

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

LEGISTAR # 110486
DISTRICTS (ALL)

TO: President and Village Board of Trustees
FROM: David A. Hulseberg, Village Manager
DATE: August 9, 2011 Agenda Date: August 18, 2011
TITLE: Legistar Software/Hosting upgrade

SUBMITTED BY: Larry Mcghinnis, I.T. Manager

RESULTS:

Date Bids Were Published:..... Date Bidding Closed: / /

Total Number of Bids Received

Total Number of Bidders Meeting Specifications Yes No

Bid Security Required Yes No

Performance Bond Required Yes No

Were Any Bids Withdrawn Yes No

Explanation..... Yes No

If yes, explain:

Waiver of Bids Requested? Yes No

If yes, explain: Village is upgrading current Legistar system to the new .net hosted version of the software. Granicus is the sole provider of the Legistar software. See attached memos.

Award Recommended to Lowest Responsible Bidder Yes No

If no, explain:

FISCAL IMPACT:

Funding for this project would come from the computer reserve account.

BACKGROUND/RECOMMENDATION:

See attached memo.

Has Recommended Bidder Worked for Village Previously Yes No

If yes, was quality of work acceptable Yes No

Was item bid in accordance with Public Act 85-1295? Yes No

Waiver of bids - Public Act 85-1295 does not apply Yes

REVIEW (as needed):

Finance Director XX _____ Date _____
Village Manager XX Raymond J. Byrne Date 08-10-11

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



To: Dave Hulseberg
Village Manager

From: Larry McGhinnis
I.T. Manager

CC: Timothy Sexton
Finance Director

Date: July 29, 2011

Subject: Legistar Upgrade

The Legistar team has met on two occasions for demos of the new Legistar software upgrade. Attached is a memo from Barb Johnson, Deputy Village Clerk, outlining the team's findings and recommendation.

IT also participated in these demos. The new version is .NET-based internet backbone as opposed to client-server. Our current version uses a client/server configuration that requires IT to load software on any users PC that needs access to Legistar. This version of the software is no longer available and eventually support for our current version will end. In the new version there is no need for the application to be loaded on each PC. The Legistar program uses a web browser to gain access via a web page.

From IT's perspective, the new hosted version of the software offers many new and improved features that will make accessing and deploying information for the residents much easier.

Some of the upgrade positives that IT recognized:

- Legistar now provides a built-in document management system
- The software has better information delivery processes for end-users
- Easier access to all modules (One Click)
- Better labeling administration functions
- Larger field lengths up to 200 pages
- Integrated to Microsoft Office 2010 Word for data entry
- Can track document changes
- Scan documents directly into the Legistar system
- Document versioning was added
- More reporting functions
- Certified Copy creation improvements
- Much easier to pull up past meeting documents
- Documents can be exported to Microsoft Word and Excel

- The text in attachments can now be searched, consistent with the direction that has been requested in the Website Transparency Policy
- More robust search functions
- Users can send email directly from the software/web application
- Better TAB and Bullet functions
- Approval tracking
- Ability to include digital signatures for documents
- Ad hoc/on-the-fly changes to reports
- Ability to sort by any information
- Convert to calendar display
- Create text file direct from program
 - Gives residents ability to print agendas if they wish using their own printer & paper
- Simple/advanced search capabilities
 - Save searches for later queries
- Board members can make personal/private comments just for their own use/view
- Board members get their own login credentials

Legistar is now part of Granicus which is another application the Village currently uses for displaying video on our web site. Daystar (developers of Legistar) was purchased by Granicus earlier this year.

During the FY2012 budget process \$30,000 was allocated for the Legistar upgrade. The current version of Legistar runs on a server that the Village currently owns. This server is already 4 years old and will need to be replaced this year if we maintain the Legistar software in-house. Replacement of the in-house server hardware costs approximately \$7,000. In addition, IT will have to upgrade the Microsoft SQL license that costs approximately \$4,000. In three to four years the server hardware and the SQL licensing would have to be upgraded again.

The new version of Legistar being proposed is a hosted system by Granicus. The hosted version eliminates the need for any server equipment or SQL licenses at the Village. A major benefit of Granicus hosting is their ability to provide multiple off-site backup capabilities. All future upgrades or enhancements will be done by Granicus on their servers. The up-front cost of this conversion is \$29,500. The current support costs for Legistar are \$8,068 a year. There will be an increase in the monthly support costs of \$110.00 a month, resulting in annual support costs of \$9,388.

IT concurs with the Legistar Team and recommends this upgrade.



Memo To: Larry McGhinnis, IT Manager

From: Barb Johnson, Deputy Village Clerk *BJ*

Subject: Legistar and Insite Upgrade

Date: July 20, 2011

The users of Legistar and Lombard's IT Division have recently viewed a demonstration of the Legistar 5 version upgrade and the upgrade of our integration to our Lombard website.

We feel that the benefits to the Village (residents, Officials and staff) offer tremendous opportunities to encourage accountability and improve public trust through heightened transparency.

It is important to first note that the amount of support we will receive will increase to 24/7, 20 minute response time maximum.

Some other considerations follow:

- The layout of the program as well as the layout on the Web is more user friendly
- There will be past agenda packets on the web in addition to the two years there now
- Searches by the Public, Officials and staff will be simplified and more advanced
- Meetings will be easier and more efficient with both Granicus and Legistar on one screen, one click technology
- Attachments will be readily accessible on the web and can be printed out by the public or burned to a CD in PDF format
- Minutes and all documents will be edited in word allowing more formatting flexibility
- Attachments such as Power Points from Meetings will be accessible on the Web
- Agenda and Minutes formats and numbering can remain unchanged

Please consider these enhancements, presented by the Legistar Users Group, when making a decision to upgrade to Legistar 5 and Insite Version 2.0.



Granicus Proposal for Lombard, IL

7.18.2011

Upgrade to Legistar 5.0

1. Ability to migrate to a hosted solution
2. Approval tracking enabled
3. More granular reporting functionality
4. Improved User Interface
5. Microsoft Word integration
6. Additional configurability

Migration to Hosted Legistar Solution

By migrating to a hosted solution...

1. Improved response time should an issue occur, our support teams will be able to access your information without having to connect to your servers. Our support team will be able to see the same data that you are looking at since they will have direct access to your Legistar application.
 2. Reduced IT resources and time required to manage the application servers in house.
 3. Data back-ups will be performed automatically as part of our hosting service. No longer something you IT staff will have to do and manage.
 4. Access to Legistar 24/7 from anywhere via the internet no need to go through local networks.
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Lombard, IL Investment

Pricing Table

Item	Up-Front Cost	Monthly Cost
Legistar 5 upgrade	\$27,500.00	\$0.00
Professional Services Migration	\$2,000.00	\$0.00
Active Monitoring, Storage, Support	\$0.00	\$110.00
Sub-Total	\$29,500.00	\$110.00
Tax	\$0.00	\$0.00
12 month Grand Total	\$29,500.00	\$110.00

*** NOTE: The pricing in this preliminary proposal is SUBJECT-TO-CHANGE. While this preliminary proposal will provide you with our best possible estimate of what your solution will look like, it is not considered complete until a network assessment has been completed. Our goal here at Granicus is to make sure that every new client has a successful deployment and to make sure that our products exceed your expectations. We believe that spending the time to accurately conduct an assessment of your network and documents will help us meet our goals and will ensure that you have the best experience possible. ***

Granicus Implementation Timeline

We can typically get your organization live with its new Granicus solution within 45 days of receiving your Purchase Order or Signed Service Agreement. At this point, we consider your deployment in progress and will schedule a Kickoff Call with key players at your organization and Granicus. You can follow your agency's progress 24x7 with our online deployment tracker tool, helping you stay on schedule for you next big milestone. We know how exciting it can be to get your Granicus solution up and running, so to help things run quickly and smoothly it's important that resources are allocated for at your agency. Granicus is dedicated to ensuring that your deployment stays on track and meets your needs.