

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)
 Other Business (Pink)

TO : PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE : February 23, 2022 **(BOT) Date:** March 3, 2022

SUBJECT: Granicus Contract for one year

SUBMITTED BY: Nicole Aranas, Assistant Village Manager

BACKGROUND/POLICY IMPLICATIONS:

Attached please find information regarding staff recommendation to approve a one year agreement with Granicus for Legistar agenda management and supporting broadcast services. Staff is asking for the Village Board approval of this one year contract. Please see attachments of the Granicus agreement.

Fiscal Impact/Funding Source: Communications Budget


Review (as necessary):

Finance Director _____ Date _____
Village Manager _____ 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: Scott Niehaus
Village Manager

From: Nicole Aranas 
Assistant Village Manager

Date: February 23, 2022

Subject: Renewal Contract for one year of Granicus Services

The following is a recommendation from staff to approve the funding for a one-year renewal agreement with Granicus for a period from 04/01/2021 to 03/31/2023 in the amount of \$33,738.74.

BACKGROUND

Granicus has been providing services to support all Legistar meeting documents and media functions to host Board of Trustees and Plan Commission broadcast meetings; as well as other non-meeting programs, since February 10, 2009.

Attached is the proposed Granicus agreement that will provide the Village of Lombard with the Granicus software to continue the automation and management of the Legistar agenda process, which includes drafting files, minutes and final committee and Board actions. Legistar and Granicus also provide the continued ability to post agendas/documents and provide software and hardware (Meeting Efficiency Suite) to manage in-meeting and post-meeting video capture and broadcasts.

RECOMMENDATION

Staff recommends renewing with Granicus for a one-year period and continue a smooth flow of necessary services without interruption. The cost proposal submitted by Granicus for the contracted period is consistent with the 2022 budget of \$33,000. There is an increase in the proposed contract of approximately 10.78% from the current contract of \$30,454.06.



408 Saint Peter Street, Suite 600
Saint Paul, MN 55102
United States

THIS IS NOT AN INVOICE

Order Form
Prepared for
Lombard, IL

Granicus Proposal for Lombard, IL

ORDER DETAILS

Prepared By: Noah Brogan
Phone:
Email: noah.brogan@granicus.com
Order #: Q-175174
Prepared On: 02/22/2022
Expires On: 03/31/2022

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription
End Date: 03/31/2022
Period of Performance: 04/01/2022 - 03/31/2023

PRICING SUMMARY

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

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Legistar	Annual	1 Each	\$9,514.12
Meeting Efficiency Suite	Annual	1 Each	\$0.00
Legistar 5.0 On-Prem Upgrade To Legistar 5.0 Hosted	Annual	1 Each	\$1,556.60
Open Platform Suite	Annual	1 Each	\$0.00
Government Transparency Suite	Annual	1 Each	\$20,100.02
Upgrade to SDI 720p Streaming	Annual	1 Each	\$1,284.00
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,284.00
SUBTOTAL:			\$33,738.74

PRODUCT DESCRIPTIONS

Solution	Description
Legistar	<p>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:</p> <ul style="list-style-type: none"> • 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
Meeting Efficiency Suite	<p>Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk's office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, use LiveManager to record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word, and publish online with the click of a button. Meeting Efficiency includes:</p> <ul style="list-style-type: none"> • Unlimited user accounts • Unlimited meeting bodies • Unlimited storage of minutes documents • Access to the LiveManager software application for recording information during meetings • Access to the Word Add-in software component for minutes formatting in MS Word if desired • Up to one (1) MS Word minutes template (additional templates can be purchased if needed)
Legistar 5.0 On-Prem Upgrade To Legistar 5.0 Hosted	<p>Legistar 5.0 On-Prem Upgrade To Legistar 5.0 Hosted is for the uplift cost for a client going from a locally installed Legistar to hosted Legistar.</p>

Solution	Description
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.
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, and indexing of events.
Upgrade to SDI 720p Streaming	Upgrade to SDI 720p Streaming (requires Digital encoder and HD feed)
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.

TERMS & 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 Lombard, IL to provide applicable exemption certificate(s).
- 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.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	<input type="checkbox"/> - No <input type="checkbox"/> - 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-175174 dated 02/22/2022 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:	