



DATE: June 15, 2021

TO: Brenda J. Billingsley, Director, Purchasing Division

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

FROM: Andre Morrell, RTT Operations Manager, Records, Taxes and Treasury Division

PROJECT TITLE: Granicus Legislative Management & Government Transparency Suite

REQUISITION NO. RTT0001325

SOLE SOURCE/SOLE BRAND REQUEST

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

The Records, Taxes and Treasury Division (RTT) is requesting approval to negotiate a Renewal Amendment to the Agreement with Granicus, Inc., for continued software support and maintenance services of the Granicus Legislative Management and Government Transparency Suite of application software and related services, as a Most Reasonable Source. The County has been utilizing software and managed services from Granicus since 2010. This application allows for the online publishing and captioning of the Board of County Commissioners' meetings, the seamless integration of the Board Agenda workflow and creation processes, and provides a boards and commissions management application for integration of advisory boards and commissions. In addition, the application performs 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 and Government Transparency Suite application and related software and services are proprietary to and thus available only from Granicus. This procurement would serve to continue software support and maintenance of the existing software products and services the County already utilizes, which are directly related to 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:

As stated in I above, the County has been utilizing software and managed services from Granicus since 2010 and is the only company that can provide the full range of services required by Broward County.

Features include:

- Online publishing and captioning of the Board of County Commissioners' meetings.
- Enhanced integration of the Board of County Commissioners' agenda workflow, creation, management and presentation.
- Ability 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, and the Code of Ordinances.

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: \$100,000 / year Contract length (if applicable): Five (5) years

Expenses to date: \$270,000 (approx.)

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

If yes, when and by whom? Destiny Software (2008 - 2019), for agenda creation, workflow and management.

How was item/service procured? Reasonable source

What is the current contract (MA) or purchase order number? A1350804A1_1

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 Legislative Management and Government Transparency Suite of software applications, which includes web hosting, web streaming, web design, agenda workflow, meeting management, and boards and commissions services.

To seek another vendor to begin and maintain these services would be cost prohibitive. Transitioning to another software would be expensive and very time consuming. With approximately 500 users, county agencies would have to be retrained on a new software.

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"

Andre Morrell  Digitally signed by Andre Morrell Date: 2021.06.15 11:35:44 -04'00' June 15, 2021

REQUESTOR/EVALUATOR (PRINT) REQUESTOR/EVALUATOR (SIGN) DATE

Thomas Kennedy  Digitally signed by Tom Kennedy Date: 2021.06.15 12:25:57 -04'00' June 15, 2021

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:

In accordance with Procurement Code, Section 21.25, Notice of Intent to Designate Single Source was publicly advertised under Request for Information (RFI) No. #TEC2123474F1 to determine if other vendors were able to provide the requested services. The RFI closed on September 22, 2021 with one (1) response from Influtectec. Broward County did not solicit for servicing of government contracts. This RFI was to notice proprietary software maintenance and support directly from Granicus Inc. The Purchasing Agent, after reviewing the supporting documentation provided by the client/agency and the RFI for review, recommends the approval of the Sole Brand/Reasonable Source designation for Granicus Legislative Management and Government Transparency Suite application software maintenance and support.

Purchasing Agent Signature: LEAHANN LICATA  Digitally signed by LEAHANN LICATA Date: 2021.10.01 10:20:17 -04'00' Date: 10/1/21

APPROVAL AUTHORITY
REASON/SUGGESTED ACTION (IF DISAPPROVED):

Concur with PA recommendation. Given availability of competition, this will be competed in future.

Signature: Robert Gleason  Digitally signed by Robert Gleason Date: 2021.10.01 13:32:08 -04'00' Date: 10/1/21