SINGLE SOURCE AWARD **BID # SS-0263-19**

Subject: Enterprise Webcasting Platform

Department: City Council

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2018 to date of award.

Recommend approval of single source award to Granicus to provide an enterprise webcasting platform to make the City's documents, webpages, websites and other services ADA compliant. Period of service is from date of award through September 30, 2019. Total expenditure amount not to exceed $105,326.40.

Funding Source: CCSS011CH-04662 - To be executed by Purchase Order.

Single Source Award To: Granicus

Price Justification: See Attached

Total Award: $105,326.40 **Requisition #:** 240929

Attachments: Single Source Form, Vendor Letter/Quote and Previous Award

Certification as to Single Source: Cheryl Brown, Director/Council Secretary, Jacksonville City Council

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

OFFICE OF THE CITY COUNCIL

CHERYL L. BROWN
DIRECTOR
OFFICE (904) 630-1452
FAX (904) 630-2906
E-MAIL clbrwn@coj.net

117 WEST DUVAL STREET, SUITE 425
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

September 21, 2018

MEMORANDUM

TO: **Greg Pease, Chief of Procurement**
Central Operations Department

FR: **Cheryl L. Brown, Director/Council Secretary**
Jacksonville City Council

RE: **Justification: PO for Granicus FY 2018-2019**

Pursuant to Chapter 126 of the Ordinance Code, the City Council solicits the approval of the contract award for sole source services for updating the Jacksonville Municipal Code. The award is for $105,326.40, for the services. City Council Information Systems Staff were notified at an ADA Compliance Training held on June 23, 2017 that closed captioning for online meeting videos would need to be provided for the hearing impaired. In addition to being in compliance with the Americans with Disabilities Act, website accessibility is the final step of an agreement resulting from a lawsuit between the City of Jacksonville and the Department of Justice. In order to satisfy this requirement a review of closed captioning services for other populous counties and cities in Florida with Systems connected to International Roll Call and other specialized software currently being used by the Jacksonville City Council was completed. This survey revealed that counties and municipalities with a population similar to or larger than Duval County are using professional closed captioning services provided primarily by Granicus. Additionally, Granicus is integrated with our current sole source vendor – International Roll Call. Therefore, systems currently under warranty will not be compromised.

I have attached documents addressing the requirements for services along with detailed justifications for continued sole source alignments with International Roll Call as stipulated in the agreement. (Please see attachments and Quote Number Q-12336 – approved by Committee FY 2017-2018.) FY2018-2019 [illegible]

This vendor is uniquely qualified to provide the services necessary to make our documents, webpages, websites, streaming ADA Compliant, and other services currently being used by the City of Jacksonville. Additionally, this action will result in a complete solution for accessibility under the agreement with the Department of Justice.

To expedite the procurement, we request that a purchase order be issued, as we desire to use current year funding. We appreciate your favorable consideration in approving the Granicus Sole Source request, as the provider for meeting agenda management, digital services, and communications needs for the City of Jacksonville. The services are requested within the current year City Council Budget for Fiscal Year 2018-2019.

Thank you for your consideration in this matter.

XC: Marilyn Laidler, Buyer
Honorable Aaron Bowman, President
Jessica Matthews, Supervisor- Leg. Services
Steve Cassada, Systems Information
Louie Marino, Systems Information
File Copy
Honorable Scott Wilson, Council Vice President
Carol Owens, Chief, Legislative Services
Kristi Sikes, Chief, Administrative Services
Paula Shoup, Systems Information

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): City Council

FUNDING SOURCE: CCSS011CH-04662

BRIEF DESCRIPTION OF GOODS/SERVICES:
Software/hardware that provides government transparency and access to MediaManager, ability to post agendas and documents and index of archives.

AMOUNT OF PROJECT (attach quote): $105,326.40

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):
Government transparancy suite, open platform suite, Granicus encoding appliance software, captioning services, portable encoder, upgrade to SDI 720p streaming, performance accelerator

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:
Justification letter attached pursuant to Chapter 126 of the Ordinance Code

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:
Maintenance Continuation & PO# 7411387-
Bid # SS-0253-18

Submitted by: Cheryl L. Brown (Name) Director, City Council (Title)

Date: 10.11.2018

Requesting Agency's Director's Signature: Cheryl L. Brown

Procurement Division ____

March, 2017

GRANICUS

Procurement Vehicle: Direct
In Support of: Jacksonville, FL

Quote Number: Q-32349
Quote Prepared On: 6/21/2018
Quote Valid Through: 9/30/2018
Payment Terms: Net 30
Currency: USD

Granicus Contact:
Name: Kevin Strauss
Phone: (631) 389-3691
Email: kevin.strauss@granicus.com

Start Date: 10/1/2018
End Date: 9/30/2019

ANNUAL SUBSCRIPTION FEE

Product Name	Invoice Schedule	Quantity	Annual Total
Government Transparency Suite	Annual	1 Each	$20,030.40
Open Platform Suite	Annual	1 Each	$0.00
Granicus Encoding Appliance Software (GT)	Annual	2 Each	$2,496.00
Recurring Captioning Services	Annual	550 Hours	$68,640.00
Portable Encoder	Annual	1 Each	$6,240.00
Upgrade to SDI 720p Streaming	Annual	1 Each	$3,120.00
Performance Accelerator Suite	Annual	1 Each	$4,800.00
		TOTAL	**$105,326.40**

Product Name	Product Description
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.
Open Platform Suite	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.
Granicus Encoding Appliance Software (GT)	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.
Recurring Captioning Services	Recurring Real-Time Closed Captioning.
Portable Encoder	Ongoing Service fee for Portable Encoder hardware.
Upgrade to SDI 720p Streaming	Upgrade to SDI 720p Streaming (requires Digital encoder and HD feed)
Performance Accelerator Suite	Performance Accelerator Suite provides the ability to utilize the performance accelerator within a network. Requires Performance Accelerator or Virtual Performance Accelerator to distribute video/indexing/ documents within a local network. This distribution is utilized to eliminate the bandwidth impact local viewers would have accessing data from the Granicus Data Center.

Req. # 240929

GRANICUS

Procurement Vehicle: Direct
In Support of: Jacksonville, FL

TERMS AND CONDITIONS

- Link to State & Local Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- Payment terms: net 30
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- 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 to provide applicable exemption certificate(s).
- If submitting a Purchase Order instead of signing the quote, please include the following language: All pricing, terms and conditions of quote Q-32349 are incorporated into this Purchase Order by reference.

AGREEMENT AND ACCEPTANCE

Signature: Cheryl L Brown

Name: Cheryl L Brown

Title: Director / Council Secretary

Date: 9.17.2018

Billing Information

Name:

Phone:

Email:

Address:

SINGLE SOURCE AWARD **BID # SS-0253-18**

Subject: Enterprise Webcasting Platform

Department: City Council

Description of Purchase: Recommend approval of single source award to Granicus to provide an enterprise webcasting platform to make the City's documents, webpages, websites and other services ADA compliant. Period of service is from October 1, 2017 through September 30, 2018. Total not to exceed expenditure amount is $121,685.00.

Funding Source: CCSS011AD-03109 - To be executed by Purchase Order.

Single Source Award To: Granicus

Price Justification: See Attached

Total Award: $121,685.00 **Requisition #:**

Attachments: Single Source Form, Vendor Letter/Quote and Agreement

Certification as to Single Source: Cheryl Brown, Director/Council Secretary, Jacksonville City Council

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 9/21/17

ACTION OF AWARDING AUTHORITY DATE: 9/21/17

MK APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2013-1

FORM GB-113, Revised 12/2007