

**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	<b>Board Management Software – RFP No. 20-0008</b>
<b>INITIATED BY:</b>	Finance Department

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It is requested that Council approve the purchase of a subscription for board management software from Granicus, LLC (St. Paul, MN), to be utilized by the Clerk of Council. The recommended firm's cost proposal is within the Department's budget.

The City currently has forty-one (41) boards with a total of three hundred twenty-seven (327) members. These boards consist of regular members, alternate members, specialty requirement members, etc. Additionally, there are boards that require certain qualifications and expertise from their members. Currently, the Clerk's Office is entering this information in two different applications. It is preferred that when data is updated in one system, it is then updated simultaneously on the City's website. The vendor will provide software to track and manage board appointments and automatically generate board information pages. Additionally, the new system will minimally accomplish, the following:

- Track board member terms and roles and send notifications to the Clerk's Office of upcoming board term expirations four months in advance.
- Allow board nominees to complete and submit applications from the City's website.
- Track meeting dates, times, and locations for all boards, as well as, upload minutes to a specific board's page.
- Generate various letters/emails directly from the application.
- Track vacancies, term information and other specialty requirements.
- Create and customize reports as needed.

**RFP Advertisement and Receipt of Proposals:**

RFP Specifications were posted on the web pages of the Purchasing Division and the Georgia Procurement Registry on November 20, 2019. This RFP has been advertised, opened and evaluated. One proposal was received on December 20, 2019.

In accordance with Section 3-108, Item H of the Procurement Ordinance, the Purchasing Division performed due diligence by conducting a survey of non-responsive firms to determine if it was necessary to revise the specifications to encourage more competition. The following five (5) firms were surveyed:

1. PCM-G: Vendor Contact stated that the RFP was sent to management, but they did not respond.
2. BasicGov Systems, Inc.: No response.
3. Sparked Hosting: No Response
4. Software Express, Inc.: No Response
5. LegalEdge Software: No Response

Based on the response to the survey, the Purchasing Division determined that revisions to the specifications were not required. The Purchasing Division opened the one (1) proposal received from the following firm:

**Granicus, LLC (St. Paul, MN)**

The following events took place after receipt of the proposal:

<b>RFP MEETINGS/EVENTS</b>		
<b>Description</b>	<b>Date</b>	<b>Agenda/Action</b>
Vendor Exceptions Forwarded to City Attorney	1/13/2020	Exceptions to the RFP reviewed by the City Attorney’s Office and response forwarded to vendor. An agreement was reached on March 11, 2020 regarding the exceptions.
Proposals Distributed	3/25/2020	Due to the extenuating circumstances caused by the COVID-19 virus, the proposal was distributed to the Evaluation Committee electronically.
Pre-Evaluation/1 <sup>st</sup> Evaluation Meeting	3/30/2020	Due to only receiving one proposal, the Pre-Evaluation and First Evaluation committee meetings were combined. The Purchasing Manager advised evaluation committee members of the RFP rules and process. The sole submission was reviewed and discussed by the Committee. The Committee determined clarifications were needed from the vendor.
Clarification & Demonstration Requested	4/3/2020	Clarifications were requested in regard to the vendor’s cost proposal and a request for demonstration letter was sent to the vendor.
Clarifications Received	4/7/2020	Vendor responded with clarification information and accepted the request for demonstration. Response information was forwarded to the Evaluation Committee.
Demonstration	4/13/2020	Vendor demonstration took place online via Zoom.
Negotiation and Best and Final Offer	4/15/2020	A letter was sent to the vendor to negotiate the cost proposal or submit a Best and Final Offer.
Negotiation Response Received	4/21/2020	Vendor submitted an agreement to the City’s negotiation. Information forwarded to the Evaluation Committee. No further clarifications requested.
Evaluation Ballots Sent to Committee	4/22/2020	Evaluation ballots forwarded to voting committee members.
Recommendation Received	4/27/2020	Via ballot, the committee members unanimously voted to award to the sole responsive firm.

**Evaluation Committee:**

The proposal was reviewed by the Evaluation Committee, which consisted of two (2) voting members from the Clerk of Council’s Office and one (1) voting member from I.T. One (1) representative from the Clerk of Council’s Office and one (1) representative from I.T. served as non-voting advisors.

**Award Recommendation:**

The Evaluation Committee unanimously recommends award of the contract to Granicus, LLC, the sole responding firm, as reflected by their comments provided below:

- [I liked] the approach in which this software streamlines a very tedious, but essential, task in the Clerk of Council’s Office.

- In the proposal and demo, I liked the fact that the Boards and Commissions module can be embedded into our existing website.
- The different abilities that the program has that will make it more user-friendly.

**Vendor Experience/Qualifications:**

- Granicus was founded in 1999 and merged with GovDelivery in 2016. Granicus had traditionally been focused on innovation in the legislative and rule-making process, while GovDelivery led the way in transforming how governments communicate with the public on a day-to-day basis.
- Granicus offers the industry’s leading cloud-based solutions for communications, meeting and agenda management, and digital services to more than 4,200 government customers.
- Granicus has three office locations in the United States: Washington D.C.; Denver, Colorado; and St. Paul, Minnesota. In addition, they have one international location in the United Kingdom.

**Client Work History:**

- *Marietta, Georgia: Contract initiated 2017*
  - *Software provided: Legistar, Comms Cloud*
- *Troup County, Georgia: Contract initiated 2016*
  - *Software provided: Boards and Commissions*
- *Smyrna, Georgia: Contract initiated 2012*
  - *Software provided: GovAccess and a larger portion of the GovMeeting suite.*

The City’s Procurement Ordinance Article 3-110, Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services, governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

The vendor’s cost proposal is within budget for this project. Funds are budgeted in the FY20 Budget as follows: General Fund – Information Technology - Software Lease; 0101-210-1000-ISS-6541. Funds will be budgeted each fiscal year for the annual subscription fee.

**A RESOLUTION**

**NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE PURCHASE OF A SUBSCRIPTION FOR BOARD MANAGEMENT SOFTWARE FROM GRANICUS, LLC (ST. PAUL, MN), TO BE USED BY THE CLERK OF COUNCIL. THE VENDOR’S COST PROPOSAL IS WITHIN BUDGET FOR THIS PROJECT.**

**WHEREAS**, an RFP was administered (RFP No. 20-0008) and one (1) proposal was received; and,

**WHEREAS**, the proposal submitted by Granicus, LLC, met all proposal requirements.

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:**

That the City Manager is hereby authorized to purchase a subscription for board management software from Granicus, LLC (St. Paul, MN) to be used by the Clerk of Council. The vendor’s cost proposal is within budget for this project. Funds are budgeted in the FY20 Budget as follows: General Fund – Information Technology - Software Lease; 0101-210-1000-ISS-6541. Funds will be budgeted each fiscal year for the annual subscription fee.

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Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2020 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

- Councilor Allen voting \_\_\_\_\_.
- Councilor Barnes voting \_\_\_\_\_.
- Councilor Crabb voting \_\_\_\_\_.
- Councilor Davis voting \_\_\_\_\_.
- Councilor Garrett voting \_\_\_\_\_.
- Councilor House voting \_\_\_\_\_.
- Councilor Huff voting \_\_\_\_\_.
- Councilor Thomas voting \_\_\_\_\_.
- Councilor Thompson voting \_\_\_\_\_.
- Councilor Woodson voting \_\_\_\_\_.

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Sandra T. Davis, Clerk of Council

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B.H. “Skip” Henderson III, Mayor