

**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 14, 2020 **(BOT) Date:** May 21, 2020
SUBJECT: Renewal of Granicus Contract for one year
SUBMITTED BY: Nicole Aranas, Assistant Village Manager

BACKGROUND/POLICY IMPLICATIONS:

Renewal of One Year Granicus Contract

Request for a waiver of bids and approval of a recommendation from staff for funding for a one-year renewal agreement with Granicus for a period from April 1, 2020 to March 31, 2021 in the amount of \$30,454.06. Granicus provides services to support the Legistar meeting documents and media functions to host Board of Trustee and Plan Commission broadcast meetings, as well as other non-meeting programs.

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: May 14, 2020

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 04/01/2020 to 03/31/2021 in the amount of \$30,454.06. A waiver of bids is requested.

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.

Staff has been researching options to perform these same services and has concluded that renewing with Granicus for a one-year period is the most cost-effective option and continues a smooth flow of necessary services without interruption. The cost proposal submitted by Granicus for the contracted period has an increase of 7% in comparison to the previous year and is consistent with the 2020 budget.

Granicus Proposal for Lombard, IL

Granicus Contact

Name: Cale Brakke

Phone: (720) 892-0352

Email: cale.brakke@granicus.com

Proposal Details

Quote Number: Q-89132

Prepared On: 4/1/2020

Valid Through: 3/31/2020

Pricing

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

Currency: USD

Current Subscription End Date: 3/31/2020

Period of Performance: 4/1/2020 - 3/31/2021

Annual Fees for Renewing Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Legistar	Annual	1 Each	\$8,891.70
Meeting Efficiency Suite	Annual	1 Each	\$0.00
Legistar 5.0 On-Prem Upgrade To Legistar 5.0 Hosted	Annual	1 Each	\$1,454.77
Open Platform Suite	Annual	1 Each	\$0.00
Government Transparency Suite	Annual	1 Each	\$18,785.07
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,322.52
SUBTOTAL:			\$30,454.06

Product Descriptions	
Name	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. By leveraging Legistar, the client will be able 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 • Configuration services for one meeting body type • One Legistar database • One InSite web portal • Design services for one agenda report template • Design services for one minute's report template
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, 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 or HTML, 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 one Granicus platform site • 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 • One MS Word or HTML 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>
Open Platform Suite	<p>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.</p>
Government Transparency Suite	<p>Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.</p>

Product Descriptions

Name	Description
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 and 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).
- 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-89132 dated 4/1/2020 are incorporated into this Purchase Order by reference.
- 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.

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:

Phone:

Email:

Address:

Lombard, IL

Signature:

Name:

Title:

Date: