



# Baldwin County Commission

## Legislation Text

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**File #:** 19-2098, **Version:** 1

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**Meeting Type:** BCC Work Session

**Meeting Date:** 10/8/2019

**Item Status:** New

**From:** Wayne Dyess, County Administrator; Brian Peacock, CIS Director

**Submitted by:** Anu Gary, Administrative Services Manager; Tim Doerr, CIS Systems Engineer

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### ITEM TITLE

Renewal of Granicus Subscriptions for Agenda Management Software

### STAFF RECOMMENDATION

Accept the Granicus Proposal and approve the renewal of the annual Granicus fees and subscriptions for the County's agenda management software, effective October 31, 2019 for a period of three (3) years, ending October 30, 2022. The annual fees and subscriptions for the first year will be in the total amount of \$42,000, with a 2.5% uplift in cost in year two, and 5.0% uplift in year three.

### BACKGROUND INFORMATION

**Previous Commission action/date:** N/A

**Background:** Annual Fees for Renewing Subscriptions for Fiscal Year 2019-2020:

Government Transparency Suite	Annual	1 Each	\$11,556.00
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,056.00
Legistar	Annual	1 Each	\$16,272.00
Meeting Efficiency Suite	Annual	1 Each	\$10,716.00
Upgrade to SDI 720p Streaming	Annual	1 Each	\$2,400.00
Open Platform Suite	Annual	1 Each	\$0.00
<b><u>SUBTOTAL:</u></b>			<b><u>\$42,000.00</u></b>

Fiscal Year 2020-2021: \$43,050.00 (2.5% uplift in cost in year two of contract)

Fiscal Year 2021-2022: \$45,202.50 (5.0% uplift in cost in year three of contract)

Explanation of fees/subscriptions listed above:

**Government Transparency** are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.

**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.

**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.

**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.

**Upgrade to SDI 720p Streaming** (requires Digital encoder and HD feed)

**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.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$42,000 in Fiscal Year 2019-2020

**Budget line item(s) to be used:** 51125.5150.01

**If this is not a budgeted expenditure, does the recommendation create a need for funding?** N/A

### **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**

Yes, County Attorney will need to review before approval.

**Reviewed/approved by:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

**FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** Time-sensitive, renewal deadline is October 31, 2019 for continued service.

**Individual(s) responsible for follow up:** Administration - Do a requisition and get PO# from Purchasing. Follow up with Vendor for payment.

**Action required (list contact persons/addresses if documents are to be mailed or emailed):** N/A

**Additional instructions/notes:** N/A