



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** COUNTY EXECUTIVE

**File #:** 22-982

Board Meeting Date: 12/13/2022

---

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Michael P. Callagy, County Executive  
**Subject:** Third Amendment to Agreement with Granicus, Inc.

**RECOMMENDATION:**

Adopt a resolution authorizing a third amendment to the agreement with Granicus, Inc. to continue providing software services for public meeting and legislative functions, making adjustments to the services and payment schedule, and adding terms relating to provision of help desk services and software support by increasing the maximum amount payable under the agreement by \$635,305.26 to a new total amount not to exceed \$1,409,065.55, and extending the term through December 13, 2025.

**BACKGROUND:**

On December 8, 2016, the County entered into an agreement with Granicus, Inc. to provide software, hardware, infrastructure, and services for enterprise public meeting systems, including paperless agenda packets, minutes, and streamlining video services (the "Agreement"). Granicus was selected through a Request for Proposals process conducted in 2016.

On November 12, 2019, the parties amended the Agreement ("Amendment 1") to extend the term through December 13, 2022, and to increase the maximum amount payable under the Agreement by \$341,379.75, to an amount not to exceed \$664,402.75.

On August 3, 2021, the parties amended the Agreement a second time ("Amendment 2") to incorporate English and Spanish captioning services and to further increase the maximum payable under the Agreement by \$109,357.54 to an amount not to exceed \$773,760.29.

**DISCUSSION:**

The Granicus software platform has afforded the County an integrated solution for publishing agendas, minutes and videos of Board meetings, to provide public access to extensive Board meeting records. The platform enables Supervisors to view agenda items and documents on a touchscreen monitor and provides the Clerk with capabilities to have full event control to start, stop, pause, and live index and annotate items during Board meetings. The platform is similarly useful for

meetings of other County boards and commissions, such as the Planning Commission, the Assessment Appeals Board, and the Parks Commission.

The Agreement with Granicus provides the County with a license to use the Granicus proprietary software and associated support, which term is set to expire on December 13, 2022. To continue use of the software platforms and to access this ongoing service, staff recommends that the Agreement be amended for a third time to extend the term through December 13, 2025, increase the maximum amount payable by Six Hundred Thirty-Five Thousand, Three Hundred Five Dollars and Twenty-Six Cents (\$635,305.26) to a total amount not to exceed One Million Four Hundred Nine Thousand Sixty-Five Dollars and Fifty-Five Cents (\$1,409,065.55) to account for the extended term for the license and services, replace Exhibits A and B to reflect the adjusted payment terms and schedule, and to add terms providing for help desk services and availability to ensure access to software support.

Given the critical role of this software to the operation of the County's Board and commissions, staff recommends extension of the contract as in the County's best interest. For this reason, the Procurement Manager has approved a waiver request to permit a contract term beyond three years.

This third amendment to the Agreement and resolution have been reviewed and approved by the County Attorney's Office as to form.

**FISCAL IMPACT:**

The maximum amount payable by the County under this third amendment to the Agreement is increased by \$635,305.26 to a total amount not to exceed of \$1,409,065.55. Funds for this Agreement are included in the FY 2022-23 Non-Departmental Services Approved budget. The entire amount of this Agreement is Net County Cost.