

**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 :** March 30, 2021                      **(BOT) Date:** April 1, 2021  
**SUBJECT:** Renewal of 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: March 30, 2021

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 04/01/2021 to 03/31/2022 in the amount of **\$30,454.06**.

## **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 is identical to the amount paid in the previous year and is consistent with the 2021 budget.



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:** Jordan Duesterhoeft  
**Phone:**  
**Email:** jordan.duesterhoeft@granicus.com  
**Order #:** Q-136389  
**Prepared On:** 03/26/2021  
**Expires On:** 04/01/2021

### 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:** 03/31/2021  
**Period of Performance:** 04/01/2021 - 03/31/2022

## PRICING SUMMARY

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

<b>Renewing Subscription Fees</b>			
<b>Solution</b>	<b>Billing Frequency</b>	<b>Quantity/Unit</b>	<b>Annual Fee</b>
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
<b>SUBTOTAL:</b>			<b>\$30,454.06</b>

## 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"> <li>• Unlimited user accounts</li> <li>• Unlimited meeting bodies and meeting types</li> <li>• Unlimited data storage and retention</li> <li>• Up to one (1) Legistar database</li> <li>• Up to one (1) InSite web portal</li> </ul>
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"> <li>• Unlimited user accounts</li> <li>• Unlimited meeting bodies</li> <li>• Unlimited storage of minutes documents</li> <li>• Access to the LiveManager software application for recording information during meetings</li> <li>• Access to the Word Add-in software component for minutes formatting in MS Word if desired</li> <li>• Up to one (1) MS Word minutes template (additional templates can be purchased if needed)</li> </ul>
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>

<b>Solution</b>	<b>Description</b>
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, and indexing of events.
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](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**

<b>Billing Contact:</b>		<b>Purchase Order Required?</b>	<input type="checkbox"/> - No <input type="checkbox"/> - Yes
<b>Billing Phone:</b>		<b>PO Number:</b> <i>If PO required</i>	
<b>Billing Email:</b>			

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

*The pricing, terms, and conditions of quote Q-136389 dated 03/26/2021 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.

<b>Lombard, IL</b>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Date:</b>	