

## Granicus Proposal for Cutler Bay, FL

### Granicus Contact

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### Proposal Details

**Quote Number:** Q-35920

**Prepared On:** 8/8/2018

**Valid Through:** 9/30/2018

### Pricing

**Payment Terms:** Net 30

**Currency:** USD

**Period of Performance:** 8/1/2018 - 7/31/2019

**Contract End Date:** 7/31/2021

### One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	50% Up Front 50% Upon Delivery	1 Each	\$3,500.00
Granicus Encoding Appliance Hardware Configuration (GT)	Upon Delivery	1 Each	\$875.00
US Shipping Charge C - Large Item	Up Front	1 Each	\$125.00
<b>SUBTOTAL:</b>			<b>\$4,500.00</b>

Annual Fees for Renewing Subscriptions			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Meeting Efficiency Suite	Annual	1 Each	\$2,645.04
Open Platform Suite	Annual	1 Each	\$7,654.08
Granicus Remote Administration	Annual	1 Each	\$1,322.52
Government Transparency Suite	Annual	1 Each	\$4,364.32
Legistar	Annual	1 Each	\$9,779.94
<b>SUBTOTAL:</b>			<b>\$25,765.90</b>

Annual Fees for New Subscriptions			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Upgrade to SDI 720p Streaming	Annual	1 Each	\$1,200.00
Recurring Captioning Services	Annual	80 Hours	\$11,200.00
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,200.00
<b>SUBTOTAL:</b>			<b>\$13,600.00</b>

Remaining Period(s)		
	8/1/2019 - 7/31/2020	8/1/2020 - 7/31/2021
Meeting Efficiency Suite	\$2,830.19	\$3,028.31
Open Platform Suite	\$8,189.87	\$8,763.16
Granicus Remote Administration	\$1,415.10	\$1,514.15
Government Transparency Suite	\$4,669.82	\$4,996.71
Legistar	\$10,464.54	\$11,197.05
Upgrade to SDI 720p Streaming	\$1,284.00	\$1,373.88
Recurring Captioning Services	\$11,984.00	\$12,822.88
Granicus Encoding Appliance Software (GT)	\$1,284.00	\$1,373.88
<b>TOTAL:</b>	<b>\$42,121.51</b>	<b>\$45,070.02</b>

Product Descriptions	
Name	Description
<b>Meeting Efficiency Suite</b>	<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, 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 or HTML, 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 one Granicus platform site</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>• One MS Word or HTML minutes template (additional templates can be purchased if needed)</li> </ul>
<b>Open Platform Suite</b>	<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>Government Transparency Suite</b>	<p>Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.</p>
<b>Legistar</b>	<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. By leveraging Legistar, the client will be able 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>• Configuration services for one meeting body\type</li> <li>• One Legistar database</li> <li>• One InSite web portal</li> <li>• Design services for one agenda report template</li> <li>• Design services for one minute's report template</li> </ul>
<b>Upgrade to SDI 720p Streaming</b>	<p>Upgrade to SDI 720p Streaming (requires Digital encoder and HD feed)</p>
<b>Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)</b>	<p>AMAX Encoder with Osprey SDI Card. Used to pass commands and data from LiveManager that include Start/Stop of webcast, indexing, and document display. Also serves to distribute video and captions to be distributed to the CDN or Performance Accelerator.</p>

Product Descriptions	
Name	Description
<b>Recurring Captioning Services</b>	Recurring Real-Time Closed Captioning.
<b>Granicus Encoding Appliance Software (GT)</b>	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.
<b>Granicus Encoding Appliance Hardware Configuration (GT)</b>	Remote configuration and deployment of an encoding appliance.
<b>US Shipping Charge C - Large Item</b>	US shipping of a large item

**Terms and 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 Cutler Bay, FL to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-35920 dated 8/8/2018 are incorporated into this Purchase Order by reference.

**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.

Cutler Bay, FL	Billing Information
Signature:	Name:
Name:	Phone:
Title:	Email:
Date:	Address:



# Granicus Video

## A complete video solution for government

Granicus Video enables organizations to build a content-rich library of live and archived public meeting webcasts and records without hassle, enabling agencies to reach a broader audience and further meet modern transparency demands.

With easy-to-use media management tools, agencies can schedule and broadcast live webcasts while simultaneously recording and archiving the live content to unlimited storage. Agendas can be imported prior to each meeting, allowing for video to be indexed in real-time, which eliminates hours of follow up work after an event has ended. After the meeting, publish a full and integrated public record which links the agenda directly to the video.

Empowered citizens can browse published agendas and supporting documents or save time

by performing keyword searches to jump directly to specific topics, making it easier for viewers to find the information they're most interested in. Citizens can also subscribe to agendas or keyword searches to get real-time notifications when new, relevant content becomes available.

Opt in to HD video for an enhanced viewing experience or further enable accessibility and ensure ADA compliance by adding closed-captioning services. Agencies can monitor and analyze public interest through visitor and viewership reports, which break down visitor statistics, including most-popular content, number of views, length of time on site, and more to better understand the viewing audience.



Live event streaming



Archive videos with unlimited storage



Searchable, indexed content



Publish a complete public record



Closed captioning add-on for ADA compliance



Reports to analyze public participation



# Legistar

## Customize the entire legislative and agenda management workflow

Reach new levels of automation with a complete legislative solution that manages decisions and automates the workflow of legislative items from introduction to final passage. Extensive configurability sets Legistar apart from the rest with unlimited workflow sequences that can be customized to cater to an unlimited number of users, records and managing bodies. Legistar automates legislation drafting and agenda creation with a built-in, customizable workflow that tracks each item throughout the approval process.

A single piece of legislation can flow through dozens of agendas and drafts

before more than a handful of boards until it's agreed upon, all too often getting lost and rewritten in the process. Easily create new documents for meeting agendas in Legistar or Microsoft Word, then digitally organize them to automatically associate the files to the correct workflow.

The program automates agenda creation and meeting execution with tools to streamline minutes, voting, full reporting and publishing to a citizen-facing web portal for boosted transparency. From drafting files, through assignment to various departments, to final approval, Legistar reduces workloads and creates a more efficient method for managing



Eliminate manual workflows



Automate a customizable legislative workflow



Automate agenda material compilation and approval



Integration to manage documents with Microsoft Word



Track progress and generate reports



Unlimited workflow sequences, users and records



# Minutes

## Modernize and simplify meeting minutes creation

Granicus Minutes reduces labor, and streamlines minutes creation by electronically capturing roll-call, agenda items, speakers, motions, votes, and notes through a simple interface. When a meeting ends, the tool transfers captured content to a minutes document, allowing users to finalize minutes quickly and easily in Microsoft Word.

With content 75-80% complete at the time the meeting ends, Minutes saves

staff countless hours in their post-meeting workflow.

Minutes can also integrate with other Granicus products to further streamline the meeting process. Import agendas directly from agenda management systems, digitally capture vote results with VoteCast, and publish minutes alongside indexed meeting recordings using Granicus Video.



Digitally capture meeting content



Record motions, votes and notes



Save time in post-meeting workflow



Finalize minutes in Microsoft Word



Publish PDF or HTML minutes