

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
 For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
 _____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: March 28, 2023 (COW)(B of T) April 6, 2023

TITLE: Motion to Waive Bids and Approve a 3 Year Agreement with Granicus in the amount of \$36,681.09 for software to process Freedom of Information Act requests.

SUBMITTED BY: Kevin Goethals, IT Manager

FISCAL IMPACT:

Amount of Award: Total cost: \$36,681.09 Year 1 Cost: \$11,431.23. Year 2 Cost: \$12,198.00. Year 3 Cost: \$13,05186
 Account #: 101.110.103.73910

BACKGROUND/POLICY IMPLICATIONS:

The Freedom of Information Act (FOIA) is the United States federal freedom of information law that requires the full or partial disclosure of previously unreleased or uncirculated information and documents controlled by the U.S. government, state, or other public authority upon request. Over the last 3 years, the Village has averaged approximately 1,300 FOIA requests per year. A breakdown of how many requests over the last three years across the three different departments can be seen below.

	2020	2021	2022	3 Yr Average
Village Hall	430	516	453	466
Police	594	763	795	717
Fire	125	101	122	116

As seen in the table above, The Village processes a lot of FOIA requests throughout the year. The requests can vary in the amount of time it takes to fulfill, some taking a great deal of staff time to complete, which takes away time from being able to complete other necessary tasks. The Village does not currently have a software platform that allows staff to efficiently receive, track, store, process, or respond to FOIA requests. Much of the current process is very manual, very time consuming, and requires using multiple applications in order to completely fulfill the request.

The recommended solution from Granicus meets all the requirements for allowing staff to efficiently process FOIA requests. All the steps for processing the request are done within the application and many of the steps are automated in order to allow staff to complete requests more efficiently, but also to allow the requestor to stay more informed on the status of their request. In order to provide both transparency and

quick access for the public, an online portal will be available through the Village website allowing the public to create and track their FOIA requests. The public will also be able to view previous FOIA requests that have been completed, and meet privacy requirements of being posted publicly, which will help reduce duplicate requests and reduce staff time needed to respond to those requests.

While Village staff looked at multiple FOIA platforms, the solution from Granicus provided the best solution that staff feels best meets the needs of the Village. The recommended solution will improve staff efficiency and greatly reduce staff time spent for processing requests. Staff is requesting a Waiver of Bids since the Village already has an existing relationship with Granicus for other solutions that would integrate with the recommended FOIA solution.

RECOMMENDATION:

Staff recommends the Village Board of Trustees approve the attached 3 Year Agreement with Granicus in the amount of \$36,681.09, for software to process Freedom of Information Act requests.

Review (as necessary):

Village Attorney X _____	Date _____
Finance Director X _____	Date _____
Village Manager X _____	Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



To: Village President and Board of Trustees
Scott Niehaus, Village Manager

From: Kevin Goethals, IT Manager

Date: December 6, 2022

Subject: Motion to Waive Bids and Approve a 3 Year Agreement with Granicus in the Amount of \$36,681.09 for software to process Freedom of Information Act requests.

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408 St. Peter St, Suite 600
St. Paul, MN 55102

THIS IS NOT AN INVOICE

Order Form
Prepared for
Lombard, IL

Granicus Proposal for Lombard, IL

ORDER DETAILS

Prepared By: Dan Metcalfe
Phone: 630.633.7322
Email: dan.metcalfe@granicus.com
Order #: Q-271429
Prepared On: 28 Mar 2023
Expires On: 22 May 2023

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

PRICING SUMMARY

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

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Essentials Package 3 Setup and Configuration	Up Front	1 Each	\$0.00
GovQA - Online Training	Up Front	1 Each	\$0.00
Redaction Setup and Configuration	Up Front	1 Each	\$0.00
Redaction Setup and Configuration	Up Front	1 Each	\$0.00
Redaction Setup and Configuration	Up Front	1 Each	\$0.00
Additional Storage Setup and Configuration	Up Front	1 Each	\$0.00
Invoicing Setup and Configuration	Up Front	1 Each	\$0.00
FOIA Platform Setup and Configuration	Up Front	1 Each	\$0.00
Redaction Setup and Configuration	Up Front	3 Each	\$0.00
ADFS Setup and Configuration	Up Front	1 Each	\$0.00
Advanced Email Tracking Setup and Configuration	Up Front	1 Each	\$0.00
SUBTOTAL:			\$0.00

New Subscription Fees					
Solution	Period of Performance	Billing Frequency	Quantity/ Unit	Annual fee	Prorated Fee
Essentials Package 3	30 Jun 2023 - 30 Jun 2024	Annual	1 Each	\$10,500.00	\$10,528.77
Redaction License (per named user)	30 Jun 2023 - 30 Jun 2024	Annual	1 Each	\$300.00	\$300.82
Redaction License (per named user)	30 Jun 2023 - 30 Jun 2024	Annual	1 Each	\$300.00	\$300.82
Redaction License (per named user)	30 Jun 2023 - 30 Jun 2024	Annual	1 Each	\$300.00	\$300.82
Hosted Data Storage (TB)	30 Jun 2023 - 30 Jun 2024	Annual	1 Each	\$0.00	\$0.00
Invoicing Module	30 Jun 2023 - 30 Jun 2024	Annual	1 Each	\$0.00	\$0.00
FOIA Module Non Enterprise	30 Jun 2023 - 30 Jun 2024	Annual	1 Each	\$0.00	\$0.00
Redaction License (per named user)	30 Jun 2023 - 30 Jun 2024	Annual	3 Each	\$0.00	\$0.00
ADFS/Single Sign-on Module	30 Jun 2023 - 30 Jun 2024	Annual	1 Each	\$0.00	\$0.00
Advanced Email Tracking	30 Jun 2023 - 30 Jun 2024	Annual	1 Each	\$0.00	\$0.00
SUBTOTAL:				\$11,400.00	\$11,431.23

- Once purchased data storage has been exceeded, data storage is billed in increments of 1TB over the purchased data storage amounts herein and will be assessed an additional annual fee of \$1,200.00 and billed in arrears. Storage is reviewed annually and is adjusted at the next annual renewal. Throughout the term of the contract Lombard, IL is able to contact Granicus for a report on how much storage has been used.

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Essentials Package 3	\$11,235.00	\$12,021.45
Redaction License (per named user)	\$321.00	\$343.47
Redaction License (per named user)	\$321.00	\$343.47
Redaction License (per named user)	\$321.00	\$343.47
Hosted Data Storage (TB)	\$0.00	\$0.00
Invoicing Module	\$0.00	\$0.00
FOIA Module Non Enterprise	\$0.00	\$0.00
Redaction License (per named user)	\$0.00	\$0.00
ADFS/Single Sign-on Module	\$0.00	\$0.00
Advanced Email Tracking	\$0.00	\$0.00
SUBTOTAL:	\$12,198.00	\$13,051.86

PRODUCT DESCRIPTIONS

Solution	Description
Essentials Package 3	Essentials Package 3
Redaction License (per named user)	Redaction License (per named user)
Redaction License (per named user)	Redaction License (per named user)
Redaction License (per named user)	Redaction License (per named user)
Hosted Data Storage (TB)	Hosted Data Storage (TB)
Invoicing Module	Invoicing Module
FOIA Module Non Enterprise	FOIA Module Non Enterprise
Redaction License (per named user)	Redaction License (per named user)
GovQA - Online Training	GovQA - Online Training
ADFS/Single Sign-on Module	ADFS/Single Sign-on Module
Advanced Email Tracking	Advanced Email Tracking

Solution	Description
FOIA Platform Setup and Configuration	FOIA Platform Setup and Configuration

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-271429 dated 28 Mar 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 Lombard, IL 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.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-271429 dated 28 Mar 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.

Lombard, IL	
Signature:	
Name:	
Title:	
Date:	