



# 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 Legistar, an automated agenda management solution, that allows staff to create agenda items within a formatted workflow, approve agenda items electronically, construct Board of Supervisors (BOS) agendas in a standard format, and manage and track agendas countywide. Additionally, Granicus provides the capability to broadcast video of BOS meetings in real time over the internet, record minutes linked to the video, and maintain an archive of all BOS 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.

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209-919-4624

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.

Total cost of the initial one-year term will be \$293,375.89, with 4 potential one-year renewals are as follows, Year 2 \$145,995.64, Year 3 \$156,215.35, Year 4 \$167,150.39, Year 5 \$178,850.93, All totaling \$942,000.00.

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.

Legistar is a comprehensive, flexible, and highly secure agenda and legislative management software for large municipalities and counties. Legistar handles the most demanding legislative processes from inception through approval, making complex procedures simple and cost effective. The County started contracting with Granicus approximately ten (10) years ago. Since then, Granicus' software application, Legistar, has been used countywide for BOS agenda management. Legistar is proprietary to Granicus. Granicus is the only vendor with the intimate knowledge of County's needs and processes. Legistar has been heavily customized to fit the County's needs over the course of the past ten (10) years. Replacing Legistar with a different agenda management system would require a huge increase in cost countywide as it would include the procurement of a new vendor, getting them up to speed on County's needs and system customizations, actual implementation, and countywide training..

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 \$5,000 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.

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 can be done online, freeing up staff. Additionally, it provides workflow for agenda item creation, streams and archives videos of BOS meetings and agendas, and has the ability for electronic agenda management. Granicus is used countywide, thus, it is crucial for streamlined continuance for BOS 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.
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Granicus has been the sole vendor in ten (10) years to provide BOS agenda management services to the County. Legistar is a proprietary product of Granicus. Granicus is the only vendor knowledgeable on the intricacies of the County, as such they are the only vendor able to troubleshoot and provide support.

dmoore 5/24/2023 3:53:43 PM

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Requested By:

Title

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

swalden 5/25/2023 4:24:56 PM

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Department Head Signature

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Purchasing Manager Signature