

## AGENDA REPORT

**Resolution:** Approve and Authorize the Executive Director to Waive Formal Competitive Procurement Procedures and Enter into a Supplemental Agreement with Granicus, Inc. to Extend the Subscription for Granicus Board Meeting Management Products for Two Years in an Amount Not to Exceed \$90,000. **(Board/Finance and Administration)**

**MEETING DATE:** 7/25/2019

**AMOUNT:** Not to Exceed \$90,000 for Two Years  
Operating Expense

**PARTIES INVOLVED:** Granicus, Inc., Saint Paul, MN

**SUBMITTED BY:** Daria Edgerly, Secretary of the Board  
Sara Lee, Chief Financial Officer

**APPROVED BY:** J. Christopher Lytle, Executive Director

**ACTION TYPE:** Resolution

### **EXECUTIVE SUMMARY**

Staff seeks to extend the Port of Oakland's (the "Port") subscription to a suite of board meeting management products offered by Granicus, Inc. ("Granicus"). The products support live internet video streaming of meetings, indexing of the Agenda and Minutes to the video, advanced Board Agenda creation and management, subject matter indexing of all Board actions, and a system for recording vote tallies within the video. The products promote transparency, efficiency and citizen participation. The Port has been using Granicus' board meeting management products since January 2015. Staff recommends that the Board of Port Commissioners waive formal competitive procurement procedures and authorize the Executive Director to enter into a supplemental agreement with Granicus for an additional two years at a total cost not to exceed \$90,000.

### **BACKGROUND**

Government agencies across the country have invested significantly to promote government transparency, citizen participation and board meeting efficiency. In 2014, the Port purchased an initial subscription to Granicus to provide live stream broadcasting of its meetings and the use of leading edge practices in promoting public participation and transparency in its Board meetings. This current subscription to Granicus is set to expire on August 31, 2019. To

continue to provide these services to the public, an extension to the subscription is necessary beginning September 1, 2019.

## **ANALYSIS**

Granicus is the world's largest and most experienced provider of such products and services. They serve over 1,100 government entities at every level in all 50 states. Their customers include City of Oakland, Port of Long Beach, Port of Los Angeles, Port of San Francisco, Port of San Diego, Los Angeles World Airports Board of Airport Commissioners, Burbank-Glendale-Pasadena Airport Authority, New Jersey Transit Authority, BART, Oakland Unified School District, City & County of San Francisco, City of Berkeley, Alameda County, and many more. No other company offers a completely integrated set of products. By maintaining our current use of Granicus' products, the Port will continue to have the ability to perform these functions:

- Live and on-demand video webcast of the Board Meetings indexed to the agenda and displaying the vote of each item
- Create and index meeting minutes with the recording of the meeting
- Record roll-call, agenda items, speakers, motions, votes and notes through a simple interface
- Allow the public to track voting records and agenda reports
- Track meeting progress as it occurs
- Instantly send vote tabulations to digital meeting minutes and public displays
- iPad app to access meeting documents, create notes and review indexed, archived meeting video
- Board calendar management
- Facebook integration
- Archiving of Board meetings and documents for public inspection and searches
- Public comment portal

Because Granicus is the only company offering this integrated suite of services and because the products are industry standard for governments, Port staff requests that the Board of Port Commissioners waive formal competitive procurement procedures and authorize the Executive Director to enter into a two-year agreement with Granicus to continue the Port's subscription service for Board meeting management products.

It is also in the best interests of the Port to do this as Granicus' products are structured so that there is an initial purchase and then a monthly subscription charge. The Port already made the initial purchase in 2014 and now wishes to extend the subscription agreement with Granicus for two additional years, through August 31, 2021. Granicus has indicated that a two-year extension of the existing subscription provides the lowest annual cost.

## **BUDGET & STAFFING**

The two-year subscription will be at a total not to exceed cost of \$90,000. This includes an estimated first year annual subscription of \$41,000 and a second year annual subscription of

\$42,000, plus \$7,000 in contingency for unforeseen system modifications. The Port currently spends \$48,000 per year for the Granicus subscription.

The annual subscription costs are included in the adopted FY 2019-20 operating budget as part of the Information Technology Division annual budget. Subscription costs for future years will be included in those respective budgets if approved.

### **MARITIME AVIATION PROJECT LABOR AGREEMENT (MAPLA)**

The matters contained in this Agenda Report do not fall within the scope of the Port of Oakland Maritime and Aviation Project Labor Agreement (MAPLA) and the provisions of MAPLA do not apply.

### **STRATEGIC PLAN**

The action described herein would help the Port achieve the following goals and objectives in the Port's Strategic Business Plan (2018-2022).

<https://www.portofoakland.com/wp-content/uploads/Port-of-Oakland-Strategic-Plan.pdf>

- Goal: Improve Customer Service

### **LIVING WAGE**

Living wage requirements, in accordance with the Port's Rules and Regulations for the Implementation and Enforcement of the Port of Oakland Living Wage Requirements (the "Living Wage Regulations"), do not apply to this agreement because the service is in the form of an annual subscription.

### **SUSTAINABILITY**

The Granicus products promote sustainability by continuing to reduce paper usage by providing electronic viewing and streaming capabilities.

### **ENVIRONMENTAL**

The proposal to authorize the Executive Director to renew the subscription with Granicus Inc. was reviewed in accordance with the requirements of California Environmental Quality Act (CEQA), and the Port CEQA Guidelines. The general rule in Section 15061 (b)(3) of the CEQA Guidelines states that CEQA applies only to activities that have a potential for causing a significant effect on the environment. It can be seen with certainty that there is no possibility that the usage of the Granicus system will result in a physical change in the environment, and therefore this action is not subject to CEQA and no further environmental review is required.

### **GENERAL PLAN**

This action does not change the use of any existing facility or create new facilities, and therefore does not require a General Plan conformity determination pursuant to Section 727 of the City of Oakland Charter.

## **OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)**

This action is not subject to the Port's Owner Controlled Insurance Program (OCIP) as it is not a capital improvement construction project.

## **OPTIONS**

1. Approve and authorize the Executive Director to waive formal competitive procurement procedures and enter into a supplemental agreement with Granicus to extend the Port's subscription for Granicus board meeting management products for two years in an amount not to exceed \$90,000, as described within this Agenda Report. This is the recommended option.
2. Do not authorize the Executive Director to waive formal competitive procurement procedures and enter into an agreement with Granicus for an additional two-year term for agenda management services. This option would leave the Port without the means for streaming Board Meetings to the public, streamline meeting management process, and broaden transparency and public participation for some period of time while an additional service or product was procured, and will likely result in additional staff training and expense to implement.

## **RECOMMENDATION**

Staff recommends that the Board of Port Commissioners authorize the Executive Director to waive formal competitive procurement procedures and approve a Supplemental Agreement with Granicus to extend the subscription for Granicus board meeting management products for two years in an amount not to exceed \$90,000, subject to the terms and conditions described within this Agenda Report, and authorize the Executive Director to execute all documents as may be appropriate to consummate this transaction, subject to the Port Attorney's approval as to form and legality.