Office of the Town Manager

Rafael G. Casals, ICMA-CM, CFM
Town Manager

M E M O R A N D U M

To: Honorable Mayor and Town Council

From: Rafael G. Casals, ICMA-CM, CFM Town Manager
Debra E. Eastman, MMC, Town Clerk

Date: September 26, 2018

Re: Renew Granicus, Inc. sole-source agreement, upgrade to provide for closed captioning and waive competitive bidding process

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING THE RENEWAL AND AMENDMENT TO THE EXISTING AGREEMENT WITH GRANICUS, INC. FOR THE WEB-BASED SOFTWARE TOOLS FOR ORGANIZING AND MANAGING PUBLIC MEETINGS; WAIVING OF COMPETITIVE BIDDING DUE TO SOLE SOURCE AVAILABILITY; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

In Fiscal Year 2012, pursuant to his purchasing authority, the Town Manager entered into an agreement with Granicus, Inc. to provide for the Town's web-based tools for agenda preparation, meeting organization and public transparency. Since that date, all Town Council agendas have been prepared using this tool and meetings have been live-streamed to the public. The audio recording of each meeting, the agendas and minutes are also available 24/7 on the Town's website. In addition, agendas are available on iPads for the Town Council where they may make notes and highlight items during their agenda review. Additionally, the implementation of the 2012 process underscored the Town's commitment to be "green" by eliminating paper agendas, eliminating public record requests for issue on paper and eliminating the issuance of audio recordings on a CD.

In addition to the three-year renewal of the agreement with Granicus, Inc. ("Attachment A"), the Town now seeks to add an additional module that will provide for closed-captioning for the hearing impaired. The addition of the module will assist in being complaint with ADA regulations. The new upgrade also includes “Meeting Efficiency

Suite" which provides the ability to livestream in the future, once the Town procures the recording hardware.

Nearly 1,100 government organizations use Granicus' technologies to increase staff efficiencies and create a more transparent and accessible government. To highlight their market dominance, the following Miami-Dade County governments utilize Granicus: Miami-Dade County Board of County Commissioners, City of Miami, City of Coral Gables, City of Doral, City of South Miami, Village of Pinecrest, and Village of Palmetto Bay.

Granicus, Inc. continues to be the leader in the industry by providing the most comprehensive suite of applications and over the last year acquiring their competitors NovuSolutions, Vision Internet, and IQM2. On September 12, 2018, Granicus provided the Town with a letter confirming that no other company currently offers the functionality provided by Granicus, Inc. which gives them sole-source status. ("Attachment B")

FINANCIAL IMPLICATION

The Town has contracted with Granicus, Inc. since 2014, and the current annual expense is $24,075. Please find below an overview of the annual expense for the upgrades to Granicus over the next three (3) years.

Contract Period	Annual Fee	CC Services	One-Time Set-Up (CC)	Total
8/1/2018 – 7/31/2019	$27,765.90	$13,600.00	$4,500.00	**$45,865.90**
8/1/2019-7/31/2020	$27,569.51	$14,552.00		**$42,121.51**
8/1/2020-7/31/2021	$29,499.38	$15,570.64		**$45,070.02**
			Grand Total (3-year)	**$133,057.43**

RECOMMENDATION

We recommend that the attached resolution be adopted renewing and amending the existing agreement with Granicus, Inc., a soul source provider, to include closed captions services with the continued provision of web-based software tools for organizing and managing public meetings and authorizing the Town Manager to expend budgeted funds in furtherance hereof.

ATTACHMENTS

- Attachment "A" – Granicus Proposal for Close Captioning Upgrade
- Attachment "B" – Granicus Letter of Sole Source