GetStatusResult>
        <AgendaDocumentID>string</AgendaDocumentID>
        <ArchiveDuration>unsignedLong</ArchiveDuration>
        <ArchiveFileName>string</ArchiveFileName>
        <ArchiveFolderID>int</ArchiveFolderID>
        <ArchiveState>string</ArchiveState>
        <ConnectedToMeetingServer>boolean</ConnectedToMeetingServer>
        <EncoderState>string</EncoderState>
        <MasterDocumentID>string</MasterDocumentID>
        <MeetingName>string</MeetingName>
        <MeetingTimeElapsed>unsignedLong</MeetingTimeElapsed>
        <MeetingTimerState>string</MeetingTimerState>
        <MinutesDocumentID>string</MinutesDocumentID>
        <SuspendRecordItem>boolean</SuspendRecordItem>
      </GetStatusResult>
    </GetStatusResponse>
  </soap12:Body>
</soap12:Envelope>
```

HTTP GET

The following is a sample HTTP GET request and response. The **placeholders** shown need to be replaced with actual values.

```
GET /Outcast/meetingserverwebservice.asmx/GetStatus? HTTP/1.1
Host: 10.103.20.18
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<Status xmlns="http://granicus.com/lacity/">
  <AgendaDocumentID>string</AgendaDocumentID>
  <ArchiveDuration>unsignedLong</ArchiveDuration>
  <ArchiveFileName>string</ArchiveFileName>
  <ArchiveFolderID>int</ArchiveFolderID>
  <ArchiveState>string</ArchiveState>
  <ConnectedToMeetingServer>boolean</ConnectedToMeetingServer>
```

```
  <EncoderState>string</EncoderState>
  <MasterDocumentID>string</MasterDocumentID>
  <MeetingName>string</MeetingName>
  <MeetingTimeElapsed>unsignedLong</MeetingTimeElapsed>
  <MeetingTimerState>string</MeetingTimerState>
  <MinutesDocumentID>string</MinutesDocumentID>
  <SuspendRecordItem>boolean</SuspendRecordItem>
</Status>
```

HTTP POST

The following is a sample HTTP POST request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx/GetStatus HTTP/1.1
Host: 10.103.20.18
Content-Type: application/x-www-form-urlencoded
Content-Length: length

HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<Status xmlns="http://granicus.com/lacity/">
  <AgendaDocumentID>string</AgendaDocumentID>
  <ArchiveDuration>unsignedLong</ArchiveDuration>
  <ArchiveFileName>string</ArchiveFileName>
  <ArchiveFolderID>int</ArchiveFolderID>
  <ArchiveState>string</ArchiveState>
  <ConnectedToMeetingServer>boolean</ConnectedToMeetingServer>
  <EncoderState>string</EncoderState>
  <MasterDocumentID>string</MasterDocumentID>
  <MeetingName>string</MeetingName>
  <MeetingTimeElapsed>unsignedLong</MeetingTimeElapsed>
  <MeetingTimerState>string</MeetingTimerState>
  <MinutesDocumentID>string</MinutesDocumentID>
  <SuspendRecordItem>boolean</SuspendRecordItem>
</Status>
```

LoadMeeting

SOAP 1.1

The following is a sample SOAP 1.1 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://granicus.com/lacity/LoadMeeting"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <LoadMeeting xmlns="http://granicus.com/lacity/">
      <documentId>string</documentId>
    </LoadMeeting>
  </soap:Body>
</soap:Envelope>
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <LoadMeetingResponse xmlns="http://granicus.com/lacity/" />
  </soap:Body>
</soap:Envelope>
```

SOAP 1.2

The following is a sample SOAP 1.2 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <LoadMeeting xmlns="http://granicus.com/lacity/">
      <documentId>string</documentId>
    </LoadMeeting>
  </soap12:Body>
</soap12:Envelope>
HTTP/1.1 200 OK
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length
```

```
<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <LoadMeetingResponse xmlns="http://granicus.com/lacity/" />
  </soap12:Body>
</soap12:Envelope>
```

HTTP GET

The following is a sample HTTP GET request and response. The **placeholders** shown need to be replaced with actual values.

```
GET /Outcast/meetingserverwebservice.asmx/LoadMeeting?documentId=string
HTTP/1.1
Host: 10.103.20.18
HTTP/1.1 200 OK
```

HTTP POST

The following is a sample HTTP POST request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx/LoadMeeting HTTP/1.1
Host: 10.103.20.18
Content-Type: application/x-www-form-urlencoded
Content-Length: length

documentId=string
HTTP/1.1 200 OK
```

PauseMeeting

SOAP 1.1

The following is a sample SOAP 1.1 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://granicus.com/lacity/PauseMeeting"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <PauseMeeting xmlns="http://granicus.com/lacity/" />
  </soap:Body>
</soap:Envelope>
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <PauseMeetingResponse xmlns="http://granicus.com/lacity/" />
  </soap:Body>
</soap:Envelope>
```

SOAP 1.2

The following is a sample SOAP 1.2 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <PauseMeeting xmlns="http://granicus.com/lacity/" />
  </soap12:Body>
</soap12:Envelope>
HTTP/1.1 200 OK
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
```

```
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <PauseMeetingResponse xmlns="http://granicus.com/lacity/" />
  </soap12:Body>
</soap12:Envelope>
```

HTTP GET

The following is a sample HTTP GET request and response. The **placeholders** shown need to be replaced with actual values.

```
GET /Outcast/meetingserverwebservice.asmx/PauseMeeting? HTTP/1.1
Host: 10.103.20.18
HTTP/1.1 200 OK
```

HTTP POST

The following is a sample HTTP POST request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx/PauseMeeting HTTP/1.1
Host: 10.103.20.18
Content-Type: application/x-www-form-urlencoded
Content-Length: length

HTTP/1.1 200 OK
```

RecordItem

SOAP 1.1

The following is a sample SOAP 1.1 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://granicus.com/lacity/RecordItem"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <RecordItem xmlns="http://granicus.com/lacity/">
      <body>string</body>
      <foreignId>string</foreignId>
    </RecordItem>
  </soap:Body>
</soap:Envelope>
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <RecordItemResponse xmlns="http://granicus.com/lacity/">
      <RecordItemResult>string</RecordItemResult>
    </RecordItemResponse>
  </soap:Body>
</soap:Envelope>
```

SOAP 1.2

The following is a sample SOAP 1.2 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <RecordItem xmlns="http://granicus.com/lacity/">
      <body>string</body>
      <foreignId>string</foreignId>
    </RecordItem>
  </soap12:Body>
```

```
</soap12:Envelope>
HTTP/1.1 200 OK
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <RecordItemResponse xmlns="http://granicus.com/lacity/">
      <RecordItemResult>string</RecordItemResult>
    </RecordItemResponse>
  </soap12:Body>
</soap12:Envelope>
```

HTTP GET

The following is a sample HTTP GET request and response. The **placeholders** shown need to be replaced with actual values.

```
GET
/Outcast/meetingserverwebservice.asmx/RecordItem?body=string&foreignId=string
HTTP/1.1
Host: 10.103.20.18
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<string xmlns="http://granicus.com/lacity/">string</string>
```

HTTP POST

The following is a sample HTTP POST request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx/RecordItem HTTP/1.1
Host: 10.103.20.18
Content-Type: application/x-www-form-urlencoded
Content-Length: length

body=string&foreignId=string
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<string xmlns="http://granicus.com/lacity/">string</string>
```

RecordNonIndexedItem

SOAP 1.1

The following is a sample SOAP 1.1 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://granicus.com/lacity/RecordNonIndexedItem"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <RecordNonIndexedItem xmlns="http://granicus.com/lacity/">
      <body>string</body>
      <foreignId>string</foreignId>
    </RecordNonIndexedItem>
  </soap:Body>
</soap:Envelope>
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <RecordNonIndexedItemResponse xmlns="http://granicus.com/lacity/">
      <RecordNonIndexedItemResult>string</RecordNonIndexedItemResult>
    </RecordNonIndexedItemResponse>
  </soap:Body>
</soap:Envelope>
```

SOAP 1.2

The following is a sample SOAP 1.2 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <RecordNonIndexedItem xmlns="http://granicus.com/lacity/">
      <body>string</body>
      <foreignId>string</foreignId>
    </RecordNonIndexedItem>
  </soap12:Body>
```

```
</soap12:Envelope>
HTTP/1.1 200 OK
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <RecordNonIndexedItemResponse xmlns="http://granicus.com/lacity/">
      <RecordNonIndexedItemResult>string</RecordNonIndexedItemResult>
    </RecordNonIndexedItemResponse>
  </soap12:Body>
</soap12:Envelope>
```

HTTP GET

The following is a sample HTTP GET request and response. The **placeholders** shown need to be replaced with actual values.

```
GET
/Outcast/meetingserverwebservice.asmx/RecordNonIndexedItem?body=string&foreig
nId=string HTTP/1.1
Host: 10.103.20.18
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<string xmlns="http://granicus.com/lacity/">string</string>
```

HTTP POST

The following is a sample HTTP POST request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx/RecordNonIndexedItem HTTP/1.1
Host: 10.103.20.18
Content-Type: application/x-www-form-urlencoded
Content-Length: length

body=string&foreignId=string
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<string xmlns="http://granicus.com/lacity/">string</string>
```

SetSuspendRecordItem

SOAP 1.1

The following is a sample SOAP 1.1 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://granicus.com/lacity/SetSuspendRecordItem"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <SetSuspendRecordItem xmlns="http://granicus.com/lacity/">
      <value>boolean</value>
    </SetSuspendRecordItem>
  </soap:Body>
</soap:Envelope>
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <SetSuspendRecordItemResponse xmlns="http://granicus.com/lacity/" />
  </soap:Body>
</soap:Envelope>
```

SOAP 1.2

The following is a sample SOAP 1.2 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <SetSuspendRecordItem xmlns="http://granicus.com/lacity/">
      <value>boolean</value>
    </SetSuspendRecordItem>
  </soap12:Body>
</soap12:Envelope>
HTTP/1.1 200 OK
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length
```

```
<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <SetSuspendRecordItemResponse xmlns="http://granicus.com/lacity/" />
  </soap12:Body>
</soap12:Envelope>
```

HTTP GET

The following is a sample HTTP GET request and response. The **placeholders** shown need to be replaced with actual values.

```
GET /Outcast/meetingserverwebservice.asmx/SetSuspendRecordItem?value=string
HTTP/1.1
Host: 10.103.20.18
HTTP/1.1 200 OK
```

HTTP POST

The following is a sample HTTP POST request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx/SetSuspendRecordItem HTTP/1.1
Host: 10.103.20.18
Content-Type: application/x-www-form-urlencoded
Content-Length: length

value=string
HTTP/1.1 200 OK
```

StartMeeting

SOAP 1.1

The following is a sample SOAP 1.1 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://granicus.com/lacity/StartMeeting"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <StartMeeting xmlns="http://granicus.com/lacity/" />
  </soap:Body>
</soap:Envelope>
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <StartMeetingResponse xmlns="http://granicus.com/lacity/" />
  </soap:Body>
</soap:Envelope>
```

SOAP 1.2

The following is a sample SOAP 1.2 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <StartMeeting xmlns="http://granicus.com/lacity/" />
  </soap12:Body>
</soap12:Envelope>
HTTP/1.1 200 OK
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
```

```
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <StartMeetingResponse xmlns="http://granicus.com/lacity/" />
  </soap12:Body>
</soap12:Envelope>
```

HTTP GET

The following is a sample HTTP GET request and response. The **placeholders** shown need to be replaced with actual values.

```
GET /Outcast/meetingserverwebservice.asmx/StartMeeting? HTTP/1.1
Host: 10.103.20.18
HTTP/1.1 200 OK
```

HTTP POST

The following is a sample HTTP POST request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx/StartMeeting HTTP/1.1
Host: 10.103.20.18
Content-Type: application/x-www-form-urlencoded
Content-Length: length

HTTP/1.1 200 OK
```

StopMeeting

SOAP 1.1

The following is a sample SOAP 1.1 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: text/xml; charset=utf-8
Content-Length: length
SOAPAction: "http://granicus.com/lacity/StopMeeting"

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <StopMeeting xmlns="http://granicus.com/lacity/" />
  </soap:Body>
</soap:Envelope>
HTTP/1.1 200 OK
Content-Type: text/xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/">
  <soap:Body>
    <StopMeetingResponse xmlns="http://granicus.com/lacity/" />
  </soap:Body>
</soap:Envelope>
```

SOAP 1.2

The following is a sample SOAP 1.2 request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx HTTP/1.1
Host: 10.103.20.18
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <StopMeeting xmlns="http://granicus.com/lacity/" />
  </soap12:Body>
</soap12:Envelope>
HTTP/1.1 200 OK
Content-Type: application/soap+xml; charset=utf-8
Content-Length: length

<?xml version="1.0" encoding="utf-8"?>
```

```
<soap12:Envelope xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:soap12="http://www.w3.org/2003/05/soap-envelope">
  <soap12:Body>
    <StopMeetingResponse xmlns="http://granicus.com/lacity/" />
  </soap12:Body>
</soap12:Envelope>
```

HTTP GET

The following is a sample HTTP GET request and response. The **placeholders** shown need to be replaced with actual values.

```
GET /Outcast/meetingserverwebservice.asmx/StopMeeting? HTTP/1.1
Host: 10.103.20.18
HTTP/1.1 200 OK
```

HTTP POST

The following is a sample HTTP POST request and response. The **placeholders** shown need to be replaced with actual values.

```
POST /Outcast/meetingserverwebservice.asmx/StopMeeting HTTP/1.1
Host: 10.103.20.18
Content-Type: application/x-www-form-urlencoded
Content-Length: length

HTTP/1.1 200 OK
```

GRANICUS

Procurement Vehicle: Direct
In Support of: Jacksonville, FL

AGREEMENT AND ACCEPTANCE

Jacksonville, FL		Billing Information	
Signature:	_____	Name:	_____
Name:	_____	Phone:	_____
Title:	_____	Email:	_____
Date:	_____	Address:	_____
			_____

GRANICUS

Procurement Vehicle: Direct
In Support of: Jacksonville, FL

AGREEMENT AND ACCEPTANCE

Jacksonville, FL

Signature: Cheryl L. Brown

Name: Cheryl L. Brown

Title: Director / Council Secretary

Date: 8.29.2017

Billing Information

Name: Jacksonville City Council

Phone: 904.630.1377
904.630.1452

Email: CLBrown@coj.net

Address: 117. West Duval Street
Suite 425 - 4th Floor
City Hall St James
Bldg.
Jax FL 32202

Q-12336 : 8/29/2017