Docusign Envelope ID: D521405B-3770-4072-897B-FABAB91A0A62

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Software service/access to the GovMeetings system for digital access to Council/community meetings

Requested Action/Authority:

City Council is requesting an amendment to the Granicus Single Source award bid# SS-14485-23 approved 8/14/2023 for a 1-year contract with a NTE of $82,275.07. The new contract extended to September 30, 2027, the new NTE of $353,422.60. The new NTE is broken down as 3 additional years at $87,291.66, $90,346.87, and $93,509.00 respectively which reflects a 3.5% annual lift. Funding contingent.

Justification/Explanation:

Additional years at $87,291.66, $90,346.87, and $93,509.00 respectively which reflects a 3.5% annual lift. The contract covers software services/access to the GovMeetings System which allows City Council to provide transparency and digital access to Council and community meetings. This system captures the Council Agendas, tagging of the video for each bill, and allows for access to government.

Legal Contract #:	1586518-v4	Contract Date:	10/01/2023	Change Order/AMD #:	N/A	
PO/Release #:	670515-24	Bid Date:	08/08/2024	Awarded Supplier:	Granicus, LLC	
Licenses Verified:	N/A	Effective Date:	08/08/2024	Basis of Award:	N/A	
Federally Funded:	No	No. Invited:	N/A	Responses Received:	N/A	Attachments:
Solicitation:	SS - 14485 - 23			Procurement Contract #:	N/A - N/A	
Executed By:	Office of General Counsel					

PoP:Base:	N/A	Options:	N/A	Extension(s):	N/A
JSEB Rec.:	N/A	%:	N/A	Bonds Waived Pursuant To:	N/A

Fund:	00111	Center:	221002	Acct:	546620	Proj:	000000	Activity:	00000000	$	0.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 353,422.60	Contingent Amount:	$ 0.00	DMP/ODPO Amount:	$ 0.00

Using Agency/BU:	CCSS:COUNCIL_STAFF_SERVICES			
Concurrence:	Signed by: Sidman Martin, Margaret 5CB9383BEA504E4...	Title:	COUNCIL SECRETARY/ DIRECTOR	8/13/2024
Concurrence:		Title:		
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Olive Wallace Cohen A7A7DE8876BC4DD...	Chief of Procurement:	DocuSigned by: B19F1D517352456... 8/19/2024
Name:	Olive Wallace Cohen	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

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PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

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Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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GRANICUS

Amendment
Prepared for
Jacksonville, FL

First Amendment to the Granicus Service Agreement between Granicus, LLC and Jacksonville, FL

This First Amendment to the Granicus, LLC Service Agreement is effective on the date this document is signed and entered into by and between Granicus, LLC, a Minnesota Limited Liability Company d/b/a Granicus (hereinafter referred to as "Granicus"), and Jacksonville, FL (hereinafter referred to as "Client"), with reference to the following:

WHEREAS, the Client and Granicus entered into an Agreement effective 01 Oct 2023 (the "Agreement"); and

WHEREAS, in addition to Client's existing solution, Client wishes to add certain products and services as detailed in Q-368016, which is attached as Exhibit A and incorporated herein by reference; and

WHEREAS, the Client and Granicus wish to extend the Agreement through 30 Sep 2027; and

NOW, THEREFORE, in consideration of the premises, the parties intend that the Agreement be amended as follows:

1. Compensation shall be amended to include the fees detailed in Exhibit A. Exhibit A is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of the Client to provide applicable exemption certificate(s).
2. The Agreement shall be extended through 30 Sep 2027.
3. Except as amended by this First Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.
4. In the event of any inconsistency between the provisions of this First Amendment and the documents comprising the Agreement, the provisions of this First Amendment shall prevail.

IN WITNESS WHEREOF, the parties have caused this First Amendment to be executed by their duly authorized representatives.

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.

Jacksonville, FL	Granicus
Signature:	**Signature:**
Name:	**Name:**
Title:	**Title:**
Date:	**Date:**

GRANICUS

THIS IS NOT AN INVOICE

Exhibit A

ORDER DETAILS

Prepared By:	Bernadette Foley
Phone:	
Email:	bernadette.foley@granicus.com
Order #:	Q-368016
Prepared On:	08 Aug 2024
Expires On:	30 Sep 2024

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription End Date:	30 Sep 2024
Initial Order Term End Date:	30 Sep 2027
Period of Performance:	01 Oct 2024 - 30 Sep 2025

The subscription includes the following domain(s) and subdomain(s):

1

GRANICUS

Exhibit A
Jacksonville, FL

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**One-Time Fee**
Legistar - Training Database - Setup	Up Front	1 Each	$0.00
		SUBTOTAL:	**$0.00**

New Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
Legistar Training Database	Annual	1 Each	$2,136.96
		SUBTOTAL:	**$2,136.96**

Renewing Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
Government Transparency Suite	Annual	1 Each	$23,770.71
VoteCast Classic Package with Hardware (TouchScreen) (ME)	Annual	1 Each	$0.00
Open Platform Suite	Annual	1 Each	$0.00
Granicus Encoding Appliance Software (GT)	Annual	2 Each	$2,608.20
Legistar	Annual	1 Each	$32,041.74
Portable Encoder	Annual	1 Each	$6,520.50
VoteCast Standard Package (iLegislate)	Annual	1 Each	$13,693.05
Portable Encoder	Annual	1 Each	$6,520.50
		SUBTOTAL:	**$85,154.70**

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	01 Oct 2025 - 30 Sep 2026	01 Oct 2026 - 30 Sep 2027
Government Transparency Suite	$24,602.68	$25,463.78
VoteCast Classic Package with Hardware (TouchScreen) (ME)	$0.00	$0.00
Open Platform Suite	$0.00	$0.00
Granicus Encoding Appliance Software (GT)	$2,699.49	$2,793.97
Legistar	$33,163.20	$34,323.91
Portable Encoder	$6,748.72	$6,984.92
VoteCast Standard Package (iLegislate)	$14,172.31	$14,668.34
Portable Encoder	$6,748.72	$6,984.92
Legistar Training Database	$2,211.75	$2,289.16
SUBTOTAL:	**$90,346.87**	**$93,509.00**

GRANICUS

Jacksonville, FL

PRODUCT DESCRIPTIONS

Solution	Description
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, and indexing of events.
VoteCast Classic Package with Hardware (TouchScreen) (ME)	VoteCast Classic Package with Hardware (TouchScreen) (ME) is the bundle for VoteCast installed on Dell CPUs and ELO Touchscreens that allows elected officials to vote during a meeting. This is a more permanent installation in that the CPUs and Touchscreens are usually mounted or attached to the dais of a meeting room.
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.
Legistar	Legistar is a Software-as-a-Service (SaaS) solution that enables government organizations to automate the entire legislative process of the clerk's office. Clerks can leverage Legistar to easily manage the entire legislative process from drafting files, through assignment to various departments, to final approval. Legistar includes: • Unlimited user accounts • Unlimited meeting bodies and meeting types • Unlimited data storage and retention • Up to one (1) Legistar database • Up to one (1) InSite web portal
Portable Encoder	Ongoing Service fee for Portable Encoder hardware.

GRANICUS

Jacksonville, FL

Solution	Description
VoteCast Standard Package (iLegislate)	VoteCast is a hybrid Software-as-a-Service (SaaS) solution that enables government organizations to streamline the meeting process for both the clerk's office as well as elected officials. By leveraging this solution, the client will be able to automate meeting data capture and display – improving accuracy and keeping all attendees informed of meeting proceedings. Available on a variety of hardware as well as the iLegislate platform, elected officials can use their touchscreens or tablets to motion, second, vote, and request to speak. This data automatically populates to the clerk software (LiveManager) ensuring accuracy and reducing workload. As action items occur during the meeting, TVs or projectors hooked up to VoteCast Display will automatically show the current agenda item, motion on the floor, vote result, and speaker timer as well as speaker name. VoteCast includes: · Unlimited user accounts · Unlimited meeting bodies · Access to one Granicus platform site · Access to the VoteCast software application for elected officials · Access to the VoteCast Display software application to output meeting proceedings to TVs or projectors in the meeting room · VoteCast Display (small form factor Dell CPU) is usually purchased through Granicus and should be represented on your proposal/quote · Client is responsible for purchasing compatible hardware (Compatible hardware includes Windows Desktops or tablets, Mac Desktops, or iPads)
Portable Encoder	Ongoing Service fee for Portable Encoder hardware.
Legistar Training Database	Legistar training database allows the customer to have one additional Legistar training database and InSite environment to use for testing and training.

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MARGARET M. "PEGGY" SIDMAN
Director/Council Secretary
Office (904) 255-5133
Fax (904) 255-5230
E-Mail: SIDMANP@COJ.NET

117 West Duval Street
City Hall, Suite 425
Jacksonville, FL 32202

August 9, 2024

MEMORANDUM

TO: Dustin Freeman
Procurement Division

FR: Margaret M. Sidman, Director / Council Secretary
Jacksonville City Council

RE: **Granicus Single Source Award Amendment Request**

City Council is requesting an amendment to the Granicus Single Source award bid# SS-14485-23 approved 8/14/2023 for a one-year contract with a not-to-exceed of $82,275.07. The new contract terms will be extended to September 30, 2027, with a new NTE of $353,422.60. The new NTE is broken down as 3 additional years at $87,291.66, $90,346.87, and $93,509.00 respectively which reflects a 3.5% annual lift. The contract covers software services/access to the GovMeetings System, which includes the Government Transparency Suite, Legistar, VoteCast Standard and VoteCast Classic Packages, Granicus Encoding Appliance Software, Open Platform Suite, Portable Encoders Software, and a Legistar Training Database for 3 years. The GovMeetings System allows City Council to provide transparency and digital access to Council and community meetings. The maximum indebtedness is not to exceed $353,422.60.

Granicus is the sole vendor in Florida of the GovMeetings Platform/System which was implemented in 2017. The GovMeetings System provides various software and services that are seamlessly integrated and designed to complement each other and provide for a seamless automated workflow. The **Government Transparency Suite** includes an integrated media player, that allows for the streaming of meetings and various events live, as well as the ability to archive said meetings/events. The integrated media player simultaneously displays related documents, including the meeting agenda and minutes while viewing. **Legistar**, is a comprehensive legislative management solution. Legistar's LiveManager allows for the live recording of actions, notes, speakers, and import and export processes between the various software of the GovMeeting System and back into Legistar. Legistar is utilized for agenda management, electronic legislative history tracking, document storage and organization, electronic legislative file search, and meeting minutes management. Legistar also includes an integrated public portal that allows for the publication of items (e.g., agendas, minutes, statuses) and video for the public to access. **VoteCast Classic and VoteCast with iLegislate** is used by officials during meetings to record and display motions and votes electronically, requests to speak, and view full agendas, supporting materials, the current/activated agenda item, speakers, etc. The **Granicus Encoding Appliance** provides clients with live and on-demand webcasting performance. A combination of web-based and Client-installed applications will give users

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access and control of the Appliance's Streaming Media Services. The encoding appliance software is required for the use of the portable encoders. System hardware is located throughout Council meeting areas including community and other meetings for seamless integration of platform software.

The extended contract terms will allow citizens continued access to Jacksonville City Council public meetings and documents.

We appreciate your favorable consideration in approving the Granicus Single Source request as the provider of digital services and records management for public meetings for the City Council.

Please contact Margaret M. Sidman, Director/Council Secretary of the Jacksonville City Council, at 904.255.5133, for additional information or correspondence.

Thank you for your consideration in this matter.

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JUSTIFICATION FOR SINGLE SOURCE (JSS)

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.

1. Requesting Agency:	Office of the City Council
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the city need these particular goods or services?***	The request is for the subscription renewal of Granicus products and fees for GovMeetings. The GovMeetings Platform provides software services/access to the Government Transparency Suite, Legistar, VoteCast Standard, and VoteCast Classic Packages so we are able to utilize their touch screen compatible software, Granicus Encoding Aplliance Software, and Portable Encoders. The GovMeetings Platform is necessary to offer citizens of Jacksonville and other interested parties online access to City Council meetings and agenda, live webcasting and video recording, as well as the centralized portal for minutes and other documents.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	Granicus is the sole vendor providing Meeting and Agenda Management for government entities. The system provides a cloud platform that adapts to support the full legislative process. Granicus is the premiere provider of government software with over 2,500 local governments utilizing the agenda meeting software to manage their public meetings processes and improve inter efficiencies. The unique architecture of the system offers a comprehensive combination of benefits that are not available though any other solution. Granicus is the only company that can provide regular maintenance and periodic updates.
4. Date of Request	8/9/2024

5. Summary of Market Research

[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[Market research was completed by Yvonne P. Mitchell, Chief of Administrative Services. The top three companies listed from a search on "government meeting agenda management software" were: OnBoard Meetings, Capterra, and OneMeeting. Of the three companies, OneMeeting f/k/a PrimeGov products are the closest to some of the services provided by Granicus. OneMeeting provides services to cities and counties in California, Minnesota, Colorado, Virginia, Nevada, Massachusetts, and Oklahoma. The company does not have any clients in Florida or other southern states. Granicus is utilized by 2,500 local governments within 48 out of the 50 states, in 200 special districts, in 450 counties, and in 250 school districts.]

6. Conflict of Interest (Must Check)

√ By checking this box, I affirm that there are no actual, potential, or perceived conflicts of interest with the entity in which I am requesting a single source award. Conflict of Interest shall be interpreted consistent with *Chapter 112, Florida Statutes*.

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7. Other Documentation (Check and attach all that apply)

√ Supplier Quote

√ Single Source Memo signed by Director

☐ Other [Click here to list other documentation.]

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SINGLE SOURCE AWARD **BID # SS-14485-23**

Subject: Granicus Annual Subscription Renewal for GovMeetings Platforms/System

Department: City Council

Description of Purchase:
Recommend approval of single source award to Granicus, LLC for Subscription Renewal for GovMeetings Platforms/System - Govt. Transparency Suite, Legislatar, VoteCast, Granicus Encoding Appliance Software, Open platform Suite, Portable Encoders Software and additional equipment and software on an-as-needed basis for the Jacksonville City Council. Period of service is from October 1, 2023 through September 30, 2024. Total expenditure amount not-to-exceed $82,275.07.

Funding Source: This award is subject to appropriation by the City in the fiscal year beginning October 1, 2023. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

To be executed by Signed Subscription Agreement through Office of General Counsel and processed via Purchase Order.

Single Source Award To: Granicus, LLC

Price Justification: See Attached

Total Award: $82,275.07 **Requisition #:** CCSS-500164-23

Attachments: Agency Memo, Single Source Form, Vendor Quote

Certification as to Single Source: Margret M. Sidman, Director/Council Secretary

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

Analyst: Olive Wallace-Cohen

Dustin Freeman, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 8/10/23

ACTION OF AWARDING AUTHORITY DATE: 8/14/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

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MARGARET M. "PEGGY" SIDMAN
Director/Council Secretary
Office (904) 255-5133
Fax (904) 255-5230
E-Mail: SIDMANP@COJ.NET

117 West Duval Street
City Hall, Suite 425
Jacksonville, FL 32202

July 19, 2023

MEMORANDUM

TO: Dustin Freeman
Procurement Division

FR: Margaret M. Sidman, Director / Council Secretary
Jacksonville City Council

RE: **Granicus Single Source Request FY 2023-2024**

Pursuant to Chapter 126 of the Ordinance Code, the City Council requests approval of a single source award for the subscription renewal of Granicus products for the GovMeetings Platform/System. This award is subject to appropriation by the City Council in the fiscal year beginning October 1, 2023. The contract amount of $82,275.07 covers software services/access to the GovMeetings System, which includes the Government Transparency Suite, Legistar, VoteCast Standard and VoteCast Classic Packages, Granicus Encoding Appliance Software, Open Platform Suite, and Portable Encoders Software. The GovMeetings System allows City Council to provide transparency and digital access to Council and community meetings. The maximum indebtedness is not to exceed $82,275.07.

Granicus is the sole vendor in Florida of the GovMeetings Platform/System which was implemented in 2017. The GovMeetings System provides various software and services that are seamlessly integrated and designed to complement each other and provide for a seamless automated workflow. The **Government Transparency Suite** includes an integrated media player, that allows for the streaming of meetings and various events live, as well as the ability to archive said meetings/events. The integrated media player simultaneously displays related documents, including the meeting agenda and minutes while viewing. **Legistar**, is a comprehensive legislative management solution. Legistar's LiveManager allows for the live recording of actions, notes, speakers, and import and export processes between the various software of the GovMeeting System and back into Legistar. Legistar is utilized for agenda management, electronic legislative history tracking, document storage and organization, electronic legislative file search, and meeting minutes management. Legistar also includes an integrated public portal that allows for the publication of items (e.g., agendas, minutes, statuses) and video for the public to access. **VoteCast Classic and VoteCast with iLegislate** is used by officials during meetings to record and display motions and votes electronically, requests to speak, and view full agendas, supporting materials, the current/activated agenda item, speakers, etc. The **Granicus Encoding Appliance** provides clients with live and on-demand webcasting performance. A combination of web-based and Client-installed applications will give users access and control of the Appliance's Streaming Media Services. The encoding appliance software is

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required for the use of the portable encoders. System hardware is located throughout Council meeting areas including community and other meetings for seamless integration of platform software.

The subscription renewal will allow citizens continued access to Jacksonville City Council public meetings and documents.

We appreciate your favorable consideration in approving the Granicus Single Source request as the provider of digital services and records management for public meetings for the City Council. The services are requested for the City Council Budget for Fiscal Year 2023-2024.

Please contact Margaret M. Sidman, Director/Council Secretary of the Jacksonville City Council, at 904.255.5133, for additional information or correspondence.

Thank you for your consideration in this matter.

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FINANCE & ADMINISTRATION DEPARTMENT, PROCUREMENT DIVISION

JUSTIFICATION FOR SINGLE SOURCE (JSS)	
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.	
1. Requesting Agency:	Office of the City Council
2. Nature and/or description of the requirement being requested. ***Identify each item, component or service being procured. (Attach quote/proposal):*** ***Why does the City need these particular goods or services?***	The request is for the subscription renewal of Granicus products and fees for GovMeetings. The GovMeetings Platform provides software services/access to the Government Transparency Suite, Legistar, VoteCast Standard and VoteCast Classic Packages so we are able to utilize their touch screen compatible software, Granicus Encoding Appliance Software, and Portable Encoders. The GovMeetings Platform is necessary to offer citizens of Jacksonville and other interested parties' online access to City Council meetings and agenda, live webcasting and video recording, as well as centralized portal for minutes and other documents.
3. Provide a detailed justification as to why the requested goods/services can only be efficiently and effectively procured through the recommended Single Source vendor:	Granicus is the sole vendor of providing Meeting and Agenda Management for government entities. The system provides a cloud platform the adapts to support the full legislative process. Granicus is the premiere provider of government software with over 2,500 local governments utilizing the agenda meeting software to manage their public meetings processes and improve internal efficiencies. The unique architecture of the system offers a comprehensive combination of benefits that are not available through any other solution. Granicus is the only company that can provide regular maintenance and periodic updates.
4. Date of Request	7/27/2023

5. Summary of Market Research

[Provide a description of the market research performed, how it was performed, by whom, and market research results. Please spell out acronyms.]

[A market research was completed by Yvonne P. Mitchell, Chief of Administrative Services. The top three companies listed from a search on "government meeting agenda management software" were: OnBoard Meetings, Capterra, and OneMeeting. Of the three companies, OneMeeting f/k/a PrimeGov products are the closest to some of the services provided by Granicus. OneMeeting provides services to cities and counties in California, Minnesota, Colorado, Virginia, Nevada, Massachusetts, and Oklahoma. The company does not have

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any clients in Florida or other southern states. Grancius is utilized by 2,500 local governments within 48 out of the 50 states, in 200 special districts, in 450 counties, and in 250 school districts.]

6. ***Other Documentation (Check and attach all that apply)***

√ Supplier Quote

√ Single Source Memo signed by Director

☐ Other [Click here to list other documentation.]

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GRANICUS

408 St. Peter St, Suite 600
St. Paul, MN 55102

THIS IS NOT AN INVOICE

Order Form
Prepared for
Jacksonville, FL

Granicus Proposal for Jacksonville, FL

ORDER DETAILS

Prepared By:	Jim Latimer
Phone:	(512) 202-0703
Email:	jim.latimer@granicus.com
Order #:	Q-277010
Prepared On:	28 Apr 2023
Expires On:	09 Jun 2023

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Billing Term End Date:	30 Sep 2023
Period of Performance:	The Agreement will begin on date of signature and will continue through the end of the then current billing term.

The subscription includes the following domain(s) and subdomain(s):

1

Docusign Envelope ID: D521405B-3770-4072-897B-FABAB91A0A62

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Upon the signing of this Agreement, annual fees for the terminating subscription(s) shall cease. Any pre-paid fees for the terminating subscription(s) after the signing of this Agreement will be prorated from the signing of this Agreement to the end of the Client's then-current billing term, credited, and such credit applied to the annual fees for new subscriptions.

Client will continue to have access to and use the terminating solution until the new subscription(s) is/are deployed.

Upon the deployment of Client's new solution as determined at Granicus' sole discretion, Granicus shall remove access to the Client's terminating subscription(s).

Existing Subscriptions			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
Government Transparency Suite	Annual	1 Each	$22,966.87
Open Platform Suite	Annual	1 Each	$0.00
Granicus Encoding Appliance Software (GT)	Annual	2 Each	$2,520.00
Legistar	Annual	1 Each	$30,958.20
Portable Encoder	Annual	1 Each	$6,300.00
VoteCast Standard Package (Tablet) (ME)	Annual	1 Each	$13,230.00
Portable Encoder	Annual	1 Each	$6,300.00

New Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
VoteCast Standard and Classic Package Hardware (TouchScreen) (ME)	Annual	1 Each	$13,230.00
SUBTOTAL:			**$13,230.00**

Please note, annual fees for new subscriptions will be prorated to align to Client's then-current billing term. Exceptions include Recurring Captioning Services, SMS, and Targeted Messages.

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Renewing Subscriptions			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
Government Transparency Suite	Annual	1 Each	$22,966.87
Open Platform Suite	Annual	1 Each	$0.00
Granicus Encoding Appliance Software (GT)	Annual	2 Each	$2,520.00
Legistar	Annual	1 Each	$30,958.20
Portable Encoder	Annual	1 Each	$6,300.00
VoteCast Standard(Tablet-ME) and VoteCast Classic w/Hardware (TouchScreen-ME)	Annual	1 Each	$13,230.00
Portable Encoder	Annual	1 Each	$6,300.00
		Subtotal:	**$82,275.07**

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PRODUCT DESCRIPTIONS

Solution	Description
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, and indexing of events.
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.
Legistar	Legistar is a Software-as-a-Service (SaaS) solution that enables government organizations to automate the entire legislative process of the clerk's office. Clerks can leverage Legistar to easily manage the entire legislative process from drafting files, through assignment to various departments, to final approval. Legistar includes: • Unlimited user accounts • Unlimited meeting bodies and meeting types • Unlimited data storage and retention • Up to one (1) Legistar database • Up to one (1) InSite web portal
Portable Encoder	Ongoing Service fee for Portable Encoder hardware.

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Solution	Description
VoteCast Standard Package (Tablet) (ME)	VoteCast is a hybrid Software-as-a-Service (SaaS) solution that enables government organizations to streamline the meeting process for both the clerk's office as well as elected officials. By leveraging this solution, the client will be able to automate meeting data capture and display – improving accuracy and keeping all attendees informed of meeting proceedings. Available on a variety of hardware as well as the iLegislate platform, elected officials can use their touchscreens or tablets to motion, second, vote, and request to speak. This data automatically populates to the clerk software (LiveManager) ensuring accuracy and reducing workload. As action items occur during the meeting, TVs or projectors hooked up to VoteCast Display will automatically show the current agenda item, motion on the floor, vote result, and speaker timer as well as speaker name. VoteCast includes: · Unlimited user accounts · Unlimited meeting bodies · Access to one Granicus platform site · Access to the VoteCast software application for elected officials · Access to the VoteCast Display software application to output meeting proceedings to TVs or projectors in the meeting room · VoteCast Display (small form factor Dell CPU) is usually purchased through Granicus and should be represented on your proposal/quote · Client is responsible for purchasing compatible hardware (Compatible hardware includes Windows Desktops or tablets, Mac Desktops, or iPads)
Portable Encoder	Ongoing Service fee for Portable Encoder hardware.
VoteCast Classic Package with Hardware (TouchScreen) (ME)	VoteCast Classic Package with Hardware (TouchScreen) (ME) is the bundle for VoteCast installed on Dell CPUs and ELO Touchscreens that allows elected officials to vote during a meeting. This is a more permanent installation in that the CPUs and Touchscreens are usually mounted or attached to the dais of a meeting room.

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TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at https://granicus.com/legal/licensing, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-277010 dated 28 Apr 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- 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 Jacksonville, 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.
- Upon the effective date, this Agreement shall supersede and replace any previous agreement between the parties for the Terminating and/or Existing Subscriptions listed herein. All such prior agreements between the parties are hereby void and of no force and effect.

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BILLING INFORMATION

Billing Contact:		**Purchase Order Required?**	[ ] - No [ ] - Yes
Billing Address:		**PO Number:** *If PO required*	
Billing Email:		**Billing Phone:**	

If submitting a Purchase Order, please include the following language:
The pricing, terms, and conditions of quote Q-277010 dated 28 Apr 2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

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.

Jacksonville, FL	
Signature:	
Name:	
Title:	
Date:	

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