

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19616

Sponsor(s): Scott Burnett

Date: October 16, 2017

| | | | | | | | | | | | | | | | | | | | |
|--|--|---|----------|--|--|--|----------|---|----------|---|--|--------------|--|--|----------|------------|--|--|----------|
| SUBJECT | <p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting the transfer of funds within the Health Fund, authorizing a one-time upgrade cost of \$10,140, and authorizing an annual price increase of \$8,400 for the original Annual Software Maintenance Agreement, as referenced in Resolution 19426, for use by the Legislative Clerk's Office to Granicus Inc. of Denver, Colorado, as a Sole Source Purchase.</u></p> | | | | | | | | | | | | | | | | | | |
| BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i> | <table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$18,540</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$20,400</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$38,940</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$38,940</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>From:</td> <td></td> </tr> <tr> <td>002-5102-56790 Health Fund, Non-Departmental, Other Contractual Services</td> <td>\$10,140</td> </tr> <tr> <td>To:</td> <td></td> </tr> <tr> <td>002-5102-56662 Health Fund, Non-Departmental, Software Maintenance</td> <td>\$10,140</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p> | Amount authorized by this legislation this fiscal year: | \$18,540 | Amount previously authorized this fiscal year: | \$20,400 | Total amount authorized after this legislative action: | \$38,940 | Amount budgeted for this item * (including transfers): | \$38,940 | Source of funding (name of fund) and account code number: | | From: | | 002-5102-56790 Health Fund, Non-Departmental, Other Contractual Services | \$10,140 | To: | | 002-5102-56662 Health Fund, Non-Departmental, Software Maintenance | \$10,140 |
| Amount authorized by this legislation this fiscal year: | \$18,540 | | | | | | | | | | | | | | | | | | |
| Amount previously authorized this fiscal year: | \$20,400 | | | | | | | | | | | | | | | | | | |
| Total amount authorized after this legislative action: | \$38,940 | | | | | | | | | | | | | | | | | | |
| Amount budgeted for this item * (including transfers): | \$38,940 | | | | | | | | | | | | | | | | | | |
| Source of funding (name of fund) and account code number: | | | | | | | | | | | | | | | | | | | |
| From: | | | | | | | | | | | | | | | | | | | |
| 002-5102-56790 Health Fund, Non-Departmental, Other Contractual Services | \$10,140 | | | | | | | | | | | | | | | | | | |
| To: | | | | | | | | | | | | | | | | | | | |
| 002-5102-56662 Health Fund, Non-Departmental, Software Maintenance | \$10,140 | | | | | | | | | | | | | | | | | | |
| PRIOR LEGISLATION | <p>Prior ordinances and (date): Prior resolutions and (date): 19426, March 20, 2017; 19200, June 27, 2016; 19090, February 29, 2016</p> | | | | | | | | | | | | | | | | | | |
| CONTACT INFORMATION | <p>RLA drafted by (name, title, & phone): Kyle Brack, Sr. Buyer, 881-3265</p> | | | | | | | | | | | | | | | | | | |
| REQUEST SUMMARY | <p>Granicus is the sole source provider of the legislative tracking software primarily used by the County Clerk's office. This hardware and software package is in need of an upgrade to the latest software version and HD compatible encoders. The one time cost for this update is \$10,140. The annual maintenance fee will increase to \$28,800, from the previous annual amount of \$20,400.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Chief Financial Officer recommends the purchase of the Annual Software Agreement for use by the Legislative Clerk's Office at a total cost to the County of \$38,940 as a Sole Source Purchase to Granicus Inc. of Denver, Colorado.</p> <p>The Director of Finance and Purchasing also requests the transfer of \$10,140 within the Health Fund, Non-Departmental budget as follows:</p> <table> <tr> <td></td> <td style="text-align: right;">FROM:</td> <td style="text-align: right;">TO:</td> </tr> <tr> <td>002-5102-56790 Health Fund, Non-Departmental, Other Contractual Services</td> <td style="text-align: right;">\$10,140</td> <td></td> </tr> <tr> <td>002-5102-56662 General Fund, Counselor's Office, Software Purchases</td> <td></td> <td style="text-align: right;">\$10,140</td> </tr> </table> | | FROM: | TO: | 002-5102-56790 Health Fund, Non-Departmental, Other Contractual Services | \$10,140 | | 002-5102-56662 General Fund, Counselor's Office, Software Purchases | | \$10,140 | | | | | | | | | |
| | FROM: | TO: | | | | | | | | | | | | | | | | | |
| 002-5102-56790 Health Fund, Non-Departmental, Other Contractual Services | \$10,140 | | | | | | | | | | | | | | | | | | |
| 002-5102-56662 General Fund, Counselor's Office, Software Purchases | | \$10,140 | | | | | | | | | | | | | | | | | |
| CLEARANCE | <p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p> | | | | | | | | | | | | | | | | | | |

| | | |
|-------------|---|-----------------------|
| ATTACHMENTS | Granicus quote and a sole-source recommendation letter from the Clerk of the County Legislature | |
| REVIEW | Department Director: <i>Matthew Spino</i> | Date: <i>10/16/17</i> |
| | Finance (Budget Approval): <i>If applicable</i> | Date: <i>10/12/17</i> |
| | Division Manager: <i>[Signature]</i> | Date: |
| | County Counselor's Office: | Date: |

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

| Account Number: | Account Title: | Amount Not to Exceed: |
|-----------------|----------------|-----------------------|
| | | |

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



MARY JO SPINO

CLERK OF THE COUNTY LEGISLATURE

415 EAST 12TH STREET, 2nd FLOOR
KANSAS CITY, MO 64106
(816) 881-3242
FAX: (816) 881-3234

201 W. LEXINGTON, 2nd FLOOR
INDEPENDENCE, MO 64050
(816) 881-1626
FAX: (816) 881-4473

MEMORANDUM

TO: Kyle Brack

FROM: Mary Jo Spino, Clerk of the County Legislature

DATE: October 13, 2017

SUBJECT: Sole Source Purchase of Granicus Inc.

Granicus is the County's sole course provider of the legislature tracking software primarily used by the County Clerk's office. Services include hearing notices, agendas, journals, and streaming video recording for all legislative meetings held in Kansas City and Independence. The Granicus software and hardware are in need of an upgrade to the latest software version and HD compatible encoders. The one-time cost for the software and hardware upgrade is \$10,140. The annual maintenance fee will increase from \$20,400 to \$28,800.

The Clerk's office is also requesting the transfer of \$10,140 for the one-time software and hardware upgrade, as listed below. The annual maintenance fee increase has already been budgeted for.

From:
002-5102-56790 Health Fund, Non-Departmental, Other Contractual Services

To:
002-5102-56662 Health Fund, Non-Departmental, Software Maintenance

MSP/mth



Procurement Vehicle: Direct
In Support of: Jackson County MO

Quote Number: Q-14304
Quote Prepared On: 10/5/2017
Quote Valid Through: 10/26/2017
Payment Terms: Net 30

Granicus Contact:
Name: Nicholas Levine
Phone: +1 3035940854
Email: nicholas.levine@granicus.com

The Agreement shall commence on the date this document is signed and continue for 3 years.

ONE-TIME FEE

| Product Name | Product Description | Invoice Schedule | Quantity | One-Time Total |
|---|---|-----------------------------------|----------|----------------|
| Granicus Encoding Appliance Hardware - SDI (AMAX) (GT) | AMAX Encoder with Osprey SDI Card. Used to pass commands and data from LiveManager that include Start/Stop of webcast, indexing, and document display. Also serves to distribute video and captions to be distributed to the CDN or Performance Accelerator. | 50% Up Front 50% Upon Delivery | 2.00 | \$7,000.00 |
| Granicus Encoding Appliance Hardware Configuration (GT) | Remote configuration and deployment of an encoding appliance. | Milestones | 2.00 | \$1,750.00 |
| US Shipping Charge C - Large Item | US shipping of a large item | Up Front | 2.00 | \$250.00 |
| Virtual Performance Accelerator | Remote configuration and deployment of the Virtual Performance Accelerator on either client hardware or Granicus Encoder. Virtual Performance Accelerator is used 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. | Milestones | 1.00 | \$1,140.00 |
| TOTAL: | | | | \$10,140.00 |

ANNUAL SUBSCRIPTION FEE

| Product Name | Product Description | Invoice Schedule | Quantity | Annual Total |
|---|--|------------------|----------|--------------|
| Granicus Streaming | | Annual | 1.00 | \$20,400.00 |
| 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. | Annual | 2.00 | \$2,400.00 |



| Product Name | Product Description | Invoice Schedule | Quantity | Annual Total |
|-------------------------------|--|------------------|----------|--------------------|
| Upgrade to SDI 720p Streaming | Upgrade to SDI 720p Streaming (requires Digital encoder and HD feed) | Annual | 2.00 | \$6,000.00 |
| TOTAL: | | | | \$28,800.00 |

FUTURE YEAR PRICING

| Product Name | Year 2 | Year 3 | | |
|---|---------------------|---------------------|--|--|
| Granicus Streaming | \$ 21,420.00 | \$ 22,491.00 | | |
| Granicus Encoding Appliance Software (GT) | \$ 2,520.00 | \$ 2,646.00 | | |
| Upgrade to SDI 720p Streaming | \$ 6,300.00 | \$ 6,615.00 | | |
| TOTAL: | \$ 30,240.00 | \$ 31,752.00 | | |

TERMS AND CONDITIONS

- Link to State & Local Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- All fees are due at the beginning of the period of performance. 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 **Jackson County MO** to provide applicable exemption certificate(s).

AGREEMENT AND ACCEPTANCE

Jackson County MO

Billing Information

Signature: _____

Name: _____

Name: _____

Phone: _____

Title: _____

Email: _____

Date: _____

Address: _____
