



DATE: December 05, 2017

TO: Brenda J. Billingsley, Director, Purchasing Division

THRU: Tom Kennedy, Director, Records, Taxes and Treasury Division

FROM: Gary Mehringer, Assistant Director, Records, Taxes and Treasury Division

PROJECT TITLE: Granicus Expansion - Most Reasonable Source

REQUISITION NO.

SOLE SOURCE/SOLE BRAND REQUEST

I. REQUEST: Provide a description of the features of the product/service or Scope of Work.

The purpose of this request is to justify the Most Reasonable Procurement of the Granicus Legislative Management suite of application software and related services. The County has been utilizing software and managed services from Granicus since 2010. Currently, the County uses the Government Transparency and Citizens Participation Suites of software. These applications allow for the online publishing and captioning of the Board of County Commissioners' meetings, and citizen interaction tracking, respectively. The full Legislative Management application will allow the County to seamlessly integrate the Board Agenda workflow and creation processes with the existing County applications and provide a boards management application for integration of advisory boards and commissions. In addition, the application will perform meeting management, storage, indexing and integration with external data repositories such as Municode. All of the applications are proprietary to and thus available only directly from Granicus. There are no resellers or channel partners available in the marketplace. Given the history of County use of the software and the tight integration across the various Granicus products, this is the Most Reasonable Source from which to procure such an application solution.

II. JUSTIFICATION: Please check all boxes that describe your reason(s) for determining that only one source or brand is reasonably available.

Only Sole Source/ Uniqueness

- Proprietary Item - this vendor/source has the only rights to provide this service or commodity. A letter from the manufacturer or authorizing entity is included in this request.
- Technology Improvements - updates or upgrades to an existing system, software, software as a service (SaaS), hardware purchases.
- Engineering Direction - engineering drawing or specification identifies product; "no substitutes or equivalents will be acceptable."
- Only qualified supplier - reliability and maintainability of the product or service would be degraded unless specified supplier is used; may void warranty. This request includes a copy of the current warranty information.
- Other/or Additional information - the County requires this sole source, sole brand purchase for the following reasons:

The Legislative Management application and related software and services are proprietary to and thus available only from Granicus. This procurement would serve as an expansion of the existing software products and services the County already utilizes, which are directly related to the Board Agenda publishing processes. This procurement will greatly expand the capabilities of the Board Agenda publishing processes.

Business Case (One/Most Reasonable Source or One/Most Reasonable Brand)

- Operational Compatibility - replacement parts from alternate suppliers are not interchangeable with original part and causes equipment incompatibility. Previous findings and/or documentation is included with this request.
- Ease of Maintenance - maintenance or retooling prohibits competition. Section III, Comparative Market Research includes estimated costs associated with changing current source and/or brand.
- Follow-On - potential for continued development or enhancement with same supplier and eliminates costs incurred by using different supplier. Section III, Comparative Market Research includes estimated costs for replacing current or existing system.
- Complies with existing community and safety standards, and/or laws, rules, and regulations.
- Exempted from the Procurement Code - per Section 21.18 of Broward County Administrative Code.
- Other/or additional information - using this sole source, sole brand purchase benefits the County for the following reasons:

Enhanced integration of the Board of County Commissioners' agenda workflow, creation, management and presentation.
Opportunity to create and manage various County advisory boards, commissions and committees in a central application.
Direct integration with Municode, which is the central repository for Board meeting minutes, Administrative Code, Ordinances and other information.
A Granicus Marketing Discount completely waives the first-year startup costs. The services include migration of all agenda and minutes records, training, configuration and implementation.
Includes a 20% discount for ongoing maintenance and support costs.

III. COMPARATIVE MARKET RESEARCH: Provide a detailed source or market analysis for justification of sole source/brand or most reasonable source (attach extra sheets as needed).

Estimated project value: \$65,680 / year Contract length (if applicable): coterminous with existing

Expenses to date: \$300,000 (approx.)

Has this commodity or service been previously provided to the County? Yes No

If yes, when and by whom? Destiny Software, for agenda creation, workflow and management.

How was item/service procured? Competitive bid

What is the current contract (MA) or purchase order number? A2114497A1

If this is a sole brand, is there an "authorized" dealers list? Yes No

Cost/Benefit Analysis: What would the cost be to utilize an alternate vendor or source? This explanation should include the savings and/or additional costs to the County by not using the preferred vendor or source. Attach additional sheets if needed.

The County has already invested in the Granicus products and services, including services for web hosting, web streaming and web design and products such as the Government Transparency Suite and Citizens Participation Suite. The startup costs for the Legislative Management application and related products and services have been waived by the Granicus, which provides a first-year discount for startup costs. Ongoing support for the Legislative Management application and related products and services includes a 20% existing customer, ongoing annual discount. Please see the attached proposal from Granicus for additional information.

CERTIFICATION: I have thoroughly researched the sole source or sole brand justification and fully understand the implications of Section 838.22 of the Florida Statutes:

(2) "It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole source contract for commodities or services."

(5) "Any person who violates this section commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084"

Gary Mehringer

Digitally signed by gmehringer@broward.org
DN: cn=gmehringer@broward.org
Date: 2017.12.05 16:41:41 -05'00'

December 5, 2017

REQUESTOR/EVALUATOR (PRINT)

REQUESTOR/EVALUATOR (SIGN)

DATE

Tom Kennedy

Digitally signed by Tom Kennedy
DN: dc=cty, dc=broward, dc=bc, ou=Organization, ou=RTT, ou=Users, cn=Tom Kennedy
Date: 2017.12.05 16:43:01 -05'00'

December 5, 2017

DEPT/DIV DIRECTOR OR
DESIGNEE (PRINT)

DEPT/DIV DIRECTOR OR DESIGNEE
(SIGN)

DATE

The Purchasing Agent has reviewed the request and has completed the required due diligence per the Procurement Code Section(s) 21.34 and 21.35. The Purchasing Agent recommends the following:

Sole Source Sole Brand Reasonable Source RFI attached Rejected

Request Authorization to Negotiate

Additional Information:

Purchasing Agent Signature: **LEAHANN LICATA**

Digitally signed by LEAHANN LICATA
DN: dc=cty, dc=broward, dc=bc, ou=Organization, ou=BCC, ou=PU, ou=Users, cn=LEAHANN LICATA
Date: 2017.12.06 14:12:37 -05'00'

Date: December 6, 2017

APPROVAL AUTHORITY

REASON/SUGGESTED ACTION (IF DISAPPROVED):

Signature: **BRENDA BILLINGSLEY**

Digitally signed by BRENDA BILLINGSLEY
DN: dc=cty, dc=broward, dc=bc, ou=Organization, ou=BCC, ou=PU, ou=Users, cn=BRENDA BILLINGSLEY
Date: 2017.12.06 14:14:25 -05'00'

Date: