AGENDA BILL
Beaverton City Council
Beaverton, Oregon

SUBJECT: Contract Award for Audio/Video Recording and Live Streaming Media Solution with Electronic Legislative Management and Archiving Capacity to Granicus, LLC of St. Paul, Minnesota

FOR AGENDA OF: 06-11-19 BILL NO: 19156

MAYOR'S APPROVAL:

DEPARTMENT OF ORIGIN: Mayor's Office

DATE SUBMITTED: 06-04-19

CLEARANCES:
City Attorney
Purchasing
Finance

EXHIBITS:
1. List of Proposers
2. Scoring

PROCEEDING: Consent Agenda
(Contract Review Board)

BUDGET IMPACT

<table>
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<tr>
<th>EXPENDITURE REQUIRED</th>
<th>AMOUNT BUDGETED</th>
<th>APPROPRIATION REQUIRED</th>
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<tbody>
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<td>$52,938</td>
<td>$80,000*</td>
<td>$20,220*</td>
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*Account Number 001-10-0531-329 Mayor’s Department City Recorder & Elections Admin Program Public Meeting Broadcast Expense. The public meeting broadcast expense funding and the associated appropriation is part of the $80,000 appropriation that was included in the Proposed FY 2019-20 Budget, reviewed by the Budget Committee as part of the City’s total FY 2019-20 Proposed Budget and was forwarded to the City Council for adoption at tonight’s meeting; June 11, 2019. The cost to purchase and install new equipment to replace equipment that is coming to end of life was unknown until after the proposed budget was prepared; the Appropriation Required will cover these costs and they are recommended to be included in the November 2019 Supplemental Budget.

RECOMMENDED ACTION:
City Council,
- Acting as Contract Review Board, approves the selection of Granicus, LLC of St. Paul, Minnesota, to stream, distribute and manage the City’s live and archived media content to the internet through the City’s existing website and authorizes the Mayor to enter into a service agreement, and software license and support agreement with Granicus in a form acceptable to the City Attorney, for one year with the option to extend four additional one-year periods through Fiscal Year 2023-24, based on Council’s adoption of the Proposed FY 2019-20 Budget as amended and future budgets. For the first year, the annual cost for managed services will be $32,718 and $20,220 for purchase of hardware. Total cost for the full life of the contract, if extended for four additional terms, will be $193,925.
- Directs the Finance Director to include an additional $20,220 appropriation in the November 2019 Supplemental Budget for the purchase and installation of the necessary replacement equipment.

HISTORICAL PERSPECTIVE:
The City of Beaverton has provided live and on demand public access via webcasting to the City Council meetings since October 1, 2007, to Planning Commission meetings since March 12, 2008, and to the Beaverton Urban Redevelopment Agency since its inception on April 5, 2010. The

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addition of webcasting provided access to residents who were not cable subscribers. Webcasting
allows the City to stream and distribute live audio/video to the internet and to archive audio/video
to the internet later, providing on-demand playback 24/7 for everyone, nationally and
internationally. Having webcasting as part of the video production system provides residents
remarkable transparency to their government in action.

INFORMATION FOR CONSIDERATION:
The City issued a Request for Proposal (RFP) for Audio/Video Recording and Live Streaming
Media Solution with Electronic Legislative Management and Archiving Capacity #3488-19B which
was advertised on April 1, 2019, in the Daily Journal of Commerce and which closed at 2:00 p.m.
on May 3, 2019. Two proposals were received and evaluated (see Exhibit 1).

Staff evaluated the two proposals and scored them based on criteria that included:
- Knowledge, Experience & Qualifications of Project Team Members and Firm
- Ability to Meet Scope of Work
- Project Approach & Understanding
- Relevant Experience and References
- Beaverton Equity Procurement Program
- Contract Price

Based on the evaluation and scoring, staff found Granicus the highest ranked proposer.

In reviewing the proposals and online systems for both firms, it was determined that the Granicus
system provided better transparency, security, retention services, maneuverability, and ease of
use for the City Council, Planning Commission and the BURA Board. PrimeGov’s system
especially involves three vendors: PrimeGov manages the meeting recording and agenda;
YouTube manages and maintains the video streams; and the City manages and maintains the
tables on the dais. The security, privacy and retention are also separated out between those
three entities. Granicus manages, supports and maintains all those functions within a secure
hardware and software infrastructure.

Staff recommends Council approve award of contract to Granicus for a contract period of one
year with the option to extend the contract for four additional one-year periods for the Managed
Services.
City of Beaverton

PROPOSALS RECEIVED

AUDIO/VIDEO RECORDING AND LIVE STREAMING MEDIA SOLUTION WITH ELECTRONIC LEGISLATIVE MANAGEMENT AND ARCHIVING CAPACITY
Solicitation #3488-19B

Closed: May 3, 2019 @ 2:00 PM

Proposals Submitted:

1. Prime Government Solutions – Lehi, UT
2. Granicus – Denver, CO
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