



Request for City Council Committee Action from the Department of Information Technology

Date: June 23, 2014

To: The Honorable John Quincy, Chair, Ways and Means Committee

Subject: Execute a contract with Granicus, Inc. for a platform for automating the legislative workflow process, minute's automation, board's management and webcasting.

Recommendation: Authorize proper City Officials to:

- a) execute a Contract for Professional Services with Granicus, Inc. for three years through June 30, 2017
- a) Establish the initial contract for a not-to-exceed amount of \$210,000
- c) Customize the liability terms and conditions

Previous Directives: None

Department Information:

Prepared by: Barbara Malinski
 Submitted by: Otto Doll, Chief Information Officer
 Approved by: Jay Stroebel, Interim City Coordinator
 Presenter(s) in Committee: Otto Doll

Reviews	Approval	Date	Not Applicable
Permanent Review Committee (PRC):	<input checked="" type="checkbox"/>	September 2013	<input type="checkbox"/>
Civil Rights Approval:	<input checked="" type="checkbox"/>	March 2014	<input type="checkbox"/>
Policy Review Group (PRG):	<input type="checkbox"/>		<input type="checkbox"/>

Financial Impact

Yes. Expenses are accounted for in the City Clerk's budget.

Fund Name: City Clerk's Operational Budget
 Project Name & Number (if capital budget): 880F2574
 Amount: \$210,000

Community Impact

Neighborhood Notification: Not required. This automated system will make it easier for the constituents to view and listen to the City Council proceedings.

Supporting Information

In September 2013, Information Technology (IT) issued a Request for Proposal (RFP) for automating the legislative workflow process, minute's automation, board's management and webcasting for the Department of the City Clerk. A total of five proposals were received and the City's evaluation team chose Granicus as the best fit for the City's needs.

The system will have a citywide impact as it will be used to streamline all the steps needed to create legislation, from the initial department drafting stage through the various phases of review, edit, approval, and final adoption.

The business objectives to be achieved by this project are as follows:

1. Streamline business process and workflow throughout the legislation process: from drafting through adoption and filing.
2. Perform tasks associated with legislation drafting, review, approval, and filing process electronically.
3. Automate the agenda management process.
4. Provide historical tracking and reporting on all legislation initiated in the new system.
5. Substantially reduce hardcopy printing of documents related to legislation proposals.
6. Provide training for all stakeholders through a "train-the-trainer" concept.
7. Implement a redundant, robust system with a recovery and/or failover plan.
8. Provide a public interface for legislation-related information.
9. Provide webcasting Platform for streaming public meetings
10. Provide Live Minutes Annotation process.

The City's IT Department has reviewed the request with the City Attorney's Office and has incorporated the necessary terms and conditions below, as follows:

Although Granicus has provided evidence of professional liability (Errors and Omissions) insurance coverage of up to \$2 million per claim, Granicus has requested that its liability to the City be capped at an amount not to exceed two times the annual contract amount or approximately \$89,000 after the first year. The reason for the proposed liability cap is that the Granicus' services will be limited to hosting the software applications and providing a continuation of the licenses, maintenance, and support for four legislative information and maintenance modules. Other than the possibility for loss of data, the risks associated with the software application and services appear to be low, thereby warranting the proposed liability cap.