

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: ERIC MCHENRY, CHIEF INFORMATION OFFICER  
INFORMATION TECHNOLOGY DEPARTMENT  
SUBJECT: SIXTH AMENDMENT OF THE PUBLIC MEETING VIDEO  
STREAMING, ARCHIVING AND AGENDA MANAGEMENT  
AGREEMENT WITH GRANICUS, INC.

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Information Technology Department that the Council, by motion, approve a Sixth Amendment to General Services Agreement Number F000308, with Granicus, Inc., San Jose, CA, to add GovDelivery services in the amount of \$102,560.71, for a cumulative contract total of \$693,175.71, and extend the term of the contract by six (6) months, to June 30, 2022, to coincide with the City's fiscal year end.

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EXECUTIVE SUMMARY

The City utilizes several products from Granicus key to legislative agenda creation, public meeting streaming, archiving and public access to legislative documents. This amendment adds GovDelivery services. GovDelivery is the service that the City uses to send newsletters and announcements out to the Public via email. This service was previously provided directly by GovDelivery, until the GovDelivery company was acquired by Granicus in 2017. There is no increased cost to the City – we are just changing from one vendor to another.

BACKGROUND

Not applicable

PRIOR CITY COUNCIL REVIEW

Not applicable

ANALYSIS

The City utilizes several products from Granicus key to legislative agenda creation, public meeting streaming, archiving and public access to legislative documents.

GRANICUS CONTRACT AMENDMENT  
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- Media Manager – agenda creation, video streaming and video archiving
- Live Manager – meeting management
- Legistar – legislative tracking and public access portal.
- Closed Captioning

This Sixth Amendment is a retroactive active amendment to pay for the continuation of GovDelivery services on and after July 1, 2017, which have been and, under the Sixth Amendment, would continue to be provided by Granicus.

Council approved a waiver of competitive bidding for the other services which have been provided to the City by Granicus since 2012, in December 2016, when Council approved the Fifth Amendment to the Granicus Agreement extending its term for an additional 5 years through December 31, 2021.

Until 2017, GovDelivery services were provided under the terms of annual purchase orders.

Granicus bought GovDelivery in early 2017.

Staff is requesting to add the GovDelivery services to the existing Granicus Agreement by this Sixth Amendment.

Staff is requesting approval of a waiver of competitive bidding for 5 years for the services previously provided by GovDelivery until 2017, and provided by Granicus since 2017. This is existing IT infrastructure and would be too costly to replace within our current budget constraints. We are requesting to add the GovDelivery service to the multi-year Granicus contract, in order to continue to provide this high level of service with an existing vendor that we are happy with.

#### FISCAL IMPACT

Funds for these services are included in the Information Technology Department Fiscal Year 2017-18, and will be budgeted in future fiscal year budgets when approved by the Council.

#### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

#### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Sixth Amendment

CONTACT

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