



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** COUNTY MANAGER

**File #:** 19-1089

Board Meeting Date: 11/12/2019

---

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

**To:** Honorable Board of Supervisors

**From:** Michael P. Callagy, County Manager

**Subject:** Amendment to Agreement with Granicus, Inc. for license renewal and system maintenance for the Granicus agenda management system

### **RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Granicus, Inc. to extend the County of San Mateo's license and system maintenance for the Granicus agenda management system, by three years, for the term of December 13, 2019 through December 13, 2022, increasing the amount by \$341,379.75 to a total amount not to exceed \$664,402.75.

### **BACKGROUND:**

On May 30, 2016, the County Manager's Office and ISD released a Request for Proposals (RFP) for a new agenda management system. Eight firms submitted proposals and a committee with members drawn from multiple County departments evaluated the proposals.

With over 30 years of experience working with government entities and with partnerships in 34 of the 58 California counties, Granicus was selected to replace SIRE as the County's agenda management system.

During the initial term of the agreement, Granicus installed all required hardware and software, and provided the licensing, hosting, and maintenance for the nine Granicus agenda management suite applications. Further, Granicus managed the data migration from SIRE to the Granicus platform.

### **DISCUSSION:**

The Granicus platform has afforded the County a seamless solution for publishing agendas, minutes, and videos of the Board meetings. The data migration now allows the public access to extensive Board meeting records. Further, VoteCast and LiveManager, both part of Granicus Suite, enable the Supervisors to view agenda items and documents on a touchscreen monitor and allows the Clerk to have full event control with the ability to start, stop, pause, and live index and annotate items during Board meetings.

The County is now implementing Granicus for meetings of other County boards and commissions, such as the Planning Commission, the Assessment Appeals Board, and the Parks Commission. The proposed amendment to this agreement will extend the term of the agreement for three years (through December 13, 2022), and to increase the maximum amount payable \$341,379.75.

The Granicus agreement and resolutions have been reviewed and approved by County Counsel as to form.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>FY 2018-19 Actual</b>	<b>FY 19-20 Target</b>
Percent of agendas published on time (Wednesday 5pm prior to a Board Meeting)	100%	100%
Percent of customer satisfaction with the Granicus agenda management suite	100%	100%

**FISCAL IMPACT:**

The term of the agreement is from December 13, 2019 to December 13, 2022 for an amount not to exceed \$341,379.75. Funds in the amount of \$106,186.74 are included in the County Manager's Office FY 19-20 Adopted Budget. Costs for future fiscal years will be included in the FY 2020-21 and FY 2021-22 Recommended Budgets.

Attachment A: Granicus Agenda Management System Cost Tables