

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less FY21-105 – Board Meeting Agenda Management Solution

Introduction

Responsible: Procurement & Warehousing Services (PWS)

This request is to approve the Agreement between Granicus, LLC (Granicus), and The School Board of Broward County, Florida (SBBC), for three (3) years, starting July 1, 2020 through June 30, 2023.

The spending authority requested is \$65,000.

Goods/Services Description

Responsible: Office of the Chief of Staff (COS)

The approval of this Agreement is essential as the current vendor, Upland Software, Inc., has indicated it will no longer support its Agenda Maker solution beginning in October 2020. In 2016, Upland acquired Advanced Processing & Imaging (API), which currently provides the District enterprise workflow automation (OptiWorkFlow), document management (OptiView), and Agenda Maker solutions. These solutions operate in tandem to provide the District's Official School Board Records office (OSBR) and other central office staff the ability to prepare and compile agenda items, get approvals, render a final agenda, etc. OptiWorkFlow and OptiView are also used by the Facilities Department and the District's technical colleges.

OptiWorkFlow and OptiView will be migrated with the current line of Upland's products. However, in comparison to other similar solutions offered throughout the market, the Agenda Maker software is outdated, lacks essential basic functionality, and requires ongoing support from the District's Information Technology Department (IT). These issues generally result in time-consuming and labor-intensive efforts by staff in their use of the product. The risks associated with not having a replacement product in the absence of Upland's continued support of the Agenda Maker solution will severely jeopardize the District's ability to maintain ongoing smooth, efficient, and effective School Board meetings and other governance operations.

Granicus is widely considered the industry's leading cloud-based solutions provider for communications, meetings and agenda management, and digital services. Granicus currently supports the missions of over four thousand five hundred (4,500) public sector organizations, of which over two hundred fifty (250) school districts use Granicus to manage K-12 priorities. Granicus provides technology that is designed specifically for government organizations to spend less time managing the manual artifacts of the legislative process and more time engaging important stakeholders in productive ways. Presently, Granicus products connect more than two hundred (200,000,000) million people; thus, creating a powerful network to enhance government transparency and citizen engagement.

Granicus was founded in 1999 and merged with GovDelivery (also founded 1999) in late 2016. While Granicus had traditionally been focused on innovation in the legislative and rule-making process, GovDelivery led the way in transforming how governments communicate with the public on a day-to-day basis. This powerful merger allowed Granicus to expand its innovation and product line to provide its clients with essential hardware and software to streamline and automate everything from paperless agenda creation and publication to online video streaming.

Some anticipated benefits from the use of Granicus products include, but are not limited to:

- Single integrated platform to automate agenda creation & approvals.
- Significant improvement of overall functionality from the current system.
- Improved workflow configuration with essential approval checkpoints assigned.
- Vastly improved automation of the renumbering system of agenda items.
- Automatic, manual, or scheduled publishing of agenda to Board Members, staff, and public.
- Send published agendas via email to subscribers.

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- Real-time capturing of motions and votes and recording/finalizing of meeting minutes.
- Video indexing of School Board meetings to search/view discussion of specific agenda items.
- Livestream Meetings via a seamless live and on-demand streaming experience across all devices (e.g., smartphones, tablets, etc.)
- Improved alignment of agenda items to the new Strategic Plan.
- Improved staff efficiency, effectiveness, and productivity.
- Reduction in operational costs (i.e., overtime, travel and paper expenses, etc.)
- Aggregate feedback from the public to provide meaningful information.

Procurement Method
Responsible: PWS & COS

The Request for Information (RFI) ran from starting January 27, 2020 through February 18, 2020. There were one hundred thirty-seven (137) vendors notified, nine (9) vendors downloaded the RFI, and five (5) responses were received. Upon analysis of the vendor’s responses, Procurement & Warehousing Services (PWS) and the Office of the Chief of Staff gathered stakeholders from a cross-section of the heavy users of this system to view system demonstrations from the top two (2) contenders. It was unanimously decided that Granicus is the best solution for SBBC due to ease of use, widespread adoption of the platform by multiple municipalities and school districts, and the ability to meet the demands of digital governance requirements.

After the analysis of the marketplace, a benchmark was performed with another District, and validated pricing extended to SBBC is inline, PWS, IT, and the Office of the Chief of Staff pursued the negotiation with Granicus. The negotiation was performed in accordance with Purchasing Policy 3320, VI (C)(5)(c), and Section 6A-1.012(14), F.A.C., permit the acquisitions of IT as defined in Section 282.0041(14), Florida Statutes, by Direct Negotiation in the best interest of the District.

Financial Impact
Responsible: PWS & COS

The total spending authority requested is \$65,000 (rounded) and will be funded by the Information Technology operating budget. Included with this purchase are annual software subscription, streaming service, unlimited data storage (including video), unlimited users, implementation, and training, as demonstrated below.

One-Time Fees		Annual Recurring Fees	Year 1	Year 2	Year 3
Setup, Training	\$3,250	Gov Transparency Suite	\$6,500	\$6,727.50	\$6,962.96
Historical Data Import	\$8,000	Peak Agenda Management	\$8,400	\$8,694	\$8,998.29
Hardware	\$3,500	Encoding Software	\$1,200	\$1,244	\$1,285.47
Subtotal One-Time	\$14,750	Subtotal Annual	\$16,100	\$16,663.50	\$17,246.72

The previous agenda solution was part of a larger solution from Upland Software and estimated to cost approximately \$3,500 per year, but is a paper-based manual system that required significant soft-costs for necessities such as staff hours, mileage costs as employees deliver items, paper, printing and reproduction costs, etc. As an example, the previous agenda solution required approximately one to two (1-2) hours to render (publish), while the Granicus system renders in minutes.

The approval of this recommendation does not mean the authorized amount will be spent.