



City of San Antonio

Agenda Memorandum

File Number:19-1408

Agenda Item Number: 5.

Agenda Date: 2/14/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Granicus Legislative Suite for City meeting and agenda management

SUMMARY:

This action will authorize a two year contract with UNICOM Government, Inc. for meeting and agenda management of City Council, Boards and Committees through a subscription service for the Granicus Legislative Suite. The cost in FY 2019 is \$51,287.50 for a total cost of \$132,651.86 for the two-year contract. Funding is available in the Public Education and Government (PEG) Fund and the Information Technology Services Fund. Subsequent funding will be contingent upon City Council approval.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is an offer submitted by UNICOM Government, Inc. to provide continued access to the Granicus Legislative Suites. The City has been using Granicus as its web-based legislative and council agenda management system (Legistar) since October 2013. The City has utilized the Legistar platform to manage multiple City legislative functions using a single automated means. This is a fully integrated legislation process that connects agenda automation, voting technology and meeting minutes resulting in a final integrated public record. This purchase includes the following products: Open Platform Suite, Performance Accelerator Suite, Government Transparency Suite, Legistar, Granicus Encoding Appliance Software, Meeting Efficiency Suite, and the Granicus Votecast Classic. These products facilitate multiple facets of City Council and Council Committee meetings including agenda creation and archiving, meeting management, and video streaming and archiving.

The City issued a Request for Offer (RFO) for “Granicus Services for GPA” (RFO, 6100010554) on August 29, 2018. The final Offer and Integration Agreement were received on December 21, 2018. The term of the agreement shall begin upon approval of the contract by City Council and terminate September 30, 2020.

ISSUE:

This contract will provide a single contract to manage the City’s web-based legislative and council agenda action system. This system is used to manage agendas for City meetings, including City Council, City Council Committees, and over 40 advisory boards and commissions.

This purchase will be made in accordance with the U.S. Communities Cooperative Program authorized by Ordinance No. 98797, which provides for government procurement resources and solutions to local and state government agencies and nonprofits.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the Government & Public Affairs department would need to obtain separate quotes for each listed Granicus service which could result in higher costs as opposed to bundling all services.

FISCAL IMPACT:

This ordinance authorizes a two-year contract with UNICOM Government, Inc. for a total cost of \$132,651.86. The cost of FY 2019 for \$51,287.50 is available in the Public Education and Government (PEG) Fund and the Information Technology Services Fund. Subsequent funding will be contingent upon City Council approval.

RECOMMENDATION:

Staff recommends the approval of this contract with UNICOM Government, Inc. in the amount of \$132,651.86 to provide subscription services for the Granicus Legislative Suite for a two year term.

This contract was procured by means of cooperative purchasing and a Contracts Disclosure Form is not required.