

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
SUBJECT: RATIFICATION AND AMENDMENT OF THE PUBLIC MEETING VIDEO STREAMING, ARCHIVING AND AGENDA MANAGEMENT AGREEMENT WITH GRANICUS, INC.
STAFF PRESENTER: JIM WRIGHT, PURCHASING AGENT, FINANCE DEPARTMENT
AGENDA ACTION: RESOLUTION

ISSUE(S)

Shall the City of Santa Rosa adopt a Resolution to: 1) ratify the First Amendment to General Services Agreement Number F000308 for Public Meeting Video Streaming, Archiving and Agenda Management Services with Granicus, Inc., San Francisco, CA, for the addition of services and to increase the compensation payable under the Agreement by \$13,200 for a total not to exceed amount of \$106,575; and 2) approve the Second Amendment to General Services Agreement Number F000308 for adding services and additional funding under the Agreement by \$41,360, for a total not to exceed amount of \$147,935, subject to approval as to form by the City Attorney?

BACKGROUND

1. On January 26, 2012, as the result of a competitive bidding process, Contract No. F000308 was awarded by City Manager to Granicus, Inc., San Francisco, CA for a public meeting video streaming, archiving and agenda management solution in the amount of \$93,375.
2. The Contractor provides services under this contract that are utilized by City staff supporting the City Council, Board of Public Utilities, Planning Commission and Design Review Board. The Contractor is responsible for providing a platform to stream public meetings live over the internet, including the capability to record and archive the meeting video, audio, agenda and minutes for later public access from the City's public website.
3. Under the First Amendment, Monthly Managed Services for the Meeting Efficiency Suite and Votecast Touch Package were incorporated into the Agreement. The recommended Second Amendment will provide additional Monthly Managed Services for the Citizen Participation Solution and provide funding for all services through the end of the January 31, 2016 contract term. Monthly Managed Services is a package of services provided by Granicus, Inc.

that is comprised of technical support and maintenance including 24x7 phone support, hosted storage of all media, proactive system monitoring of systems, and regular updates.

4. Funds for these services have been included in the Information Technology Fiscal Year 2013-14 GL key number 350307 and will be budgeted in future fiscal year budgets when approved by Council.

ANALYSIS

1. The First Amendment approved by the City Manager on April 29, 2013, added Monthly Managed Services for Meeting Efficiency Suite and Votecast Touch Package in the amount of \$13,200. The cumulative value of the original award of \$93,375 and the First Amendment is \$106,575, which exceeds the City Manager’s award authority of \$100,000; therefore under the City’s Contract/Purchase Order Modification Policy, the First Amendment requires ratification by Council.
2. Regarding the Second Amendment, Monthly Managed Services for the Citizen Participation Solution will be provided at the same rate as the other modules. The funding for ongoing services through the end of the contract term will also be at the same rate currently being provided. The contractor is performing satisfactorily during the current contract term.
3. The City and Granicus, Inc. entered into an agreement on January 26, 2012, awarded by the City Manager. See contract activity chart below:

| <u>Award/ Amendment</u> | <u>Date</u> | <u>Description</u> | <u>Amount</u> | <u>Authorization</u> |
|-----------------------------|------------------|--|-------------------------|----------------------|
| Contract Award | January 26, 2012 | Award | \$93,375 | City Manager |
| Amendment No. 1 | April 29, 2013 | Additional services and funding | \$13,200 | City Manager |
| Amendment No. 2 | Pending | Additional services and funding | \$41,360 | City Council |
| | | Cumulative Contract Value | <u>\$147,935</u> | |

4. With approval of the Second Amendment in the amount of \$41,360, the cumulative value of the contract will be \$147,935. Under the City’s contract/Purchase Order modification policy, the Second Amendment requires approval by the City Council.

RECOMMENDATION

It is recommended by the Finance and Information Technology Departments that the Council adopt a Resolution to: 1) ratify the First Amendment to General Services Agreement Number F000308 for Public Meeting Video Streaming, Archiving and Agenda Management Services with Granicus, Inc., San Francisco, CA, for the addition of services and to increase the compensation payable under the Agreement by \$13,200 for a total not to exceed amount of \$106,575; and 2) approve the Second Amendment to General Services Agreement Number F000308 for adding services and additional funding under the Agreement by \$41,360, for a total not to exceed amount of \$147,935, subject to approval as to form by the City Attorney. Funds for these services are included in the Information Technology Department Fiscal Year 2013-14 GL key number 350307 and will be budgeted in future fiscal year budgets when approved by the Council.

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Attachment: None