



Cover Memorandum/Staff Report

File #: 22-710

Agenda Date: 6/14/2022

Item #: 6.I.1.

TO: Mayor and Commissioners
FROM: Katerri Johnson, City Clerk
THROUGH: Terrence R. Moore, ICMA-CM
DATE: June 14, 2022

APPROVAL OF RESOLUTION NO. 14-22 TO AWARD AN AGREEMENT WITH GRANICUS, LLC FOR AGENDA MANAGEMENT AND WEBSITE HOSTING SERVICES UTILIZING REGION 14 EDUCATION SERVICE CENTER, ON BEHALF OF THE NATIONAL COOPERATIVE PURCHASING ALLIANCE (NCPA) SOLICITATION NO. 39-20 IN THE AMOUNT OF \$45,232 FOR AN INITIAL RENEWAL TERM OF DECEMBER 19, 2021 - JANUARY 15, 2023.

Recommended Action:

Motion to approve Resolution No. 14-22 and to award an Agreement with Granicus, LLC for Agenda Management and Website Hosting Services utilizing Region 14 Education Service Center, on behalf of the National Cooperative Purchasing Alliance (NCPA) Solicitation No. 39-20 in the amount of \$45,232 and authorize the City Manager to exercise renewal options, in the amounts below, contingent upon appropriation of funds.

Background:

The Region 14 Education Service Center, on behalf of the National Cooperative Purchasing Alliance (NCPA) entered into a three-year agreement with Granicus, LLC for Agenda Management and Website Hosting Services effective December 8, 2020, through December 31, 2023, with the option to renew for two (2) additional one-year terms; pursuant to Solicitation No. 39-20.

The City had an agreement with a third-party vendor, Carahsoft Technology Corp., for agenda management and website hosting services which expired on December 19, 2021. While we worked to consolidate separate agreements with the same provider on February 16, 2022, under the authority of the City Manager, the City issued a purchase order in the amount of \$31,500 to ensure no disruption receiving agenda management and website hosting services. Granicus provides cloud-based solutions for communications, meeting and agenda management, and digital services to more than 4,000 public sector organizations. The City now automates its Meeting and Agenda Process rather than using traditional methods, including paper agendas, long approval timelines and lots of extra staff hours. Legistar eliminates manual workloads, authorizes customization of approval sequences, allows City Staff to boost transparency by pushing agenda to the City's web page and permits video streaming of City meetings.

Should the City exercise the renewal options provided in the contract, the cumulative contract value is provided below.

Estimated Contract Value		
One Time Fee	N/A	\$ 2,950.00
Initial Term*	December 19, 2021 - January 15, 2023	\$ 42,282
Renewal 1	January 16, 2023 - January 15, 2024	\$ 41,485
Renewal 2	January 16, 2024 - January 15, 2025	\$ 41,485
	Total:	\$ 128,202

*Term 12/19/21-01/15/22 is prorated.

This motion is in accordance with Code of Ordinances Chapter 36 Commission Approval Required and Purchasing Policies and Procedures Manual, Accessing Contracts from other Government Agencies and Not-for-Profit Organizations.

City Attorney Review:

Approved as to legal form and legal sufficiency.

Funding Source/Financial Impact:

Funds for Granicus Agenda Management is available in account number 001-15-000-512-34-90.
Funds for Granicus Website Hosting Services is available in account number 001-12-010-512-4640.

Timing of Request:

Legal Review Checklist
Resolution No. 14-22
Agreement