

# Request for Legislative Action

Res. #21514  
Sponsor: Megan L. Marshall  
Date: January 22, 2024

## Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	21514
Sponsor(s):	Megan L. Marshall	Legislature Meeting Date:	1/22/2024

## Introduction

**Action Items:** ['Award']

**Project/Title:**

A RESOLUTION awarding a contract for the maintenance of software for use by the Office of the Clerk of the County Legislature to Granicus of St. Paul, MN, at an actual cost to the County in the amount of \$42,399.00 for 2024, as a sole source purchase.

## Request Summary

The Office of the Clerk of the County Legislature has a need for annual maintenance and support of its proprietary Granicus software. The Clerk of the Legislature currently uses Granicus Encoding, Open Platform Suite, and Meeting Efficiency Suite for Legislative meetings. The required maintenance agreement supports these critical applications necessary for County business.

Annual software maintenance agreements are considered sole source purchases, as the maintenance can only be provided by the software's developer. Pursuant to section 1030.1 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award of a software maintenance and support agreement for use by the Office of the Clerk of the County Legislature to Granicus of St. Paul, MN, at an actual cost to the County in the amount of \$42,398.35, as a sole source purchase, subject to appropriation in the 2024 Jackson County budget.

The Clerk of the County Legislature requests that award be made as recommended by the Director of Finance and Purchasing, and that the Director be and hereby is authorized to execute for the County any documents necessary for the accomplishment of the award.

## Contact Information

<b>Department:</b>	Clerk of Legislature	<b>Submitted Date:</b>	12/29/2023
<b>Name:</b>	Tedi Rowland	<b>Email:</b>	trowland@jacksongov.org
<b>Title:</b>	Deputy County Clerk	<b>Phone:</b>	816-881-3246

## Budget Information

Amount authorized by this legislation this fiscal year:	\$42,399
Amount previously authorized this fiscal year:	\$ 0
Total amount authorized after this legislative action:	\$42,399
Is it transferring fund?	No

## Request for Legislative Action

Single Source Funding:			
Fund:	Department:	Line Item Account:	Amount:
001 (General Fund)	0201 (Clerk of the Legislature)	56662 (Software Maintenance)	\$42,399

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:
21093	November 14, 2022

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Sole Source
Core 4 Tax Clearance Completed:	Yes
Certificate of Foreign Corporation Received:	Not Applicable
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: Sole Source	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information
<ul style="list-style-type: none"> <li>Funds sufficient for this appropriation and/or transfer are available from the source indicated on the budget information tab.</li> </ul>

## Request for Legislative Action

### History

Submitted by Clerk of Legislature requestor: Tedi Rowland on 12/29/2023. Comments:

Approved by Department Approver Michael S. Erickson on 1/4/2024 1:06:17 PM. Comments: System error, approving on behalf of Mary Jo Spino.

Approved by Purchasing Office Approver Lisa Honn on 1/16/2024 9:59:29 AM. Comments: Approving for C Reich due to technical issue. - L Honn

Approved by Compliance Office Approver Ikeela Alford on 1/16/2024 10:45:19 AM. Comments:

Approved by Budget Office Approver David B. Moyer on 1/16/2024 11:50:14 AM. Comments:

Approved by Executive Office Approver Lisa Honn on 1/16/2024 1:32:13 PM. Comments: Approving for S Stevenson due to technical issue.

Approved by Counselor's Office Approver Jamesia Manning on 1/18/2024 9:52:14 AM. Comments:





## **MARY JO SPINO**

### **CLERK OF THE COUNTY LEGISLATURE**

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Jackson County Courthouse  
415 East 12th Street, Second Floor  
Second Floor  
Kansas City, Missouri 64106  
(816) 881-3242/Fax: (816) 881-3234  
4473  
coclerk@jacksongov.org

Independence Office  
201 West Lexington Avenue,  
Independence, Missouri 64050  
(816) 881-1626/Fax: (816) 881-

**TO: CRAIG REICH, SENIOR BUYER**

**FROM: MARY JO SPINO, CLERK OF THE COUNTY LEGISLATURE**

**DATE: JANUARY 4, 2024**

**RE: GRANICUS SOFTWARE – SOLE SOURCE SOFTWARE MAINTENANCE**

Granicus is the County's sole source provider of Legislative Meeting and Agenda Services primarily used by the County Clerk's Office. Services Include postings, agenda, video recordings, and live streaming for the legislative meetings in Kansas City and Independence. The Granicus software and hardware were upgraded in 2019 to the latest software version with high definition compatible encoders included.

## PRICING SUMMARY

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

Renewing Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Government Transparency Suite	Annual	1 Each	\$30,032.17
Send Agenda (Legistar)	Annual	1 Each	\$0.00
Legistar	Annual	1 Each	\$0.00
Granicus Encoding Appliance Software (GT)	Annual	2 Each	\$3,533.20
Open Platform Suite	Annual	1 Each	\$0.00
Meeting Efficiency Suite	Annual	1 Each	\$0.00
Upgrade to SDI 720p Streaming	Annual	2 Each	\$8,832.98
govDelivery for Integrations	Annual	1 Each	\$0.00
<b>SUBTOTAL:</b>			<b>\$42,398.35</b>



THIS IS NOT AN INVOICE

Order Form  
Prepared for  
Jackson County MO

## Granicus Budgetary Proposal for Jackson County MO

### ORDER DETAILS

**Prepared By:** Mark Miller  
**Phone:**  
**Email:** mark.miller@granicus.com  
**Order #:** Q-294270  
**Prepared On:** 31 Jul 2023  
**Expires On:** 31 Dec 2023

### 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:** 31 Dec 2023  
**Period of Performance:** 01/01/2024 - 12/31/2024

## 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-294270 dated 31 Jul 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 Jackson County MO 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.
- The terms and conditions set forth in the Agreement effective 01 Jan 2022 are incorporated herein by reference.