

MONTEREY COUNTY BOARD OF SUPERVISORS

MEETING: June 28, 2011 – Consent	AGENDA NO.: 35
SUBJECT: <ul style="list-style-type: none">a. Approve and authorize the Contracts/Purchasing Officer on behalf of the Information Technology Department to execute a Professional Services Agreement between the County of Monterey and Granicus, Inc. in the amount of \$20,607 for FY 2011-12, \$20,607 for FY 2012-13, and \$20,607 for FY 2013-14 for a total contact amount of \$ 61,821 for the provision of maintenance and support of the Granicus software to include MinutesMaker™ and MediaManager™ which is part of a comprehensive services package to include storage and archiving, and audio/video streaming of Board of Supervisor's, Planning Commission, and LAFCO meetings which take place in Monterey County;b. Accept vendor's coverage term and limits;c. Authorize the Contracts/Purchasing Officer to sign up to two future amendments to this agreement where the amendments do not exceed 10% and do not significantly change the scope of work; andd. Authorize the Auditor-Controller to transfer funds from Fund 020-2883 PEG funds upon request from Information Technology Department as expended.	
DEPARTMENT: Information Technology	

RECOMMENDATION:

It is recommended that the Board of Supervisors

- a. Approve and authorize the Contracts/Purchasing Officer on behalf of the Information Technology Department to execute a Professional Services Agreement between the County of Monterey and Granicus, Inc. in the amount of \$20,607 for FY 2011-12, \$20,607 for FY 2012-13, and \$20,607 for FY 2013-14 for a total contact amount of \$ 61,821 for the provision of maintenance and support of the Granicus software to include MinutesMaker™ and MediaManager™ which is part of a comprehensive services package to include storage and archiving, and audio/video streaming of Board of Supervisor's, Planning Commission, and LAFCO meetings which take place in Monterey County;
- b. Accept vendor's coverage term and limits;
- c. Authorize the Contracts/Purchasing Officer to sign up to two future amendments to this agreement where the amendments do not exceed 10% and do not significantly change the scope of work; and
- d. Authorize the Auditor-Controller to transfer funds from Fund 020-2883 PEG funds upon request from Information Technology Department as expended.

SUMMARY/DISCUSSION:

Granicus, Inc. is a vendor who initially provided a software and hardware solution for the Clerk of the Board which streamlined the processes associated with uploading the audio, video, and electronic files of agendas in support of the public meetings for online access by the public on the County of Monterey webpage. In addition to these services, Granicus, Inc. also manages the Government Channel webpage. This webpage provides information to the public regarding the Government Channel program schedule as well as access to previous programming broadcast on the channel. The implementation of this comprehensive software solution and webpage support will assist in meeting the Board's goal of providing greater public access to public meetings for the citizens of the County of Monterey.

Risk Management has recommended that the vendor provide Professional Liability insurance in the amount of \$1 million with \$2 million in aggregate. In response to the County's insurance requirement, the vendor has provided \$1 million with \$1million in aggregate. All other insurance limits and indemnification requirements have been met. It is recommended by the Acting Director of Information Technology Department (ITD) that the Board approve the insurance coverage and limits provided by this vendor as this agreement poses limited liability. The approval of this action will ensure that the managed services provided by Granicus, Inc., which includes software licensing, data hosting, storage, web page support and video/audio streaming services, continues for the residents within the County of Monterey.

OTHER AGENCY INVOLVEMENT:

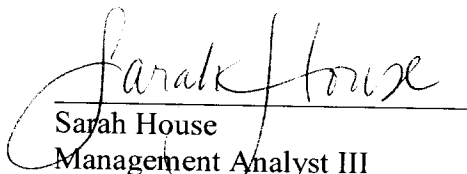
County Counsel and Auditor-Controller have reviewed the Agreement and concur with the recommendation. Risk Management has reviewed the agreement and does not approve the Professional Liability insurance amount provided by the vendor. The agreement is on file with the Clerk of the Board.

FINANCING:

ITD has continued to manage the Agreement for the Clerk of the Board's office which includes agreement negotiations, finalization, and the charge back of the monthly recurring costs excluding the webpage management to the Clerk of the Board.


The funds for payment of this agreement has been included in the FY 2011-12 Recommended Budget and will be requested in the FY 2012-13 and FY 2013-14 Budget for the Information Technology Department, ITD 1930, Telecommunications Unit 8140, Appropriations Unit INF001 with the understanding that the Clerk of the Board's office will reimburse the monthly recurring costs excluding the webpage management of the Government Channel website back to ITD. Transactions relating to future fiscal years will be included in each respective Recommended Budgets. Should funding be reduced and/or terminated, the County may terminate this agreement by giving thirty (30) days written notice of such action to the Contractor.

Prepared by:


Sarah House
Management Analyst III
755-5108

6/17/11
Date

Approved by:


Richard Lange
Acting Director of Information Technology
796-1404

6/17/11
Date

Attachments: Agreement

cc: Charles J. McKee, County Counsel
Michael Miller, Auditor-Controller