



County of San Mateo

Inter-Departmental Correspondence

Department: INFORMATION SERVICES

File #: 22-817

Board Meeting Date: 10/18/2022

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Michael Wentworth, Chief Information Officer, Information Services Department
Subject: Amendment #7 with Granicus, Inc. for e-mail subscription services

RECOMMENDATION:

Adopt a resolution authorizing an amendment with Granicus, Inc. for a Software as a Service (SaaS) solution for e-mail subscription services, extending the term through October 31, 2023, and increasing the amount by \$76,313.27, for a not to exceed amount of \$574,668.03.

BACKGROUND:

E-mail subscription services allow members of the public, including county residents and those interested in county activities, to self-subscribe to information on various web pages and to be notified of updates. This decreases the amount of County staff time spent managing e-mail subscription lists. In the County, departments typically use GovDelivery to distribute meeting agendas and minutes, and to notify interested parties of county related news and events.

DISCUSSION:

With your Board's approval, this amendment with Granicus, Inc. will allow the County to continue receiving e-mail subscription services. As of June 2022, the County had a total of 268,267 subscribers. Approximately 15 County departments currently use GovDelivery to inform and engage residents. This one-year extension allows ISD the opportunity to prepare and release a Request for Proposals for the requested services.

ISD hereby requests your Board to waive the Request for Proposals process, as it has been determined to be in the best interest of the County to utilize the services provided by Granicus, Inc.

The County Attorney's Office has reviewed and approved the amendment and resolution as to both form and content.

This resolution contains the County's standard provisions allowing amendment of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

The County Contract Compliance Committee has reviewed and approved the three (3) year waiver request allowing Granicus, Inc. to continue providing services beyond the County's three (3) year contract term limit.

Approval of this amendment provides the County with digital engagement tools to inform and engage with County residents and interested parties.

PERFORMANCE MEASURE:

Measure	FY 2021-22 Actual	FY 2022-23 Projected
Increase in Subscriptions	27,158	30,000

FISCAL IMPACT:

The amended term of this agreement is November 1, 2013, through October 31, 2023. The amended amount of the agreement is \$574,668.03. The amendment increases the not to exceed amount by \$76,313.27 which is included in ISD's FY 2022-23 Adopted Budget and included in the core IT service charges.