

## **REQUEST FOR A INFORMATION: SUPPLY AND DELIVERY OF A MINUTES WRITING TOOL**

### **BACKGROUND ABOUT NATIONAL HERITAGE COUNCIL**

The National Heritage Council (NHC) is an agency of the Department of Sport, Arts & Culture that is responsible for the preservation of the country's heritage. Since its existence on 26 February 2004, the Council has managed to place heritage as a priority for nation building and national identity.

### **SPECIFICATION**

This document outlines the specification for the procurement of a minutes writing tool preferably Fireflies

#### **1. Meeting Recording & Transcription**

- Automatic recording of voice conversations through calendar integration (Zoom, Google Meet, Microsoft Teams, Webex, etc.).
- Ability to upload pre-recorded audio and video files for transcription.
- Real-time or near real-time transcription capability.
- Accurate speaker identification and labeling.
- High transcription accuracy across various accents.

#### **2. Meeting Summarization & Analysis**

- AI-generated meeting summaries highlighting key points, action items, tasks, and decisions.
- Customizable transcription formats (e.g., verbatim, summarized, bullet points).
- Searchable transcripts with keyword/tag-based navigation.
- Sentiment and topic analysis features.

#### **3. Collaboration & Sharing**

- Ability to share transcripts with both internal and external stakeholders.
- Functionality for commenting, tagging, and task assignment within transcripts.
- Export capabilities (PDF, TXT, DOCX, CSV formats).

#### **4. Performance**

- Support for meetings lasting up to three (3) hours or more.
- Scalable to support 50 or more users across various units.
- Multi-language support (minimum languages: English, Spanish, French, German, and Hindi).

## 5. COMPULSORY REQUIREMENTS

- A valid license or subscription plan for the selected tier must be provided.
- Onboarding and user training support must be included.

### Compatibility

- Must be a web-based platform, compatible with Chrome and Edge browsers.
- Mobile application availability (iOS and Android preferred).
- Full compatibility with Microsoft 365.
- Compatible with both Windows and macOS operating systems.
- Integration with calendar applications (Google Calendar and Microsoft Outlook).

## 6. ENQUIRIES

For any enquiries, please contact the following official:

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