



# Board Agenda Item 34

DATE: May 8, 2018

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director of Internal Services/Chief Information Officer

SUBJECT: Agreement with Granicus, Inc.

RECOMMENDED ACTION(S):

1. **Make a finding that it is in the best interest of the County to waive the competitive bidding process consistent with Administrative Policy No. 34 under the “unusual or extraordinary circumstances” exception in order to continue using Granicus software products and services for agenda management product creation and publication.**
2. **Approve and authorize the Chairperson to execute a new Agreement with GovDelivery, LLC, a Minnesota Limited Liability Company doing business as Granicus, effective June 3, 2018, for a term not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, and authorizing the Director of Internal Services/Chief Information Officer to purchase additional Granicus products and services up to approximately \$53,000, to enhance the County’s provision of government services, total not to exceed \$455,000.**

Granicus, Inc. has provided various software for the County to use for automated agenda item creation, approval and tracking, as well as real-time video streaming of Board meetings, for over three years. This agreement will provide the County with the ability to continue accessing Granicus products and services, including ongoing support and maintenance of its software.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, the County will have to cease using the Granicus software. Since multiple County departments use Granicus, terminating use of this software and implementing an alternative solution would be very costly and time consuming.

SUSPENSION OF COMPETITION/SOLE SOURCE CONTRACT:

The Internal Services Department (ISD) is requesting that the County waive the competitive bidding process under Administrative Policy No. 34 under the “unusual or extraordinary circumstances” exception in order to maintain access to Granicus’ products and services, which have been and continue to be used by multiple County departments for the generation of agenda items. Prior research identified Granicus as the only solution that provides all the functionality desired by the County and was used by more than twenty-five (25) California government entities. Granicus remains a cost effective choice and has continued to deliver efficient agenda management including streaming video with agenda integration, workflow for agenda item creation, and archiving and reporting. ISD - Purchasing concurs with the Department’s request to waive the competitive bidding process.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions as sufficient appropriations are included in next fiscal year's budget. Appropriations for Granicus software, maintenance, and support for the potential five (5) year term total \$455,000. This agreement allows for known costs of approximately \$402,050 over the potential term and authorizes the Director of Internal Services/Chief Information Officer to purchase up to \$52,950 in additional products and services to enhance the provision of government services. Costs are recovered through charges to user departments. Future costs associated with this agreement will be requested in future years. If additional appropriations are required, staff will return to your Board for approval.

DISCUSSION:

On December 3, 2013, your Board authorized the execution of an agreement with Granicus, Inc. to utilize its software for agenda item creation, management, and archiving for a four-and-a-half year agreement. With the implementation of Granicus, County staff are able to see agenda items being composed, reviewed, approved, and published in an all-electronic format. Granicus also allows Board meetings to stream live video online and can be retrieved and viewed at a later date. Additionally, agenda management functions available to the Clerk of the Board assist the Clerk in preparing the agenda and allow for the capability of building and searching the agenda, recording roll call, assembling and publishing agenda packets, publishing minutes, and recording motions and discussion. In this agreement, authority is granted to the Director of Internal Services/Chief Information Officer to issue additional statements of work and orders for additional Granicus products and/or services, up to \$52,950 over the term of the agreement, to enhance the provision of government services, such as by increasing efficiencies.

REFERENCE MATERIAL:

BAI #33, December 3, 2013

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement  
Suspension of Competition Acquisition Request

CAO ANALYST:

Juan Lopez