SINGLE SOURCE AWARD **BID # SS-9180-21**

Subject: Enterprise Webcasting Platform

Department: City Council

Description of Purchase: Recommendation approval to retroact the period of service from October 1, 2020 through date of award.

Recommend approval of single source award to Granicus to provide an enterprise webcasting platform to make the City's documents, webpages, websites, and other services ADA compliant. Period of service is from date of award through September 30, 2021. Total expenditure amount not-to-exceed $154,826.36.

Funding Source: 00111.221002.546620.000000.00000000.00000.0000000 - To be executed by Purchase Order.

Single Source Award To: Granicus

Price Justification: See Attached

Total Award: $154,826.36 **Requisition #:** N/A

Attachments: Single Source Form, Vendor Quote and Previous Awards

Certification as to Single Source: Cheryl Brown, Director/Council Secretary, Jacksonville City Council

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Olive Wallace-Cohen

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

OFFICE OF THE CITY COUNCIL

CHERYL L. BROWN
DIRECTOR
OFFICE: (904) 255-5133
FAX: (904) 255-5230
E-MAIL: CLBROWN@COJ.NET

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

September 25, 2020

MEMORANDUM

TO: Greg Pease, Chief of Procurement
Central Operations Department

FR: Dr. Cheryl L. Brown, Director / Council Secretary
Jacksonville City Council

RE: Justification: PO for Granicus FY 2020-2021

Pursuant to Chapter 126 of the Ordinance Code, the City Council solicits the approval of the contract award for sole source services for updating the Jacksonville Municipal Code. The award is for $154,826.36, for the services hardware/software services and $25,200 for Granicus-data migration-Legistar System. City Council Information Systems Staff were notified at an ADA Compliance Training held on June 23, 2017 that close captioning for online meeting videos would need to be provided for the hearing impaired.

In addition to following the American Disabilities Act, website accessibility is the final step of an agreement resulting from a lawsuit between the City of Jacksonville and the Department of Justice. In order to satisfy this requirement a review of closed captioning services for other populous counties and cities in Florida with Systems connected to the International Roll Call and other specialized software currently being used by the Jacksonville City Council was completed. This survey revealed that counties and municipalities with population similar to or larger than Duval County are using professional closed captioning services provided primarily by Granicus. Additionally, Granicus is integrated with our current sole source vendor- International Roll Call. Therefore, systems currently under warranty will not be compromised.

I have attached documents addressing the requirement for services along with detailed justification for continued sole source alignments with International Roll Call as stipulate din the agreement. (Please see attachments)

This vendor is uniquely qualified and will continue to provide the services necessary to make our documents, webpages, websites, streaming ADA Compliant, and other services currently being used by the City of Jacksonville. Additionally, this action will result in making sure that a complete solution for accessibility under the agreement with the Department of Justice.

We appreciate your favorable consideration in approving the Granicus Sole Source request, as the provider for meeting agenda management, digital services, and communications needs for the City of Jacksonville. The services are requested for the City Council Budget for Fiscal Year 2020-2021.

Thank you for your consideration in this matter.

cc: Marilyn Laidler, Buyer
Honorable Tommy Hazouri, President
Honorable Sam Newby, Council Vice President
Jessica Matthews, Chief of Leg. Services
File Copy
Sharonda Davis, Supervisor-Leg.Services
Kristi Sikes, Chief of Administrative Services
Steve Cassada, Systems Information JCC
Melanie Wilkes, Systems Information JCC
Eric Grantham, Systems Information JCC

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a Supplier subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Government transparency suite, open platform suite, Granicus encoding appliance software, captioning services, portable encoder, upgrade to SDI 720p streaming performance accelerator. Vote-cast standard package

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Justification letter attached providing details pursuant to Chapeter 126 of the Ordinance Code to be in compliance with the American Disabilities Act

This vendor is uniquely qualified to provide the services necessary to make the City Council documents, webpages, websites via streaming ADA Compliance

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Replaces PO0B02762-BID# SS-0287-20

GRANICUS

Granicus Proposal for Jacksonville, FL

Granicus Contact

Name: John Watkins

Phone: (323) 909-5189

Email: john.watkins@granicus.com

Proposal Details

Quote Number: Q-102450

Prepared On: 9/25/2020

Valid Through: 9/30/2020

Pricing

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

Currency: USD

Period of Performance: 10/1/2020 - 9/30/2021

Contract End Date: 9/30/2023

Annual Fees for Renewing Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
VoteCast Standard Package (Tablet) (ME)	Annual	1 Each	$12,000.00
Performance Accelerator Suite	Annual	1 Each	$4,800.00
Upgrade to SDI 720p Streaming	Annual	1 Each	$3,244.80
Portable Encoder	Annual	1 Each	$6,489.60
Open Platform Suite	Annual	1 Each	$0.00
Recurring Captioning Services	Annual	550 Hours	$71,384.50
Legistar	Annual	1 Each	$28,080.00
Granicus Encoding Appliance Software (GT)	Annual	2 Each	$2,595.84
Open Platform Suite	Annual	1 Each	$0.00
eComment	Annual	1 Each	$5,400.00
		SUBTOTAL:	**$154,826.36**

Annual Fees for Renewing Subscriptions			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
Government Transparency Suite	Annual	1 Each	$20,831.62
		SUBTOTAL:	**$154,826.36**

Remaining Period(s)		
Solution(s)	**10/1/2021 - 9/30/2022**	**10/1/2022 - 9/30/2023**
VoteCast Standard Package (Tablet) (ME)	$12,600.00	$13,230.00
Performance Accelerator Suite	$5,040.00	$5,292.00
Upgrade to SDI 720p Streaming	$3,407.04	$3,577.39
Portable Encoder	$6,814.08	$7,154.78
Open Platform Suite	$0.00	$0.00
Recurring Captioning Services	$74,953.73	$78,701.41
Legistar	$29,484.00	$30,958.20
Granicus Encoding Appliance Software (GT)	$2,725.63	$2,861.91
Open Platform Suite	$0.00	$0.00
eComment	$5,670.00	$5,953.50
Government Transparency Suite	$21,873.20	$22,966.86
SUBTOTAL:	**$162,567.68**	**$170,696.06**

Product Descriptions	
Name	**Description**
VoteCast Standard Package (Tablet) (ME)	VoteCast is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to streamline the meeting process for both the clerk's office as well as elected officials. By leveraging this solution, the client will be able to automate meeting data capture and display – improving accuracy and keeping all attendees informed of meeting proceedings. Available on a variety of hardware as well as the iLegislate platform, elected officials can use their touchscreens or tablets to motion, second, vote, and request to speak. This data automatically populates to the clerk software (LiveManager) ensuring accuracy and reducing workload. As action items occur during the meeting, TVs or projectors hooked up to VoteCast Display will automatically show the current agenda item, motion on the floor, vote result, and speaker timer as well as speaker name. VoteCast includes: • Unlimited user accounts • Unlimited meeting bodies • Access to one Granicus platform site • Access to the VoteCast software application for elected officials • Access to the VoteCast Display software application to output meeting proceedings to TVs or projectors in the meeting room
Performance Accelerator Suite	Performance Accelerator Suite provides the ability to utilize the performance accelerator within a network. Requires Performance Accelerator or Virtual Performance Accelerator to distribute video/indexing/documents within a local network. This distribution is utilized to eliminate the bandwidth impact local viewers would have accessing data from the Granicus Data Center.
Upgrade to SDI 720p Streaming	Upgrade to SDI 720p Streaming (requires Digital encoder and HD feed)
Portable Encoder	Ongoing Service fee for Portable Encoder hardware.
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Recurring Captioning Services	Live closed captioning. • All Meetings will incur one hour minimum. • Cancellations within 24 hrs. will be charged 1 hour minimum. • Caption reservations should be reserved two weeks in advance. Jobs with little notice may not be guaranteed coverage, 24 hours as an absolute minimum. • Real Time Captions are provided at an 98% accuracy readability rating • Recurring Caption hours not used in the period of performance will not carry over to the following year.

Product Descriptions	
Name	**Description**
Legistar	Legistar is a Software-as-a-Service (SaaS) solution that enables government organizations to automate the entire legislative process of the clerk's office. Clerks can leverage Legistar to easily manage the entire legislative process from drafting files, through assignment to various departments, to final approval. Legistar includes: • Unlimited user accounts • Unlimited meeting bodies and meeting types • Unlimited data storage and retention • Up to one (1) Legistar database • Up to one (1) InSite web portal
Granicus Encoding Appliance Software (GT)	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
eComment	eComment reduces staff time by providing the ability to effortlessly collect and manage citizen input on agenda items. Citizens are allowed to either/or submit comments in regards to items or sign up to speak before a scheduled meeting.
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, and indexing of events.

GRANICUS

Terms and Conditions

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Jacksonville, FL to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-102450 dated 5/5/2020 are incorporated into this Purchase Order by reference.
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Billing Information

Name:

Phone:

Email:

Address:

Jacksonville, FL

Signature:

Name:

Title:

Date:

GRANICUS

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Billing Information

Name: Cheryl L. Brown
Phone: 904 255-5133
Email: CLBROWN@COJ.NET
Address: 117 West Duval St, Suite 425, Jacksonville, Fl. 32202

Jacksonville, FL

Signature: Cheryl L. Brown
Name: Cheryl L. Brown
Title: Director/Council Secretary
Date: 9/18/20