



## Suspension of Competition Acquisition Request

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

Granicus, LLC (formerly known as "SouthTech Systems" ) software is utilized by the County Clerk/Elections Department for processing electronic forms, data and necessary documents that are filed with the County Clerk. The system includes the Software, Updates, Maintenance, Technical Support, Phone Support and training. ClerkDocs™ system provides easy-to-use data entry user interfaces to capture registration information. The core system includes registrations for: Online Marriage Licenses, Online Fictitious Business Names (FBN), Cashiering/Fee Accounting, CheckLog, Campaign Documents, and Web Publisher.

2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.

Granicus, LLC  
Dept CH-Box 19634  
Palatine, IL 60055  
720-240-9586  
AR@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 not exceed \$169,074.15. Year #4 not to exceed \$57,302.54. Year #5 not to exceed \$57,940.32. The software and support will be provided electronically thus there is no additional tax applicable to the purchase.

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.

This product has been in use by the County Clerk for over eleven years and has substantially increased the efficiency of the Department without any major issues. The product has been custom tailored with special reports, forms, and modules specifically built for Fresno County. The product is running on previously acquired hardware and will not require any upgrades in the near future. Staff has numerous hours of training on the system and the clients are also acclimated with the user interface which has increased efficiency in filing of Clerk related documents. Due to the fact that this product has been custom tailored for Fresno County and that countless hours have been spent on training to increase efficiency it would not be feasible to implement a new system and/or vendor at this time. Additionally, Granicus (formally known as "SouthTech Systems" ) has agreed to hold current pricing with no increases in annual costs over the initial three year term of the new Agreement. Optional renewal years #4 and #5 may be subject to a 5% COLA increase. Based on the unique characteristics of the custom built product, familiarity with the system, and the ability of continued use of the current hardware, it makes sense to continue using the same product for the next three to five years.

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 unique qualities described above are essential to the Department because the product allows for the Department to provide services in the most efficient manner. The documents that are filed using the system are now all online and thus have reduced the time required to enter, store, and search for the files which has increased efficiency allowing staff to allocate hours to their clerk related tasks.

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.

Over the past eleven years the Department has worked with the vendor to customize the software with modules, forms, and reports that are specific to the Department's needs. The Department has been very satisfied with the responsiveness and comprehensive service provided by the vendor. Due to the number of elections conducted over the past year, a change of vendors for the Clerk Services unit was not considered.

jpereira 3/5/2019 11:05:52 AM

Requested By:

Title

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

borth 3/5/2019 11:11:08 AM

Department Head Signature

gcornuelle 3/7/2019 9:39:26 AM

Purchasing Manager Signature