SINGLE SOURCE AWARD **BID # SS-0287-20**

Subject: Enterprise Webcasting Platform

Department: City Council

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2019 to 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, 2020. Total expenditure amount not to exceed $154,826.36.

Funding Source: CCSS011CH-04662 - To be executed by Purchase Order.

Single Source Award To: Granicus

Price Justification: See Attached

Total Award: $154,826.36 **Requisition #:** 262223

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: Annette Burney

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 23, 2019

MEMORANDUM

TO: Greg Pease, Chief of Procurement
Central Operations Department

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

RE: Justification: PO for Granicus FY 2019-2020

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 $154,826.35, 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 closed captioning for online meeting videos would need to be provided for the hearing impaired. In addition to being in compliance with the Americans with 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 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 a 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 requirements for services along with detailed justifications for continued sole source alignments with International Roll Call as stipulated in 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 2019-2020.

Thank you for your consideration in this matter.

XC: Marilyn Laidler, Buyer
Honorable Scott Wilson, President
Jessica Matthews, Supervisor- Leg. Services
Steve Cassada, Systems Information JCC
Louie Marino, Systems Information JCC
File Copy
Honorable Tommy Hazouri, Council Vice President
Carol Owens, Chief, Legislative Services
Kristi Sikes, Chief, Administrative Services
William Coffee, Systems Information JCC
Melanie Wilkes, Systems Information, JCC

SINGLE SOURCE REQUEST

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.

REQUESTING AGENCY (DEPT./DIVISION): City Council

FUNDING SOURCE: CCSS011CH-04662

BRIEF DESCRIPTION OF GOODS/SERVICES:

Software/hardware that provides government transparency and access to Media Manager, ability to post agendas and documents as well as index of archives

AMOUNT OF PROJECT (attach quote): $154,826.36

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 pursuant to Chapter 126 of the Ordinance Code

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:

Please refer to justification letter. Original PO 7A11387-Bid # SS-0263-19. Continuation of maintenance 9A01963

Submitted by: Cheryl L. Brown (Name) — Director, City Council (Title)

Date: 10/2/2019

Requesting Agency's Director's Signature: Cheryl L. Brown

Procurement Division

GRANICUS

Granicus Budgetary Proposal for Jacksonville, FL

Please note: This is not an invoice. This is a budgetary proposal that outlines the products and fees associated with the subscription renewal. Please inform the Granicus Contact listed below if you wish to issue a PO against this budgetary proposal.

Granicus Contact

Name: John Watkins

Phone: (323) 909-5189

Email: john.watkins@granicus.com

Proposal Details

Quote Number: Q-63551

Prepared On: 8/13/2019

Valid Through: 9/30/2019

Pricing

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

Currency: USD

Current Subscription End Date: 9/30/2019

Period of Performance: 10/1/2019 - 9/30/2020

Annual Fees for Renewing Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Government Transparency Suite	Annual	1 Each	$20,831.62
eComment	Annual	1 Each	$5,400.00
Open Platform Suite	Annual	1 Each	$0.00
Granicus Encoding Appliance Software (GT)	Annual	2 Each	$2,595.84
Legistar	Annual	1 Each	$28,080.00
Recurring Captioning Services	Annual	550 Hours	$71,384.50
Open Platform Suite	Annual	1 Each	$0.00
		SUBTOTAL:	$154,826.36

Req# 202223

GRANICUS

Annual Fees for Renewing Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Portable Encoder	Annual	1 Each	$6,489.60
Upgrade to SDI 720p Streaming	Annual	1 Each	$3,244.80
Performance Accelerator Suite	Annual	1 Each	$4,800.00
VoteCast Standard Package (Tablet) (ME)	Annual	1 Each	$12,000.00
		SUBTOTAL:	$154,826.36

Terms and Conditions

- The terms and conditions set forth in the Agreement effective 10/1/2017 are incorporated herein by reference.
- 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-63551 dated 8/13/2019 are incorporated into this Purchase Order by reference.

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: Jacksonville City Council
Phone: 904-255-5200
Email: CLBrowne@coj.net / KCSikes@coj.net
Address: 117 West Duval Street - Suite 425
4th City Hall - St James Bldg
Jax. FL 32202

Jacksonville, FL

Signature: Cheryl C Brown
Name: Cheryl C Brown
Title: Council Secretary / Director
Date: 8/14/2019

SINGLE SOURCE AWARD **BID # SS-0263-19**

Subject: Enterprise Webcasting Platform

Department: City Council

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2018 to 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, 2019. Total expenditure amount not to exceed $105,326.40.

Funding Source: CCSS011CH-04662 - To be executed by Purchase Order.

Single Source Award To: Granicus

Price Justification: See Attached

Total Award: $105,326.40 **Requisition #:** 240929

Attachments: Single Source Form, Vendor Letter/Quote and Previous Award

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: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eichner
CHAIRMAN

10/25/18
DATE

ACTION OF AWARDING AUTHORITY DATE: 10/25/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-113, Revised 12/2007

SINGLE SOURCE AWARD **BID # SS-0253-18**

Subject: Enterprise Webcasting Platform

Department: City Council

Description of Purchase: 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 October 1, 2017 through September 30, 2018. Total not to exceed expenditure amount is $121,685.00.

Funding Source: CCSS011AD-03109 - To be executed by Purchase Order.

Single Source Award To: Granicus

Price Justification: See Attached

Total Award: $121,685.00 **Requisition #:**

Attachments: Single Source Form, Vendor Letter/Quote and Agreement

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: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE*** 9/21/17.

ACTION OF AWARDING AUTHORITY DATE: 9/21/17

MR APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. [illegible]

FORM GB-113, Revised 12/2007