

Purchasing Summary

EVENT # 7548	TITLE: Agenda Software	COST: \$30,163.64
TYPE OF PROCUREMENT: Choose an item.	ANNUAL CONTRACT <input type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input checked="" type="checkbox"/>
CONTRACT TERM (IF APPLICABLE) N/A		
S/DBE (IF APPLICABLE) N/A		
MATRIX (IF APPLICABLE) N/A		

NOTES

Recommend approval to procure agenda software from Granicus Government at Carahsoft in the amount of \$30,163.64. In 2016, the Chatham County-Savannah Metropolitan Planning Commission (MPC) entered into an annual contract with Agile Tech Consulting, LLC for an online meeting workflow solution in the amount of \$35,000. Soon after the City of Savannah realized that efficiencies were available by entering into an MOU with the MPC to utilize AgendaPlus. The decision to utilize an online platform for the City Council agendas has saved staff countless hours of preparation and delivery time. More importantly this decision aligns with the adopted Council goals of government efficiency and transparency.

This action item reflects the need of the City to expand the functionality of staff's paperless agenda creation process, approval and publishing. Additionally, meetings will continue to be live streamed with closed captioning to comply with the Americans with Disabilities Act. GRANICUS will affect organizational change through technology for the Clerk of Council by fostering more responsive and timely public records requests, publishing minutes, and updating the Code of Ordinances, among other things. Currently, producing these documents and outputs is a manual, paper-driven, in-person process in the City of Savannah. By replacing some of these longstanding, repeatable processes with technology, we will have the ability to produce better materials faster and become more of a strategic manager of these processes. A review of past practices reveals communication errors, paperwork bottlenecks, de-centralized work centers throughout the organization, and processes that warrant a rush to meet required deadlines.

Included in this recommended software package is:

- Unlimited User Accounts
- Unlimited Meeting Bodies and Meeting Types
- Unlimited Storage of Minute Documents
- Access to One Granicus Platform Site
- Access to the LiveManager Software Application for Recording Information During Meetings
- Access to the Word Add-In Software Component for Minutes Formatting
- Setup and Implementation of Video Encoder

Delivery: As needed. Terms: Net 30 days. The vendor was:

C.C. Granicus Government at Carahsoft (D – Reston, VA) \$30,163.64

A pre-bid conference was not conducted as this is a cooperative contract purchase. (D) Indicates non-local, non-DBE business. Recommend approval.

Local Available: No

Total Sent: 1

Total Received: 1

DBE Received: 0

Vendor Federally Debarred/Suspended: No