



## Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.

The County is requesting to continue use of Granicus, an automated agenda management solution that allows staff to create agenda items within a formatted workflow, approve agenda items electronically, construct the Board agenda in an acceptable format, and manage and track the agendas. Additionally, Granicus provides the capability to broadcast video of Board meetings in real time over the internet, record minutes linked to the video, produce tablet ready paperless agenda, and maintain an archive of all Board meeting video and meeting minutes accessible on the Internet for County staff and the public.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.

Granicus  
408 Saint Peter Street, Suite 600  
Saint Paul, MN 55102  
Josh Hurni, (415) 967-5573, joshua.hurni@granicus.com
3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.

The total cost for the initial three-year term will be approximately \$248,000. The remaining two (2) one-year terms will be roughly \$207,000, making the total possible five-year term approximately \$455,000.
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.

Granicus, Inc. is a web-hosted system that provides a cost-effective vehicle for agenda creation, management, and archiving. Videos of Board meetings are streamed online in real-time and indexed to the agenda, making for easier and more productive use of the video as viewers are able to navigate both agenda and video when reviewing archived agendas. Granicus' automated workflow for agenda item creation creates more efficiency as users can create, review, and approve agenda items online rather than having to obtain approval in person.
5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.
  - In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
  - When the contract is with a federal, state, or local governmental agency.
  - When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$2,500 whichever is more.
  - When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
  - When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
  - When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.
6. Explain why the unique qualities and/or capabilities described above are essential to your department.

The County has been utilizing Granicus software and products for approximately four (4) years. With this automated and paperless agenda management system, efficiency was increased as County staff no longer needed to obtain approval from reviewers in person. Rather, review and approval of agenda items could be done online, freeing up staff to attend to other assignments. Additionally, it provides workflow for agenda item creation, streams and archives videos of Board meetings and agendas, and has the ability for electronic agenda management. As Granicus is used Countywide throughout various departments, continuing services of this software is crucial for streamlined continuance for agenda item creation.
7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.

The previous agenda management system used by the County prior to Granicus' implementation lacked efficiency and was unable to deliver a reliable automated workflow and electronic agenda creation system. Due to this, research was completed to find a more effective system. Granicus possessed the functionality that met the County's needs and was approved by the Board for implementation. Continuing service with Granicus as the County's method for agenda item creation is cost-effective as it simply requires continuation of current software services already in place versus having to research and identify another agenda management system that meets the County's needs, implementing that system countywide, and training staff on the new system.

rbash 3/27/2018 8:18:39 AM

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Requested By:

Title

**I approve this request to suspend competition for the service(s) and/or product(s) identified herein.**

rbash 3/27/2018 8:18:47 AM

[\[✕ Sign\]](#) Double click!

Department Head Signature

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Purchasing Manager Signature