

**REQUEST FOR LEGISLATIVE ACTION**

**Version 6/10/19**

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20597

Sponsor(s): Charlie Franklin

Date: January 4, 2021

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <b>A RESOLUTION</b> authorizing a contract for the furnishing of software maintenance for use by the Clerk of the County Legislature to Granicus of St. Paul, MN, at an actual cost to the County in the amount of \$33,974.65, as a sole source purchase.</p>										
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$33,974.65</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0.00</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$33,974.65</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$33,975.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: 001-0201-56662 General Fund – Clerk of the Legislature – Software Maintenance</td> <td>\$33,974.65</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is:  <b>OTHER FINANCIAL INFORMATION:</b></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): \$31,752.00  Prior Year Actual Amount Spent (if applicable): \$31,752.00</p>	Amount authorized by this legislation this fiscal year:	\$33,974.65	Amount previously authorized this fiscal year:	\$0.00	Total amount authorized after this legislative action:	\$33,974.65	Amount budgeted for this item * (including transfers):	\$33,975.00	Source of funding (name of fund) and account code number: 001-0201-56662 General Fund – Clerk of the Legislature – Software Maintenance	\$33,974.65
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):  Prior resolutions and (date): 20375, February 10, 2020</p>										
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Tedi Rowland, Deputy County Clerk</p>										
<p><b>REQUEST SUMMARY</b></p>	<p>The Clerk of the Legislature utilizes Granicus Encoding, Legistar, Open Platform Suite, and Meeting Efficiency Suite software for use in its office to create and maintain Legislative meeting agendas, minutes, committee meetings and video hosting services. The Clerk has a need for annual maintenance to support this proprietary Granicus software system. The required annual maintenance agreements are considered sole source purchases, as the maintenance can only be provided by the software's developer.</p> <p>Pursuant to section 1030.1 of the Jackson County Code, the Director of Finance and Purchasing recommends the purchase of Annual Software Maintenance Agreement with Granicus of St. Paul, MN, as a sole source purchase.</p>										
<p><b>CLEARANCE</b></p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
<p><b>COMPLIANCE</b></p>	<p><input type="checkbox"/> MBE Goals  <input type="checkbox"/> WBE Goals  <input type="checkbox"/> VBE Goals</p>										
<p><b>ATTACHMENTS</b></p>	<p>Granicus Proposal for 1/1/2021 through 12/31/2021  Sole Source memo</p>										

REVIEW	Department Director: <i>Mark Spino</i>	Date: 12-14-2020
	Finance (Budget Approval): <i>If applicable</i>	<b>APPROVED</b> By Mark Lang at 1:48 pm, Dec 28, 2020
	Division Manager: <i>Whitcomb</i>	Date: 12/30/20
	County Counselor's Office: <i>Bryan County</i>	Date: 12/29/20

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.



## Granicus Proposal for Jackson County MO

### Granicus Contact

**Name:** Alexis Huhta

**Phone:**

**Email:** alexis.huhta@granicus.com

### Proposal Details

**Quote Number:** Q-118486

**Prepared On:** 9/30/2020

**Valid Through:** 12/31/2020

### Pricing

**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

**Currency:** USD

**Period of Performance:** 1/1/2021 - 12/31/2021

**Contract End Date:** 12/31/2023

### Annual Fees for Renewing Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Granicus Streaming	Annual	1 Each	\$24,065.37
Legistar	Annual	1 Each	\$0.00
Granicus Encoding Appliance Software (GT)	Annual	2 Each	\$2,831.22
Open Platform Suite	Annual	1 Each	\$0.00
Meeting Efficiency Suite	Annual	1 Each	\$0.00
Upgrade to SDI 720p Streaming	Annual	2 Each	\$7,078.06
<b>SUBTOTAL:</b>			<b>\$33,974.65</b>

# GRANICUS

Remaining Period(s)		
Solution(s)	1/1/2022 - 12/31/2022	1/1/2023 - 12/31/2023
Granicus Streaming	\$25,749.95	\$27,552.44
Legistar	\$0.00	\$0.00
Granicus Encoding Appliance Software (GT)	\$3,029.41	\$3,241.46
Open Platform Suite	\$0.00	\$0.00
Meeting Efficiency Suite	\$0.00	\$0.00
Upgrade to SDI 720p Streaming	\$7,573.52	\$8,103.67
<b>SUBTOTAL:</b>	<b>\$36,352.88</b>	<b>\$38,897.58</b>

## Product Descriptions

Name	Description
<b>Legistar</b>	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: <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited meeting bodies and meeting types</li> <li>• Unlimited data storage and retention</li> <li>• Up to one (1) Legistar database</li> <li>• Up to one (1) InSite web portal</li> </ul>
<b>Granicus Encoding Appliance Software (GT)</b>	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.
<b>Open Platform Suite</b>	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.

Product Descriptions	
Name	Description
<b>Meeting Efficiency Suite</b>	<p>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, use LiveManager to 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, and publish online with the click of a button. Meeting Efficiency includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited meeting bodies</li> <li>• Unlimited storage of minutes documents</li> <li>• Access to the LiveManager software application for recording information during meetings</li> <li>• Access to the Word Add-in software component for minutes formatting in MS Word if desired</li> <li>• Up to one (1) MS Word minutes template (additional templates can be purchased if needed)</li> </ul>
<b>Upgrade to SDI 720p Streaming</b>	Upgrade to SDI 720p Streaming (requires Digital encoder and HD feed)

## Terms and Conditions

- Link to Terms: [https://granicus.com/pdfs/Master\\_Subscription\\_Agreement.pdf](https://granicus.com/pdfs/Master_Subscription_Agreement.pdf)
- 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.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-118486 dated 9/30/2020 are incorporated into this Purchase Order by reference.
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which volume based pricing is used and the volume has changed from the prior term without regard to the prior term's per-unit pricing.

## 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.

## Billing Information

Name:

Phone:

Email:

Address:

## Jackson County MO

Signature:

Name:

Title:

Date:



**MARY JO SPINO**

**CLERK OF THE COUNTY LEGISLATURE**

415 EAST 12TH STREET, SUITE 204  
KANSAS CITY, MO 64106  
(816) 881-3242  
FAX: (816) 881-3234

201 W. Lexington, Suite 201  
INDEPENDENCE, MO 64050  
(816) 881-1626  
FAX: (816) 881-4473

**TO: CRAIG REICH, SENIOR BUYER**

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

**DATE: DECEMBER 29, 2020**

**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, and video recordings for legislative meetings in Kansas City and Independence. The Granicus software and hardware were upgraded in 2019 to the latest software version with HD compatible encoders included.



# Jackson County Missouri Certificate of Compliance



In accordance with Jackson County Code Chapter(s) 6 and 10,  
this Certificate of Compliance is hereby issued to:

Granicus LLC  
408 Saint Peter St. 600  
St. Paul, MN 55102  
20201203VC162

Issued:2020-12-03  
Expires:2022-01-31

The above named firm/agency has met the following requirements:

Is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County, or did not have on December 31st of the previous year any property subject to taxation by the County

Attests and agrees to Chapter 6 of the Jackson County Code which prohibits discriminatory employment practices and promotes equal employment opportunity by contractors doing business with Jackson County.

A handwritten signature in black ink, appearing to read "Janet Smith", is written over a horizontal line.

Chief Compliance Review Officer  
Jackson County Missouri  
816-881-3302  
compliance@jacksonsgov.org

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Granicus, LLC</b>	
2 Business name/disregarded entity name, if different from above <b>Granicus</b>	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <b>P</b> <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. <b>408 Saint Peter Street, Suite 600</b>	Requester's name and address (optional) <b>Remit Payment to Address:                  Dept CH - Box 19634                  Palatine, IL 60055-9634</b>
6 City, state, and ZIP code <b>Saint Paul, MN 55102</b>	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>																					
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or																					
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4	1	-	1	9	4	1	0	8	8												

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>2/27/2020</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is backup withholding, later.*