SINGLE SOURCE AWARD **BID # SS-14485-23**

Subject: Granicus Annual Subscription Renewal for GovMeetings Platforms/System

Department: City Council

Description of Purchase:
Recommend approval of single source award to Granicus, LLC for Subscription Renewal for GovMeetings Platforms/System - Govt. Transparency Suite, Legislatar, VoteCast, Granicus Encoding Appliance Software, Open platform Suite, Portable Encoders Software and additional equipment and software on an-as-needed basis for the Jacksonville City Council. Period of service is from October 1, 2023 through September 30, 2024. Total expenditure amount not-to-exceed $82,275.07.

Funding Source: This award is subject to appropriation by the City in the fiscal year beginning October 1, 2023. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

To be executed by Signed Subscription Agreement through Office of General Counsel and processed via Purchase Order.

Single Source Award To: Granicus, LLC

Price Justification: See Attached

Total Award: $82,275.07 **Requisition #:** CCSS-500164-23

Attachments: Agency Memo, Single Source Form, Vendor Quote

Certification as to Single Source: Margret M. Sidman, Director/Council Secretary

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

Analyst: Olive Wallace-Cohen

Dustin Freeman, 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 _____

MARGARET M. "PEGGY" SIDMAN
Director/Council Secretary
Office (904) 255-5133
Fax (904) 255-5230
E-Mail: SIDMANP@COJ.NET

117 West Duval Street
City Hall, Suite 425
Jacksonville, FL 32202

July 19, 2023

MEMORANDUM

TO: Dustin Freeman
Procurement Division

FR: Margaret M. Sidman, Director / Council Secretary
Jacksonville City Council

RE: **Granicus Single Source Request FY 2023-2024**

Pursuant to Chapter 126 of the Ordinance Code, the City Council requests approval of a single source award for the subscription renewal of Granicus products for the GovMeetings Platform/System. This award is subject to appropriation by the City Council in the fiscal year beginning October 1, 2023. The contract amount of $82,275.07 covers software services/access to the GovMeetings System, which includes the Government Transparency Suite, Legistar, VoteCast Standard and VoteCast Classic Packages. Granicus Encoding Appliance Software, Open Platform Suite, and Portable Encoders Software. The GovMeetings System allows City Council to provide transparency and digital access to Council and community meetings. The maximum indebtedness is not to exceed $82,275.07.

Granicus is the sole vendor in Florida of the GovMeetings Platform/System which was implemented in 2017. The GovMeetings System provides various software and services that are seamlessly integrated and designed to complement each other and provide for a seamless automated workflow. The **Government Transparency Suite** includes an integrated media player, that allows for the streaming of meetings and various events live, as well as the ability to archive said meetings/events. The integrated media player simultaneously displays related documents, including the meeting agenda and minutes while viewing. **Legistar**, is a comprehensive legislative management solution. Legistar's LiveManager allows for the live recording of actions, notes, speakers, and import and export processes between the various software of the GovMeeting System and back into Legistar. Legistar is utilized for agenda management, electronic legislative history tracking, document storage and organization, electronic legislative file search, and meeting minutes management. Legistar also includes an integrated public portal that allows for the publication of items (e.g., agendas, minutes, statuses) and video for the public to access. **VoteCast Classic and VoteCast with iLegislate** is used by officials during meetings to record and display motions and votes electronically, requests to speak, and view full agendas, supporting materials, the current/activated agenda item, speakers, etc. The **Granicus Encoding Appliance** provides clients with live and on-demand webcasting performance. A combination of web-based and Client-installed applications will give users access and control of the Appliance's Streaming Media Services. The encoding appliance software is

required for the use of the portable encoders. System hardware is located throughout Council meeting areas including community and other meetings for seamless integration of platform software.

The subscription renewal will allow citizens continued access to Jacksonville City Council public meetings and documents.

We appreciate your favorable consideration in approving the Granicus Single Source request as the provider of digital services and records management for public meetings for the City Council. The services are requested for the City Council Budget for Fiscal Year 2023-2024.

Please contact Margaret M. Sidman, Director/Council Secretary of the Jacksonville City Council, at 904.255.5133, for additional information or correspondence.

Thank you for your consideration in this matter.

JUSTIFICATION FOR SINGLE SOURCE (JSS)	
Pursuant to the City of Jacksonville Procurement Code§ 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.	
1. Requesting Agency:	Office of the City Council
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the City need these particular goods or services?***	The request is for the subscription renewal of Granicus products and fees for GovMeetings. The GovMeetings Platform provides software services/access to the Government Transparency Suite, Legistar, VoteCast Standard and VoteCast Classic Packages so we are able to utilize their touch screen compatible software, Granicus Encoding Appliance Software, and Portable Encoders. The GovMeetings Platform is necessary to offer citizens of Jacksonville and other interested parties' online access to City Council meetings and agenda, live webcasting and video recording, as well as centralized portal for minutes and other documents.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	Granicus is the sole vendor of providing Meeting and Agenda Management for government entities. The system provides a cloud platform the adapts to support the full legislative process. Granicus is the premiere provider of government software with over 2,500 local governments utilizing the agenda meeting software to manage their public meetings processes and improve internal efficiencies. The unique architecture of the system offers a comprehensive combination of benefits that are not available through any other solution. Granicus is the only company that can provide regular maintenance and periodic updates.
4. Date of Request	7/27/2023

5. Summary of Market Research

[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[A market research was completed by Yvonne P. Mitchell, Chief of Administrative Services. The top three companies listed from a search on "government meeting agenda management software" were: OnBoard Meetings, Capterra, and OneMeeting. Of the three companies, OneMeeting f/k/a PrimeGov products are the closest to some of the services provided by Granicus. OneMeeting provides services to cities and counties in California, Minnesota, Colorado, Virginia, Nevada, Massachusetts, and Oklahoma. The company does not have

any clients in Florida or other southern states. Grancius is utilized by 2,500 local governments within 48 out of the 50 states, in 200 special districts, in 450 counties, and in 250 school districts.]

6. ***Other Documentation (Check and attach all that apply)***

√ Supplier Quote

√ Single Source Memo signed by Director

☐ Other [Click here to list other documentation.]

Granicus Proposal for Jacksonville, FL

ORDER DETAILS

Prepared By:	Jim Latimer
Phone:	(512) 202-0703
Email:	jim.latimer@granicus.com
Order #:	Q-277010
Prepared On:	28 Apr 2023
Expires On:	09 Jun 2023

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Billing Term End Date:	30 Sep 2023
Period of Performance:	The Agreement will begin on date of signature and will continue through the end of the then current billing term.

The subscription includes the following domain(s) and subdomain(s):

1

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Upon the signing of this Agreement, annual fees for the terminating subscription(s) shall cease. Any pre-paid fees for the terminating subscription(s) after the signing of this Agreement will be prorated from the signing of this Agreement to the end of the Client's then-current billing term, credited, and such credit applied to the annual fees for new subscriptions.

Client will continue to have access to and use the terminating solution until the new subscription(s) is/are deployed.

Upon the deployment of Client's new solution as determined at Granicus' sole discretion, Granicus shall remove access to the Client's terminating subscription(s).

Existing Subscriptions			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
Government Transparency Suite	Annual	1 Each	$22,966.87
Open Platform Suite	Annual	1 Each	$0.00
Granicus Encoding Appliance Software (GT)	Annual	2 Each	$2,520.00
Legistar	Annual	1 Each	$30,958.20
Portable Encoder	Annual	1 Each	$6,300.00
VoteCast Standard Package (Tablet) (ME)	Annual	1 Each	$13,230.00
Portable Encoder	Annual	1 Each	$6,300.00

New Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
VoteCast Standard and Classic Package Hardware (TouchScreen) (ME)	Annual	1 Each	$13,230.00
SUBTOTAL:			**$13,230.00**

Please note, annual fees for new subscriptions will be prorated to align to Client's then-current billing term. Exceptions include Recurring Captioning Services, SMS, and Targeted Messages.

Renewing Subscriptions			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
Government Transparency Suite	Annual	1 Each	$22,966.87
Open Platform Suite	Annual	1 Each	$0.00
Granicus Encoding Appliance Software (GT)	Annual	2 Each	$2,520.00
Legistar	Annual	1 Each	$30,958.20
Portable Encoder	Annual	1 Each	$6,300.00
VoteCast Standard(Tablet-ME) and VoteCast Classic w/Hardware (TouchScreen-ME)	Annual	1 Each	$13,230.00
Portable Encoder	Annual	1 Each	$6,300.00
		Subtotal:	**$82,275.07**

PRODUCT DESCRIPTIONS

Solution	Description
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, and indexing of events.
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.
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.
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
Portable Encoder	Ongoing Service fee for Portable Encoder hardware.

Solution	Description
VoteCast Standard Package (Tablet) (ME)	VoteCast is a hybrid Software-as-a-Service (SaaS) 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 · VoteCast Display (small form factor Dell CPU) is usually purchased through Granicus and should be represented on your proposal/quote · Client is responsible for purchasing compatible hardware (Compatible hardware includes Windows Desktops or tablets, Mac Desktops, or iPads)
Portable Encoder	Ongoing Service fee for Portable Encoder hardware.
VoteCast Classic Package with Hardware (TouchScreen) (ME)	VoteCast Classic Package with Hardware (TouchScreen) (ME) is the bundle for VoteCast installed on Dell CPUs and ELO Touchscreens that allows elected officials to vote during a meeting. This is a more permanent installation in that the CPUs and Touchscreens are usually mounted or attached to the dais of a meeting room.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at https://granicus.com/legal/licensing, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-277010 dated 28 Apr 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- 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.
- Upon the effective date, this Agreement shall supersede and replace any previous agreement between the parties for the Terminating and/or Existing Subscriptions listed herein. All such prior agreements between the parties are hereby void and of no force and effect.

BILLING INFORMATION

Billing Contact:		**Purchase Order Required?**	[ ] - No [ ] - Yes
Billing Address:		**PO Number:** *If PO required*	
Billing Email:		**Billing Phone:**	

If submitting a Purchase Order, please include the following language:
The pricing, terms, and conditions of quote Q-277010 dated 28 Apr 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

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.

Jacksonville, FL	
Signature:	
Name:	
Title:	
Date:	