

Meeting Date: 12/2/2014

Report Type: Consent

Report ID: 2014-00905

Title: Supplemental Agreement: Expansion of Video Streaming Services with Granicus, Inc.

Location: Citywide

Recommendation: Pass a Resolution authorizing the City Manager to execute a Supplemental Agreement to Consultant Professional Services Agreement 2014-0653 with Granicus, Inc. to provide expanded services to the video streaming product increasing the contract by \$108,615 to a total not to exceed amount over five years of \$323,475.

Contact: Stephanie Mizuno, Council-Clerk Operations Manager, (916) 808-7171; Shirley Concolino, City Clerk, (916) 808-7200, Office of the City Clerk

Presenter:

Department: City Clerk

Division: City Clerk

Dept ID: 04001011

Attachments:

1-Description/Analysis

2-Background

3-Supplemental Agreement

4-Resolution

City Attorney Review

Approved as to Form

Matthew Ruyak

11/20/2014 4:21:33 PM

Approvals/Acknowledgements

Department Director or Designee: Wendy Klock-Johnson - 11/19/2014 2:37:23 PM

Description/Analysis

Issue Detail: Approve the execution of a supplemental agreement with Granicus, Inc. to expand current video streaming services to add meeting bodies, add an integrated electronic voting system for the City Council, and upgrade hardware to accommodate the new services.

Policy Considerations: The recommendations in this report are in accordance Sacramento City Code Chapter 3.64 and Administrative Policy No. 4102

Economic Impacts: None.

Environmental Considerations: None.

Sustainability: Under Phase 1 of the City of Sacramento's Climate Action Plan, all applicable "Green" technology initiatives will be considered prior to the purchase of IT equipment hardware and software.

Commission/Committee Action: None.

Rationale for Recommendation: A contract with Granicus is required to provide system maintenance and technical support services for the City of Sacramento to continue providing video streaming services and to automate other administrative processes.

Financial Considerations: No additional funding is requested. The City Clerk's operational budget has sufficient funds to support the continuation and expansion of this service. The Community Development Department and Department of Utilities will continue to share a small portion of the funding for their meeting bodies. These departments have sufficient funds to support their share of services. The addition of new meeting bodies will be covered by the Office of the City Clerk.

Local Business Enterprise (LBE): Granicus, Inc. was selected and implemented prior to establishment of the City's LBE participation requirements.

Background:

In December of 2001, the City Council adopted a resolution authorizing the execution of an agreement with Granicus, Inc. for video streaming services.

Since deployment of the video streaming service in 2002, the City Clerk's Office has successfully provided the City Council, City staff and the public with "on demand" agendas, reports, resolutions, contracts, on-line viewing and archival viewing of City Council meetings and materials.

In July of 2010, the service contract was upgraded to include: 1) video streaming of the Planning and Design Commission, Preservation Commission and Utilities Rate Advisory Commission; 2) open platform functionality (unlimited meeting bodies, unlimited users and mobile device streaming); 3) government transparency suite (audio/video podcasting, iTunes integration); and 4) managed services for replacement and maintenance of encoder hardware/software.

In July of 2014, the City Council renewed the services by approving a new five year contract that also added a new Board and Commission application. This application successfully launched in October and has transformed manual administrative activities to an automated process, and has provided the public with easy on-line access to board and commission information and open positions.

The service enhancement and upgrade proposed in the supplemental agreement will: 1) add the capacity to video stream three additional meeting bodies, and publish (no streaming) the agenda and minutes of sixteen additional meeting bodies; 2) add a voting module to seamlessly integrate electronic voting via iPad; 3) provide instant viewing of vote tabulation to a meeting display (monitor) in the Council Chamber; 4) electronically create minutes replacing an existing manual process; and 5) upgrade hardware to provide additional bandwidth capacity that will provide the system with accelerated performance.

This services of this vendor provide the highest level of transparency and delivers the legislative process and board/commission information, in a modern and easy to access format, directly to our customers. The City Clerk is recommending approval of the supplemental agreement (Attachment A) with Granicus, Inc. for expanded services.

This consultant professional services agreement is being recommended for sole brand approval in accordance with API 4102, as it is in the best interest of the City to continue the use of a currently utilized and proven service. Using a different vendor would require complete replacement of the current process and system and result in additional technical infrastructure and training costs that would be associated with a new service.

SUPPLEMENTAL AGREEMENT

Project Title and Job Number: Viedo Streaming-Expansion of Services

Date: 12/02/14

Purchase Order #:

Supplemental Agreement No.: One (1)

The City of Sacramento ("City") and Granicus, Inc. ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2014-0653, including any and all prior supplemental agreements modifying the agreement (the agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The scope of Services specified in Exhibit A of the Agreement is amended as follows:

The amended Scope of Services, Time of Performance, and additional costs are set forth in attachment Exhibit A.

2. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Contractor's fees and expenses, is Increased / by 108,615.00, and the Agreement's maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	214,860.00
Net change by previous supplemental agreements:	0.00
Not-to-exceed amount prior to this supplemental agreement:	214,860.00
Increase/ by this supplemental agreement:	108,615.00
New not-to exceed amount including all supplemental agreements:	323,475.00

- 3. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.
- 4. Contractor warrants and represents that the person or persons executing this supplemental agreement on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental agreement and bind Contractor to the terms hereof.
- 5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

Approval Recommended By:

Approved As To Form By:

Imquino

Project Manager

Mark [Signature]

City Attorney

Approved By:

Jason Fletcher

Contractor

Attested To By:

Approved By: Jason Fletcher, CEO

City of Sacramento

City Clerk

Supplemental Agreement

Exhibit A

1. **Scope of Services.** The services outlined below are added to Attachment 1 to Exhibit A of City Agreement 2014-0653:
 - A. Transparency Upgrade of Additional Meeting Bodies. Add the capacity to video stream three (3) additional meeting bodies, and publish (no streaming) of agendas and minutes of sixteen (16) additional meeting bodies. This upgrade will include modifications to the web site page display.
 - B. iLegislate Voting Module for the City Council. Add the Granicus voting module to seamlessly integrate electronic voting. The benefits of electronic voting include: 1) one-touch iPad voting for a motion, mover, seconder, and speaker queue; 2) instant public viewing of vote tabulation to a meeting display (monitor); and 3) electronically create minutes, replacing existing manual process.
 - C. Hardware Upgrade. Upgrade the hardware technology of the video streaming system (aka encoder) to provide additional internal bandwidth capacity needed for the upgrade which will provide accelerated system performance.

2. **Time of Performance.** The services described herein shall be provided during the period, or in accordance with the schedule, as set forth here.
 - A. Set Up and Programming of Transparency Upgrades: Adding meeting bodies for both video streaming and centralized agenda/minute publishing may be accomplished within weeks of approval of this supplemental agreement as this is an extension of current functionality.
 - B. Set Up and Programming of iLegislate Voting Module: The performance of the iLegislate voting module timeline is based on Council approval of this supplemental agreement on December 2, 2014. The timeline would be no later than the following:

December 19, 2014	CONTRACTOR to build/ship hardware to CITY
December 22, 2014	CITY to work with CONTRACTOR on hardware installation
December 22, 2014	CITY/CONTRACTOR to install voting equipment
December 29, 2014	CONTRACTOR to configure software and test vote system
December 29, 2014	CONTRACTOR modify "views" on web site
January 5, 2015	CONTRACTOR to provide CITY training on new module
January 19, 2015	Estimated go live

3. **Cost of Services.** Paragraph 2 of Exhibit B of City Agreement 2014-0653 is amended to include:

- A. **Discount Promotion on Additional Monthly Managed Service Fees:** Clients who enter into an agreement with Granicus to upgrade and purchase additional services and modules during the fourth quarter of 2014 will receive a discount on certain (i) Monthly Managed Services (MMS) fees from deployment through June 30, 2015. The discount applies only to the: 1) meeting efficiency suite; and 2) voteCast standard package of the efficiency suite. MMS fees on CITY's current services are not affected by this discount.

Module Description	Month	Year
Meeting Efficiency Suite Upgrade	\$ 400	\$ 4,800
Performance Accelerator	Included	Included
Template-Sectioned View Page (web page)	\$ 400	\$ 4,800
VoteCast Standard Package (iPad) / Meeting Efficiency Suite	\$1,000	\$12,000
Granicus Encoding Appliance Software	\$ 100	\$ 1,200
Total Additional MMS Fees	\$1,900	\$22,800

Non-discounted services are \$500.00 per month, or \$6,000.00 per year.

Discounted services are \$1,400.00 per month, or \$16,800.00 per year.

CITY will be invoiced for non-discounted MMS fees beginning at the month of completion and deployment of the new services and products through June 30, 2015 at a not to exceed amount of \$3,500.00 (seven months based on project schedule with potential for expedited completion). Deployment is complete once all components are installed, tested and deemed ready for the CITY's use.

- B. **Project Upgrade Fees:** One time fees for the hardware, installation, programming and training on the new and upgraded components and services are \$13,915.00.

Cost of New/Upgraded Services (w/o MMS Fees)	Total	Total Group
Hardware:		
Granicus Encoding Appliance	\$2,500	
VoteCast Display CPU	\$ 980	
Shipping – Large Item	\$ 125	
Shipping - Medium Item	\$ 60	\$3,665
Installation/Configuration/Programming/Training:		
Web Design Services (\$200 per hour @ 10 hours)	\$2,000	
Server Configuration	\$1,650	
VoteCast Display Installation	\$1,650	
Template Configuration	\$1,500	
Programming Encoder Appliance w/Transparency Suite Configuration	\$ 875	
Performance Accelerator Installation	\$ 875	\$8,550
Training and Workflow Analysis	\$1,700	\$1,700
Total Cost of Project Upgrades		\$13,915

Invoicing for the project upgrade fees shall be issued upon the month of completion and deployment in an amount not to exceed \$13,915.00. Deployment is complete once all components are installed, tested and deemed ready for the CITY's use.

C. Annual Cost of New/Upgraded MMS Fees:

Invoicing of additional MMS fees for the new services and upgraded components and systems for the second contract year (7/1/2015 to 6/30/2016) shall be at an annual cost of \$22,800.00.

D. Total Cost of Contract:

Total approved contract not to exceed amount over five years is \$214,860.00

Total additional MMS fees in contract year 7/1/14 to 6/30/15 is not to exceed \$3,500.00

Total additional MMS fees in contract years 7/1/15 to 6/30/19 (\$22,800.00 for four years) is not to exceed \$91,200.00

Total one-time project upgrade costs is not to exceed \$13,915.00

Total revised contract not to exceed amount through 6/30/19 is \$323,475.00

RESOLUTION NO. 2014-

Adopted by the Sacramento City Council

**AUTHORIZING THE CITY MANAGER TO EXECUTE
A SUPPLEMENTAL AGREEMENT TO PROFESSIONAL
SERVICES AGREEMENT 2014-0653
WITH GRANICUS, INC., TO PROVIDE EXPANDED SERVICES**

BACKGROUND:

- A. In December of 2001, the City Council adopted a resolution executing a contract with Granicus, Inc. for video streaming services.
- B. The service contract with Granicus, Inc. has been upgraded from the original service to provide additional on demand, transparent and state of the art delivery of live and archived meeting content and materials of the City Council, Council Standing Committees, Planning and Design Commission and other City advisory boards; managed services for the repair and maintenance of encoder hardware and software; and a Board and Commission application that automates manual processes and provides the public with easy on-line access to board information and openings.
- C. The City Council finds that the addition of meeting bodies, an electronic voting system and hardware upgrades is in the best interest of the City as the service will continue to modernize the delivery of processes and information, and will further efforts to maintain transparency.
- D. The City Council finds that the services provide are consistent with API 4102 in that the continued sole branding of the service is in the best interest of the City.
- E. The City Council of the City of Sacramento desires to enhance the current video streaming services.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Manager is authorized to execute a supplemental agreement with Granicus, Inc. for enhanced services to the video streaming product in an amount not to exceed \$108,615.00 for the remaining term of the contract ending 6/30/2019 for a total contract not-to-exceed amount of \$323,475.00.