

# Request for Legislative Action

Res. #20880

Sponsor: Theresa Cass Galvin

Date: February 22, 2022

## Completed by County Counselor's Office

Action Requested:	Resolution	Res.Ord No.:	20880
Sponsor(s):	Theresa Galvin	Legislature Meeting Date:	2/22/2022

## Introduction

**Action Items:** ['Authorize']

**Project/Title:**

A RESOLUTION authorizing a contract for the furnishing of software maintenance 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 \$36,353.00, 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 \$36,353.00, as a sole source purchase; now therefore,

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>	2/10/2022
<b>Name:</b>	Tedi H. 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:	\$36,353
Amount previously authorized this fiscal year:	\$ 0
Total amount authorized after this legislative action:	\$36,353

## Request for Legislative Action

Is it transferring fund?			No
<b>Single Source Funding:</b>			
Fund:	Department:	Line Item Account:	Amount:
001 (General Fund)	0201 (Clerk of the Legislature)	56662 (Software Maintenance)	\$36,353

## Request for Legislative Action

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:
20597	January 4, 2021

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:	Not Applicable
Certificate of Foreign Corporation Received:	Yes
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>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.</li> </ul>	

## Request for Legislative Action

### History

Tedi H. Rowland at 2/10/2022 12:21:31 PM - [Submitted | ]  
Department Director: Mary Jo Spino at 2/10/2022 12:55:58 PM - [ Returned for more information | Please correct the amount in the Request Summary as it is incorrect. ]  
Submitter: Tedi H. Rowland at 2/10/2022 1:04:44 PM - [ Submitted | Corrected. ]  
Department Director: Mary Jo Spino at 2/10/2022 1:45:57 PM - [ Returned for more information | as discussed. ]  
Submitter: Tedi H. Rowland at 2/10/2022 1:52:28 PM - [ Submitted | corrected. ]  
Department Director: Mary Jo Spino at 2/10/2022 2:03:42 PM - [ Approved | Theresa Cass Galvin will sponsor. ]  
Finance (Purchasing): Barbara J. Casamento at 2/10/2022 2:49:46 PM - [ Approved | ]  
Compliance: Katie M. Bartle at 2/10/2022 3:29:27 PM - [ Returned for more information | Granicus is not in compliance. They can go to <https://jacomocompliance.com/login.php> to submit an application for renewal. KMB 2/10/22 ]  
Submitter: Tedi H. Rowland at 2/11/2022 11:32:33 AM - [ Submitted | Now in compliance. ]  
Department Director: Mary Jo Spino at 2/11/2022 11:48:26 AM - [ Approved | ]  
Finance (Purchasing): Barbara J. Casamento at 2/11/2022 12:03:12 PM - [ Approved | ]  
Compliance: Katie M. Bartle at 2/11/2022 12:17:19 PM - [ Approved | ]  
Finance (Budget): Mark Lang at 2/14/2022 9:53:25 AM - [ Approved | The fiscal note is attached. ]  
Executive: Sylvya Stevenson at 2/14/2022 11:02:12 AM - [ Approved | ]  
Legal: Katherine Henry at 2/16/2022 12:13:42 PM - [ Approved | ]

### Fiscal Note:

This expenditure was included in the Annual Budget.

PC# \_\_\_\_\_ RQ \_\_\_\_\_

Date: February 14, 2022

RES # 20880

eRLA ID #: 405

Org Code/Description                      Object Code/Description                      Not to Exceed

**001    General Fund**

0201    Legislature - Clerk of the County                      56662    Software Maintenance                      \$                      36,353

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\$                      36,353

**APPROVED**  
*By Mark Lang at 9:52 am, Feb 14, 2022*

Budget Office



## **MARY JO SPINO**

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

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: FEBRUARY 10, 2022**

**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.



408 Saint Peter Street, Suite 600  
Saint Paul, MN 55102  
United States

**THIS IS NOT AN INVOICE**

Order Form  
Prepared for  
Jackson County MO

## Granicus Proposal for Jackson County MO

### ORDER DETAILS

**Prepared By:** Lexi Huhta  
**Phone:**  
**Email:** alexis.huhta@granicus.com  
**Order #:** Q-154603  
**Prepared On:** 10/11/2021  
**Expires On:** 02/28/2021

### 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:** 12/31/2021  
**Period of Performance:** 01/01/2022 - 12/31/2022

## 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	\$25,749.95
Send Agenda (Legistar)	Annual	1 Each	\$0.00
Legistar	Annual	1 Each	\$0.00
Granicus Encoding Appliance Software (GT)	Annual	2 Each	\$3,029.40
Open Platform Suite	Annual	1 Each	\$0.00
Meeting Efficiency Suite	Annual	1 Each	\$0.00
Upgrade to SDI 720p Streaming	Annual	2 Each	\$7,573.52
govDelivery for Integrations	Annual	1 Each	\$0.00
<b>SUBTOTAL:</b>			<b>\$36,352.87</b>



## 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.
Send Agenda (Legistar)	Send Agenda is dependent on an active subscription to the relevant govMeetings agenda.
Legistar	<p>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:</p> <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>
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.
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.

Solution	Description
Meeting Efficiency Suite	<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>
Upgrade to SDI 720p Streaming	Upgrade to SDI 720p Streaming (requires Digital encoder and HD feed)
govDelivery for Integrations	<p>Send notification bulletins directly to constituents who subscribe to receive updates directly through Granicus (powered by govDelivery). Recieve a monthly metrics report delivered via email to show subscriber growth and engagement activity for the past month of bulletin sends, and grow subscribers through access to the Granicus Advanced Network.</p> <p>Note: govDelivery intergrations is dependent on an active subscription to the relevant govMeetings agenda or govAccess CMS solutions.</p>

## GRANICUS ADVANCED NETWORK AND SUBSCRIBER INFORMATION

- **Granicus Communications Suite Subscriber Information.**
  - Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ('Direct Subscriber'), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
  - Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on

an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).

- **Data obtained through the Granicus Advanced Network.**
  - Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the 'Advanced Network'). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a 'Network Subscriber' to the agency it subscribed to through the Advanced Network.
  - Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.
  - Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

## **UPDATES TO SHARED SHORT CODES FOR SMS/TEXT MESSAGING (US CLIENTS ONLY):**

- Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee.
- Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.

## TERMS & 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).
- 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.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.

## BILLING INFORMATION

<b>Billing Contact:</b>		<b>Purchase Order Required?</b>	<input type="checkbox"/> - No <input type="checkbox"/> - Yes
<b>Billing Address:</b>		<b>PO Number:</b> <i>If PO required</i>	
<b>Billing Email:</b>		<b>Billing Phone:</b>	

**If submitting a Purchase Order, please include the following language:**

*The pricing, terms, and conditions of quote Q-154603 dated 10/11/2021 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.

Jackson County MO	
<b>Signature:</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Date:</b>	