

Meeting Date: 12/8/2015

Report Type: Consent

Report ID: 2015-01077

Title: Supplemental Agreement: Agenda Work Flow Addition to 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 \$114,700 to a total not to exceed amount over five years of \$438,175.

Contact: Shirley Concolino, City Clerk, (916) 808-5442; Stephanie Mizuno, Council-Clerk Operations Manager, (916) 808-7171, Office of the City Clerk

Presenter: None

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
12/3/2015 10:32:08 AM

Approvals/Acknowledgements

Department Director or Designee: Wendy Klock-Johnson - 11/20/2015 2:57:49 PM

Description/Analysis

Issue Detail: Approve the execution of a supplemental agreement with Granicus, Inc. to expand current video streaming services to add an integrated and automated agenda work flow system that will replace the existing outdated system. This action is necessary as the current system is technologically deteriorating beyond the City's ability to maintain and cannot be economically nor sufficiently supported by the Information Technology Department. In addition, the system is no longer considered an industry best practice system and therefore not in alignment with the modernization objectives of the City Clerk's Office.

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 supplemental agreement with Granicus, Inc. is required to amend the current contract to allow for the purchase of a software solution that will replace the unsupported Documentum automated agenda work flow system.

Financial Considerations: The City Clerk's technology budget has sufficient funds to pay for the one-time project fees (\$32,700) and four months of monthly services fees (\$8,200) due in FY16. As this system is a replacement to the Documentum agenda work flow product, which is currently funded by the Information Technology Department, IT will support the annual monthly service fees (\$24,600 per year) for the remaining three years of this contract (FY17 through FY19).

Local Business Enterprise (LBE): None.

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.

From July of 2010 through December of 2014 the services with Granicus, Inc. have been enhanced and expanded to include:

- Streaming video for the Planning and Design Commission, Preservation Commission and Utilities Rate Advisory Commission;
- Open platform functionality (unlimited meeting bodies, unlimited users and mobile device streaming);
- Government transparency functionality (audio/video podcasting, iTunes integration);
- Managed services for replacement and maintenance of encoder hardware/software;
- Board and commission functionality that automated manual administrative activities, and provided the public with on-line access to board information, open positions, and an electronic application form;
- Streaming video for three new meeting bodies;
- Publish (no streaming) the agenda and minutes of sixteen additional meeting bodies;
- Voting module to seamlessly integrate electronic voting via iPad;
- Instant viewing of vote tabulation to a meeting display (monitor) in the Council Chamber;
- Electronic creation of minutes replacing an existing manual process; and
- Upgraded hardware needed for additional bandwidth capacity that will provide the system with accelerated performance.

The expanded service requested in this supplemental agreement is for the purpose of replacing the City's current automated agenda work flow, as that software product is no longer supported by IT, nor is it considered an industry best practice.

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

Date: 12/08/15

Purchase Order #:

Supplemental Agreement No.: Two (2)

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 114,700.00, and the Agreement's maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	<u>214,860.00</u>
Net change by previous supplemental agreements:	<u>108,615.00</u>
Not-to-exceed amount prior to this supplemental agreement:	<u>323,475.00</u>
Increase/ by this supplemental agreement:	<u>114,700.00</u>
New not-to exceed amount including all supplemental agreements:	<u>438,175.00</u>

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:



Project Manager



City Attorney

Approved By:


Contractor

Attested To By:

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 (and supplement 2014-0653-1):

- A. Legislative Management Suite (Legistar Agenda Automation/Work Flow).

Add an automated agenda workflow solution as an enhancement to the current Granicus product. The Legislative Management Suite would provide for a city-wide agenda item creation, review, and approval system using an automated work flow through Legistar; automate of agenda and agenda packet creation and assembly; seamless integration with the current Granicus iLegislate product for viewing on mobile device and the on-demand voting module; capture all meeting action; provide an enhanced electronic document repository, and legislation tracking.

2. **Time of Performance.** The services described herein shall be provided during the period, or in accordance with the schedule, as set forth herein.

- A. Set Up and Programming of Added Software Solution:

The performance of the Legislative Management Suite (aka Legistar Agenda Automation) module timeline is based on Council approval of this supplemental agreement on December 8, 2015. The timeline would be no later than the following:

December 14, 2015	CONTRACTOR and CITY to initiate project kick off
December 14, 2015	Contractor to begin build of Legistar database
December 21, 2015	CONTRACTOR to create unique client systems
January 4, 2016	CONTRACTOR and CITY to confirm software download instructions and create user accounts
January 4, 2016	CITY to confirm network requirements and installation
January 11, 2016	CONTRACTOR to prepare database for customization
January 18, 2016	CONTRACTOR and CITY to participate in detailed needs analysis
January 25, 2016	CONTRACTOR and CITY to participate in detailed needs analysis
February 1, 2016	CONTRACTOR and CITY to participate in detailed needs analysis
February 8, 2016	CONTRACTOR and CITY to participate in detailed needs analysis
February 15, 2016	CONTRACTOR and CITY to participate in detailed needs analysis
February 22, 2016	CONTRACTOR to customize on-line page for CITY branding
February 29, 2016	CONTRACTOR to customize document templates
March 7, 2016	Substantial completion
March 7, 2016	CONTRACTOR and CITY to validate system
March 14, 2016	CONTRACTOR to initiate training to CITY users
March 28, 2016	CONTRACTOR and CITY to conduct parallel system tests
April 5, 2016	Estimated go live

3. **Cost of Services.** Paragraph 2 of Exhibit B of City Agreement 2014-0653 (and supplement 2014-0653-1) is amended to include:

A. Additional Monthly Managed Service (MMS) Fees:

Added monthly services fees for the new Legislative Management Suite (aka Legistar) module and remote administration:

Module Description	Month	Year
Legislative Management Suite	\$1,950	\$23,400
Remote Administration to Legislative Mgmt. Suite	\$ 100	\$ 1,200
Total Additional Software MMS Fees	\$2,050	\$24,600

CITY will be invoiced for MMS fees beginning at the month of completion and deployment of the new services and products through June 30, 2016 (remainder of fiscal year) at a not to exceed amount of \$8,200.00 (four 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 Service Fees:

One-time project fees for software installation, programming, and training on the new components.

One-Time Project Fees	Total	Total Group
<u>Services:</u>		
Approval Tracking System/Project Management	\$2,550	
Needs Analysis/Workflow Configuration	\$1,900	
Deployment Activities	\$7,650	\$17,100
Contingency for Customized Integration Programming	\$5,000	
<u>Training:</u>		
Administrator Training	\$1,700	
Approvers/Drafters Training	\$6,800	
On-Site Training (Travel \$2,000.)	\$7,100	\$15,600
Total Cost of Project		\$32,700

CITY will be invoiced for the one-time project fees in two payments: 1) 50% of project fees after execution of the contract and/or purchase order (excluding contingency); and 2) Remaining fees upon the month of completion and deployment in a total amount not to exceed \$32,700.00. Deployment is complete once all components are installed, tested and deemed ready for the CITY's use.

C. Total New Project Costs – Current Contract Year:

The total cost of MMS fees, software and services needed to deploy the Legislative Management Suite for the second, and current, contract year (7/1/2015 to 6/30/2016) shall not exceed \$40,900.00.

D. Total On-Going Cost of Contract:

Total additional MMS fees in contract year 7/1/15 to 6/30/16 is not to exceed \$8,200.00.

Total one-time new project costs in contract year 7/1/15 to 6/30/16 is not to exceed \$32,700.00.

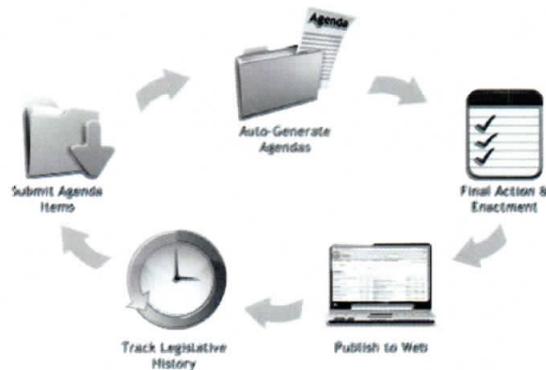
Total additional MMS fees in contract years 7/1/16 to 6/30/19 (\$24,600.00 per year) is not to exceed \$73,800.00.

Total revised contract not to exceed amount through 6/30/19 is \$438,175.00.

Legislative Management Suite

The Legislative Management Suite offers a complete and automated agenda workflow solution. Create agenda items and assign them to the appropriate agenda, making agenda creation seamless. Item approvals are done automatically – approvers are notified when it's their turn to review. Seamlessly connect agenda data to an iPad or Android tablet device to review agendas and support documents, take notes and more through the iLegislate application. Capture all meeting actions after the meeting into the public record. Plus, you can organize and store electronic documents of any file format in one repository. All documents are automatically tagged and indexed, making search and retrieval easy. This Suite also allows you to track legislation from inception through approvals and actions taken. Click here for more information on the Legislative Management Suite.

- Agenda item drafting
- Electronic approval process
- Agenda packet generation and publication
- Organize, store and retrieve documents
- Continuous legislative workflow
- Track and search legislative data



Professional Services

In order to ensure a successful implementation and user experience, Granicus provides professional services with each solution. Below is a list of the requisite professional services for your solution.

Legislative Management Suite

Project Management & Deployment	A collaborative series of workflow analysis calls and guided administrative data entry will be used to ready the system for use.
Onsite Training	In-person system training for up to 12 users will be provided onsite for 3 or 3.5 days, depending on installed components. For more than 12 users, we recommend the LMS Trainers course to create your own in-house trainer.

Granicus Differentiators

- World's most experienced provider of government transparency, citizen participation, meeting efficiency, and legislative management solutions with:
 - Over 1,000 clients in all 50 states, at every level of government
 - Over 31 million government webcasts viewed
 - More than 265,350 government meetings online
- First fully integrated legislative workflow management system for local government
- Open API architecture and SDK allow for seamless integrations with systems already in place
- Certified integrations provide flexibility and choice of agenda workflow solutions
- Exclusive provider of the iLegislate iPad application that allows users to review agendas and supporting materials, bookmark and take notes on items, stream archived videos, and review community feedback
- Only government webcasting service to provide encoding, minutes annotation, transcription, and closed captioning services
- Truly unlimited storage and distribution for all meeting bodies and non-meeting content
- Indefinite retention schedules for all archived meeting and non-meeting content
- Only provider of both government webcasting and citizen engagement services
- 24/7/365 customer service and support
- 97% customer satisfaction rating, 98.5% client retention rating
- One of the 100 companies that matter most in online video by Streaming Media magazine
- Ranked 185 on Deloitte 500 fastest growing companies
- Ranked 419 on Inc 500 fastest growing companies
- Client Success stories are available here: <http://www.granicus.com/customers/case-studies/>

Proposal Terms and Conditions

- Sales tax may apply depending on your organization's tax status and the tax laws unique to your state, county and/or municipality
- Fifty percent (50%) of all up-front fees for all products are due upon Granicus' receipt of an executed agreement or purchase order, as appropriate. The remaining fifty percent (50%) of up-front fees for each product are due upon delivery of that product.
- Annual billing for Managed Services for associated products shall begin upon completion of delivery as defined below. Client will be invoiced from the completion of delivery through the end of the one-year anniversary. Thereafter, Client will be billed annually in advance. Client agrees to pay all invoices from Granicus within thirty (30) days of receipt of invoice. Client acknowledges that products may be delivered and fully operational separate from the other purchased products.

For Granicus Hardware, delivery is complete once the Client receives Hardware components with the configured Granicus Software. For Granicus Software, delivery is complete once the Software is installed, configured, tested and deemed by Granicus to be ready for Client's use, irrespective of any training services provided to Client by Granicus. Granicus oftentimes sells multiple software suites in one transaction. For Clients that have purchased multiple suites, Granicus reserves the right to start invoicing on a per suite basis when considered delivered.

- If Client's solution requires any onsite training, Client agrees to pay travel expenses for Granicus employees (including but not limited to airfare, lodging, meals) not to exceed two thousand dollars (\$2,000.00) per trip.
- For existing clients, the costs associated with this proposal or purchase order are in addition to client's existing services.

RESOLUTION NO. 2015-

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; upgraded software for speed and performance; a board and commission application that automates manual processes and provides the public with easy on-line access to board information and openings; and an agenda review and live-voting module via iPad.
- C. The City Council finds that the addition of an integrated automatic agenda work flow 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 in an amount not to exceed \$114,700.00 for the remaining term of the contract ending 6/30/2019 for a total contract not-to-exceed amount of \$438,175.00.