

EXHIBIT A

**Open Meeting Technologies LLC (OMT)**  
 PO Box 7306, St. Cloud, MN 56302-7306  
 (866) 668-0123



**Cost & Payment Summary for Approval**

The below information summarizes the cost of any software, software licenses, and services as well as to whom payments will be made. A signature from an authorized person is required to accept this quote.

**Organization Name:** CITY OF MANITOWOC WI  
**Billing Contact:** MACKENZIE REED

**Issue Date:** 1/15/2026

**ONE-TIME SET UP**

| Description  | Quantity | Unit Price          | Total Amount**  |
|--|----------|---------------------|-----------------|
| <b>System Implementation, Onboarding and Training</b><br>Professional setup with our meeting experts, system configuration, milestones and guided onboarding with role-based training.   | 1        | \$ 4,995            | \$ 4,995        |
| <b>AV Integration</b><br>One-time set up. Integrate with customer DSP for microphone and camera control during discussion. Configured to automatically send ASCII code to compatible DSP's to mute/unmute microphones and pan compatible cameras. OpenMeeting does not offer AV Hardware. OpenMeeting will work with your IT and AV integrator to configure the integration with your AV system. | 0        | <del>\$ 2,495</del> | <del>\$ -</del> |
| <b>One-Time Setup Total:</b>   |          |                     | <b>\$ 4,995</b> |

**ANNUAL SOFTWARE LICENSES (Year 1)**

|   |   |          |                 |
|---|---|----------|-----------------|
| <b>Agenda and Minutes Management</b><br>Fresh, clean, and intuitive OpenMeeting design - secure, cloud-based - create and manage agendas, packets, documents, and minutes. Drag-and-drop builder, unlimited custom templates, workflows, and publishing. Includes 3 subgroup/committee licenses. Annual license subscriptions include phone and e-mail support, software upgrades throughout the subscription term. | 0 | \$ 4,995 | \$ -            |
| <b>Meeting Management</b><br>Electronic roll call, motions, voting, request-to-speak with auto-queue, timers, and public display for transparency. Supports in-person, remote, and hybrid meetings. Includes 3 subgroup/committee licenses. Annual license subscriptions include phone and e-mail support, software upgrades throughout the year.   | 1 | \$ 3,995 | \$ 3,995        |
| <b>Automatic Minutes (Ai - OMT smart assist)</b><br>Fully integrated legislative meeting platform with native AI minutes tied to roll call, motions, votes, discussion, and timestamps. Minutes automatically generated, dynamic granularity, and editable. The benchmark in accuracy standards.  | 0 | \$ 1,495 | \$ -            |
| <b>Unlimited Subgroups/Committees</b><br>Add as many boards, committees, and subgroups as you need. Unlimited members - no per-group fees. All subgroups can use all your licensed OpenMeeting modules. First 3 groups are already included in main license.  | 0 | \$ 2,995 | \$ -            |
| <b>Public Comment Speaker Sign Up</b><br>Easy for the public, easy for clerks. Online, kiosk, and mobile public comment registration with moderator tools to accept/reject speakers, write notes, and display the speaker queue publicly.   | 0 | \$ 995   | \$ -            |
| <b>Streaming - Premium</b><br>Secure, reliable, ad-free, compliance-grade. Includes one stream, transcription, and data storage. For agenda management users - public portal with video, interactive agenda, interactive packet and interactive minutes. Additional concurrent streams available for a fee.   | 0 | \$ 2,495 | \$ -            |
| <b>Premier Performance Service Plan</b><br>Proactive service for ensured success. Includes done-for-you templates creation, priority response, quarterly system reviews and optimization, and ongoing, unlimited onboarding, & training. Your dedicated Account Rep ensures your team and meetings fully leverage OpenMeeting for optimal streamlining, board experience, public presentation, and ROI.             | 0 | \$ 2,495 | \$ -            |
| <b>Year 1 - Annual Licenses Total:</b>  |   |          | <b>\$ 3,995</b> |
| <b>Year 1 - Total of One-Time Setup and Licenses:</b>   |   |          | <b>\$ 8,990</b> |

**ANNUAL SOFTWARE LICENSES (Years 2+)**

|   |   |          |          |
|---|---|----------|----------|
| Agenda and Minutes Management                     | 0 | \$ 4,995 | \$ -     |
| Meeting Management                                | 1 | \$ 3,995 | \$ 3,995 |
| Automatic Meeting Minutes (Ai - OMT Smart Assist) | 0 | \$ 1,495 | \$ -     |
| Unlimited Subgroups/Committees                    | 0 | \$ 2,995 | \$ -     |
| Public Comment Speaker Sign Up                    | 0 | \$ 995   | \$ -     |
| Streaming - Premium                               | 0 | \$ 2,495 | \$ -     |
| Premier Performance Service Plan                  | 0 | \$ 2,495 | \$ -     |

**Years 2+ - Annual Licenses: \$ 3,995**

\* OpenMeeting Technologies reserves the right to increase license subscription rates up to 5% each year if not on a multi-year contract.

\*\* If all fees for a three (3) year term are paid in full upfront, pricing will be locked and guaranteed with no increases for the entire three-year period from the effective date of the agreement. All pricing provided in this quote is valid for ninety (90) days from the date of issuance. After this period, pricing and terms are subject to change without notice.

**3 Year Option - Total of One-Time Setup and 3 Years' Licenses \$ 16,980**

**Acceptance of Proposal:**

Please select and **initial** one of the payment/licensing options listed below. An authorized signature and organizational details are also required. By initialing and signing, you acknowledge and accept the pricing, product descriptions, and service terms outlined above.

Upon receipt of this authorization, OpenMeeting Technologies (OMT) will issue an invoice. Payment is due upon receipt in order to begin the implementation process. The OMT service agreement will automatically renew for successive terms unless either party provides written notice of termination. A minimum of sixty (60) days' prior written notice is required to cancel renewal before the end of the current term.

**Select and initial the preferred terms of payment and license subscription method.**

1 YEAR - Payment of the one-time set-up, plus 1 year licenses and support

3 YEARS - Payment of the one-time set-up, plus 3 years licenses and support

**Authorized Signature:** \_\_\_\_\_  
**Printed Name & Title:** \_\_\_\_\_

**Date of Acceptance:** \_\_\_\_\_