



## Cover Memorandum/Staff Report

File #: 26-0444

Agenda Date: 5/19/2026

Item #: 6.O.2

**TO: Mayor and Commissioners**  
**FROM: Jay Stacy, Chief Technology Department**  
**THROUGH: Terrence R. Moore, ICMA-CM**  
**DATE: May 19, 2026**

RETROACTIVE APPROVAL OF RESOLUTION NO. 54-26 TO AWARD AN AGREEMENT WITH GRANICUS, LLC. FOR CONSOLIDATION OF PUBLIC ADMINISTRATION SOFTWARE AND SUBSCRIPTION FEES AS AN APPROVED CITY STANDARD FOR A FIVE (5) YEAR AGREEMENT IN THE AMOUNT NOT TO EXCEED \$506,666

### **Recommended Action:**

Motion to retroactively approve Resolution No. 54-26 to award an Agreement to Granicus, LLC., for Public Administration Software, Web hosting and Subscription Fees in an amount not to exceed \$506,666 over a five-year period.

### **Background:**

The City of Delray Beach utilizes software and subscriptions for agenda management, website hosting, meeting live casting and video storage, board and commission management, and public records FOIA request management and payments which have been implemented from many diverse companies and now fall under the Granicus, LLC umbrella. We have worked with Granicus to consolidate the separate contracts under a single master contract. During the process of contract consolidation and co-termination of subscription dates, two of the software subscription contracts expired and will be covered retroactively on this new Master Services Agreement. Year 1 includes these two products as well as prorated fees to co-terminate all subscriptions on January 15<sup>th</sup>. The Granicus software subscriptions have been utilized in the City for many years and were approved by the City Commission in 2015, 2018 and 2022 for implementation and product licensing. The request at this time is the continuance of Granicus software and subscriptions for the next 5 years, at a cost not to exceed \$506,666 over the 5-year period. A contingency amount is included to cover possible add-ons or upgrades over the period that may be necessary or beneficial.

This agreement provides the City with continuous software updates, unlimited technical support, and training opportunities. Additional benefits will be a lower cost per unit for licensed software and greater productivity and information sharing among departments. The Purchasing Department waived the competitive process and approved this agreement as a City Standard.

The cumulative contract value is provided below.

Estimated Contract Value		
Year 1	January 16, 2026 - January 15, 2027	\$52,971

Year 2	January 16, 2027 - January 15, 2028	\$90,924
Year 3	January 16, 2028 - January 15, 2029	\$97,288
Year 4	January 16, 2029 - January 15, 2030	\$104,098
Year 5	January 16, 2030 - January 15, 2031	\$111,385
Contingency		\$50,000
Total		\$506,666

**Attachments:**

1. Legal Review Checklist
2. Resolution 54-26
3. Agreement
4. Exhibit A
5. Exhibit B
6. Exhibit C

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Funding is available from 001-16-000-516.54-11 - Books Pubs Subs & Memberships Subscriptions.

**Timing of Request:**

N/A