

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 : May 10, 2023 **(BOT) Date:** May 18, 2023
SUBJECT: Granicus Contract for one year

SUBMITTED BY: Nicole Aranas, Deputy 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 attachment of the Granicus proposal.

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
Deputy Village Manager

Date: May 10, 2023

Subject: Renewal Contract for one year for 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 04/01/2023 to 03/31/2023 in the amount of \$36,100.45.

BACKGROUND

Granicus has been providing services to support Legistar meeting documents and media functions to host Board of Trustee 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 provided 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 the necessary services without interruption. There is an increase in the proposed contract of approximately 7% increase from the current contract of \$33,738.74.



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

THIS IS NOT AN INVOICE

Order Form
Prepared for
Lombard, IL

Granicus Budgetary Proposal for Lombard, IL

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.

ORDER DETAILS

Prepared By: Astrid Xu
Phone:
Email: astrid.xu@granicus.com
Order #: Q-247768
Prepared On: 24 Feb 2023
Expires On: 31 Mar 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: 04/01/2023 - 03/31/2024

PRICING SUMMARY

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

Renewing Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Legistar	Annual	1 Each	\$10,180.11
Meeting Efficiency Suite	Annual	1 Each	\$0.00
Legistar 5.0 On-Prem Upgrade To Legistar 5.0 Hosted	Annual	1 Each	\$1,665.56
Open Platform Suite	Annual	1 Each	\$0.00
Government Transparency Suite	Annual	1 Each	\$21,507.02
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,373.88
Upgrade to SDI 720p Streaming	Annual	1 Each	\$1,373.88
SUBTOTAL:			\$36,100.45

TERMS & CONDITIONS

- The terms and conditions set forth in the Agreement effective 04/01/2022 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 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.