



## Legislation Details (With Text)

**File #:** 21-0832      **Version:** 1

**Type:** BID, RFP, RFQ, COOP, SOLE SOURCE, OPTION YEAR      **Status:** Passed

**File created:** 6/15/2021      **In control:** City Council

**On agenda:** 9/7/2021      **Final action:** 9/7/2021

**Title:** Waive the code to award a five-year extension to Contract 16-246, Agenda Management Software, to Granicus, Inc. for an amount not to exceed \$175,637.80

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
9/7/2021	1	City Council	approved	Pass

### CITY COUNCIL AGENDA ITEM

#### **ACTION REQUESTED:**

Waive the code to award a five-year extension to Contract 16-246, Agenda Management Software, to Granicus, Inc. for an amount not to exceed \$175,637.80

**DEPARTMENT:** City Manager's Office

**SUBMITTED BY:** Marcie Schatz, Deputy City Manager

#### **BOARD/COMMISSION REVIEW:**

N/A

#### **BACKGROUND:**

Prior to 2016, the City utilized two separate vendors for video streaming and agenda management services for the City Council, Planning and Zoning Commission (PZC) and Transportation Advisory Board (TAB) meetings.

After completion of an RFP process in 2016, the City awarded a five-year contract, with one-year optional renewal periods, to Granicus, Inc. to provide video streaming, agenda management, meeting efficiency software, and an online board and commission application tracking tool. As an additional service, Granicus migrated meeting packets and minutes from 2008 to 2016 to the new system to provide the public with online access to these documents.

Since 2016, the City expanded the use of the singular agenda management system from the three legislative bodies mentioned above to a total of 16. All meeting agendas, videos (where applicable), and minutes are housed in a centralized location on the City's website. This not only improves transparency but also allows greater ease in locating meeting documents.

The contract also included an online board and commission applicant tracking system which streamlined the application process and replaced the previous paper-based manual process.

Implementation of the Granicus system in 2016 completely revamped the agenda management process and expanded its use across all City boards and commissions. The implementation process for City Council meetings was by far the most complex and took five months to complete. The remaining boards and commissions were less complicated and all were implemented over the following 18 months.

#### **DISCUSSION:**

The City Manager's Office recommends that the City's current contract be extended because of the successful performance of the current system. In addition, staff also considered the time and cost required potentially migrate documents to a new system and the resource investment to implement and train staff on a new citywide platform.

Approval is requested for renewal of the software license and associated support modules, which includes video streaming, agenda management, meeting efficiency suite and board and commission applicant tracking for a five-year term from November 1, 2021 to October 31, 2026.

For the first renewal period, the vendor proposed a three-percent increase for a one-year term. However, staff negotiated a new five-year term where pricing does not change for the first four years and increases three-percent in the fifth year. The contract will be amended to include the negotiated term and pricing.

Contracting for multiple years on the agenda management software will save \$6,695.46 over the five-year term or \$2,231.82 per year.

#### **FISCAL IMPACT:**

CIP: N/A

Citywide agenda software is expensed to the software and hardware maintenance account listed below. A total of \$44,350 is budgeted for the agenda software maintenance agreement in 2021. The remainder of the award will be budgeted appropriately in subsequent years for the duration of the agreement.

Account Number	Fund Description	Total Budget Amount
11101100-531312	General Fund	\$44,350