granicus
connecting government

Proposal for
the City of Oakland

Agenda Workflow Upgrade to Hosted System and Suites Upgrade

Proposal presented to:
LaTonda Simmons
City Clerk and Clerk of the Council
City of Oakland
9/17/2012

Granicus Proposal to the City of Oakland

9/17/2012

Dear LaTonda,

Thank you for being a part of the Granicus Client Family. It has been a pleasure to work with the City of Oakland over these past 13 years. We look forward to continuing our rewarding, long-term relationship with you.

In 1999 Oakland contracted with Daystar to simplify agenda creation, using software to automatically compile files and supporting materials for upcoming meetings, all while providing important meeting information to the public. In 2007 the City added Granicus software to increase citizen outreach with live and archived, online streaming media.

We have discussed some specific ways to build on the successful solution that Oakland already has in place to further improve the City's workflow and move to a true cloud solution that can eliminate the burden on IT staff and resources dedicated to maintaining important public meeting documentation in house; ultimately saving the City money. Specifically this cloud based solution will provide:

- Secure Data Availability - 99.98% Uptime
- Redundant Backups
- Detailed Disaster Recovery Plans
- Reach a broader audience with streaming to mobile devices and tablets
- Paperless agenda viewing through iLegislate native iPad app

On the following few pages, you will find information on the City's upgrade solution and detailed pricing. We truly value the partnership we have had with the City over the past 13 years. The insight, feedback and customizations the City has implemented have truly helped us shape the way our software works today. We took this into consideration when preparing the pricing for the City in hopes to reciprocate your loyalty throughout the years. The proposal and pricing includes all training, software, hardware, 24/7/365 support, professional services, installation and implementation.

Over 1,000 jurisdictions have selected Granicus as a partner to help them build trust with citizens, reduce staff time spent on processing meetings, and engage citizens in productive new ways. Granicus has over 35 years of government-focused experience which has allowed us to develop tools with government in mind and meet the market demand. We hope that you have found tremendous value in being a part of the Granicus client family.

Most Sincerely,

Kelly Barlow
Account Manager
206-859-0525
Granicus, Inc.

Budgetary Impact

Legistar Upgrade	Quantity	Unit Price	Upfront	Monthly Managed Services
Legistar Upgrade to Hosted L5	1	$0.00	$0.00	$300.00
Legislative Management Workflow and Configuration	2	$1,900.00	$3,800.00	$0.00
Legistar L5 Upgrade Configuration and Project Management Services	5	$1,700.00	$8,500.00	$0.00
Legistar L5 Upgrade Training (Online) (Per Day)	1	$1,700.00	$1,700.00	$0.00
Legistar L5 Upgrade Training (Onsite) (Per Day)	4	$1,700.00	$6,800.00	$0.00
Legistar L5 Upgrade InSite Configuration Services	1	$500.00	$500.00	$0.00
Legistar L5 Upgrade Data Migration	1	$20,000.00	$20,000.00	$0.00
Legistar L5 Upgrade Customized Reports	4	$5,000.00	$20,000.00	$0.00
Client Loyalty and Innovation Discount			($30,000.00)	($300.00)
Sub Total			**$31,300.00**	**$00.00**

Suites Upgrade	Quantity	Unit Price	Up-Front	Monthly Managed Services
Upgrade to Open Platform and Government Transparency Suites *On-demand and live* streaming to mobile devices (H.264)* *iLegislate (paperless agenda app for the ipad)* *Advanced Search* *MP3 and MP4 downloadable formats* *API/SDK accessibility* *Unlimited Storage for meetings and non-meeting content (original programming)* *Indefinite Retention* *iLegislate*	1	$0.00	$0.00	$150.00

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Managed Encoding Appliance *Lifetime service plan* *Fully managed, including patch management*	1	$0.00	$0.00	$275.00
Managed Performance Accelerator *Lifetime service plan* *Limited Impact on network*	1	$0.00	$0.00	$275.00
Citizen Participation Suite	1	$0.00	$0.00	$1,000.00
Shipping	2	$125.00	$250.00	$0.00
Client Loyalty and Innovation Discount				($150.00)
Subtotal for Complete Upgrade (After First 12 Months)			**$250.00**	**$1,550.00**
25% discount for First 12 Months on Citizen Participation Suite				($250.00)
Subtotal for Complete Upgrade (First 12 Months)				**$1,300.00**

- Sales tax may apply depending on your organization's tax status and the tax laws unique to your state, county and/or municipality
- Your Granicus solution requires on-site training. Additional costs and fees are associated with on-site training. You may be billed for travel expenses, including but not limited to, air travel and automobile rentals, as well as lodging expenses. You will receive an itemized invoice for all expenses related to on-site training within 30 days of the completion of the on-site visit. You will not be billed for expenses in excess of $2,000 per on-site visit.
- **This proposal expires on 10-31-12**

Proposed Solution

L5 Upgrade - Legislative Management Suite

The Legislative Management Suite offers a complete and automated agenda workflow solution. Create agenda items and assign them to the appropriate agenda, making agenda creation seamless. Item approvals are done automatically – approvers are notified when it's their turn to review. Once the agenda is generated, a minutes report is automatically created with the same data. All attendance, actions, movers/seconders, votes and notes can be captured for the public record. Seamlessly connect agenda data to the iPad to review agendas and support documents, take notes and more through the iLegislate application. This Suite also allows you to track legislation from inception through approvals and actions taken.

- Agenda item drafting
- Electronic approval process
- Agenda packet generation and publication
- Meeting minutes
- Track and search legislative data
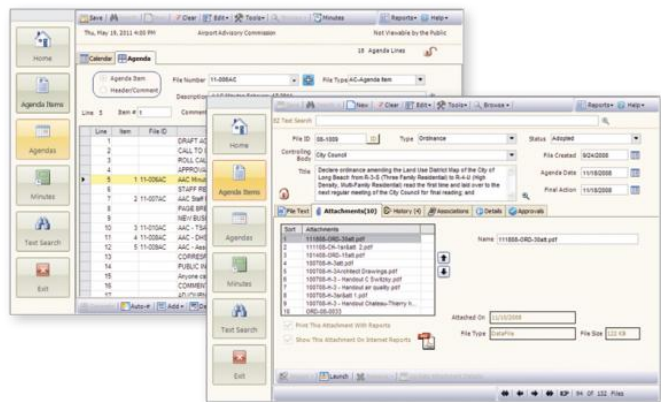
Key Benefits

Hosted System (SaaS)
No longer required to have the system locally installed on machines. Completely hosted.
Allows customer to add new features and functionality instantly.

Approval Tracking
Automate agenda item approvals with electronic approval routing. Create an automated approval sequence and let the system manage the work. Selected approvers will be notified when the item is ready for their review. Approvers can review all item details, supporting documents, make edits and approve or deny the request. Browser-based online approvals (approve from any location).

Create Electronic Legislative Reports and Agenda Packets
Ability to create comprehensive packets in one document. All supporting materials are contained in the PDF – no longer have to open multiple tabs when viewing online. Download the full agenda and browse through the attachments within the PDF.

Improved UI
Larger, resizable screen. View all sections (Legislative Files, Agenda, Minutes) in a tabbed view. Add agenda items on the fly, including multiple items. View agenda header designs in preview (bold, italicized, underlined).

Configurability – User Defined Layout for Field and Tabs
Customers can customize fields and tabs names, including hiding fields. 4.8 was a standardized template of field names.
Example: "File Created" customer can now change to "Introduced Date"

Microsoft Word Integration
Draft file text (agenda items) in Microsoft Word and leverage existing templates for consistency. Create templates in Word for different file subtypes (standard resolution, financial resolution, or ceremonial resolution).

Create Comprehensive Agenda Packets

Agendas 4.8 and 5.0
Smaller PDF file with hyperlinks to supporting materials

- Ability to activate secondary documents
- Supporting docs open in separate window
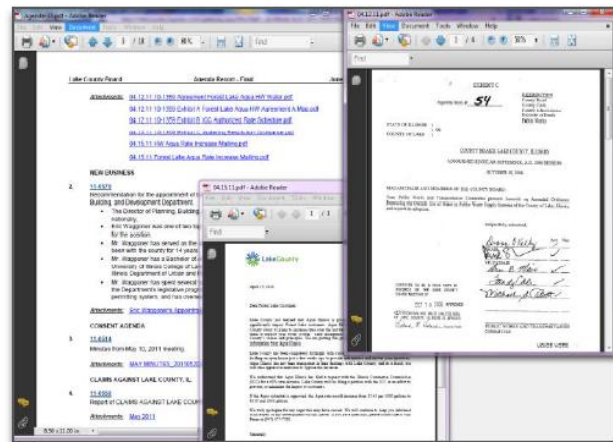
Comprehensive Agenda Packet in 5.0

Ability to assemble complete agenda packets

- View the full agenda (250 page file)
- Agenda and all attachments in one file
- Attachments are self-contained in the PDF
  - Attachment doesn't open in a new window

Feature is very helpful for council in particular

- Might be a huge file, but they have everything in one document
- Instead of printing packet, staff can give council one PDF file
- Easily navigate to all attachments

Smaller files are helpful for the public – online viewing
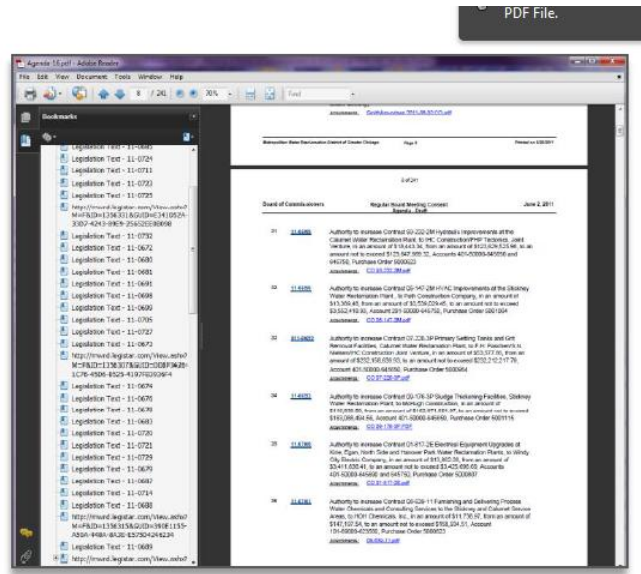
Create legislative report packet

Get all attachments consolidated into one packet

- Same concept as agenda packet creation above

Granicus® Open Platform

The Granicus® Open Platform allows you to stream an unlimited number of meetings and events online and over mobile devices – play video in H.264* and Silverlight. Publish all of your content online with indefinite retention schedules. Granicus Encoding Appliance gives you unlimited bandwidth and storage as well as local live and on-demand streaming for up to 50 concurrent viewers. You can also access a library of community content and start publishing videos immediately. Finally, leverage an open architecture and connect in-house or third-party solutions to Granicus.

- Stream unlimited meeting bodies and events
- Indefinite retention schedules
- Intelligent media routing
- Community content library
- Open architecture and SDK

* In pilot, will be available to all customers upon release
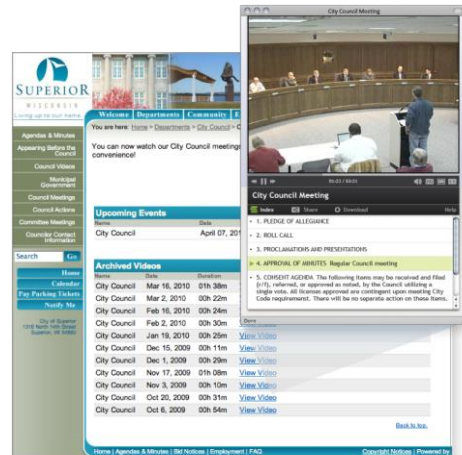
Government Transparency Suite

The Government Transparency Suite gives your citizens greater access to public meetings and records online. Take the next step towards transparency and stream meetings and events live, link related documents to your video and provide advanced searching of archives. The Government Transparency Suite gives you unlimited cloud bandwidth and storage as well as local live and on-demand streaming for up to 50 concurrent viewers. This Suite also allows you to connect agenda data to the iPad to review agendas and supporting documents, take notes and more through the iLegislate application.

- Stream unlimited meeting bodies and events live
- Intelligent media routing
- Index video in real-time and link to relevant materials
- Build reports and analytics on visitor trends
- Paperless agenda for the iPad
- Offer downloadable media formats
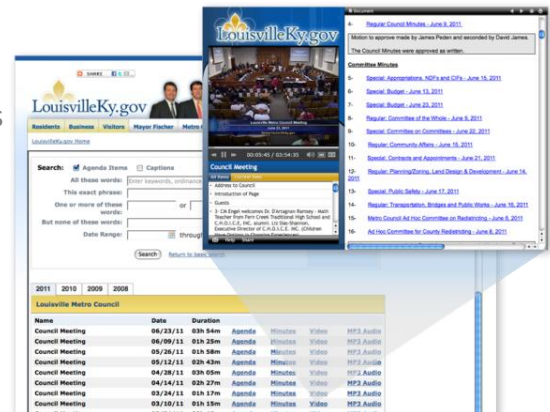
Citizen Participation Suite

The Citizen Participation Suite encourages greater community engagement in productive new ways online. Collect ideas for community improvement, leverage feedback on projects underway, and prioritize key public initiatives. Allow citizens to easily contribute, vote on and prioritize ideas using a customized website dedicated to community idea sharing. Utilize online discussions, forums, and survey tools to collect feedback on specific topics. Let your community make more informed opinions – add videos, documents and presentations related to your projects. Additionally, citizens will be able to electronically submit comments for agendized items using an online form tied to your upcoming meeting agenda. Run reports and distribute them to elected members or department heads, giving them a deeper understanding of public opinion before they make decisions. Click here for more information on the Citizen Participation Suite.

- Easy-to-use online tools to capture citizen ideas
- Utilize online discussions, idea forums, and survey tools to collect feedback on specific projects
- Prioritize key public initiatives
- Receive comments electronically for items on the agenda
- Run detailed reports to make better informed decisions
- Access community ideas, demographics, and feedback on an iPad with iLegislate®
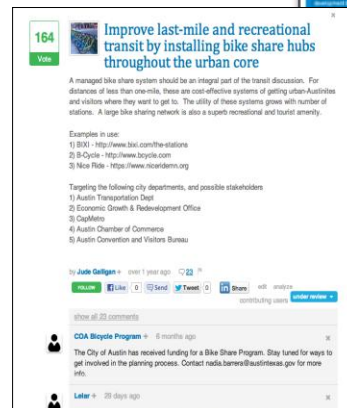
Performance Accelerator

This network performance tool allows you to distribute hundreds of simultaneous on-site streams with minimal network impact. Get enterprise class on-site storage and distribution of your video content. This system was designed, architected, and tested for high-performance needs to help you avoid single points of failure.

Managed Services

Granicus provides a comprehensive Managed Services package with every solution to ensure long-lasting success with our technologies while maximizing your solution's performance. Our fully managed and hosted infrastructure offers unlimited bandwidth, storage and the highest security standards of your data through a cloud-based platform. Our remote, proactive systems monitoring guarantees faster response time, predicts problems before they arise, and helps reduce the cost of IT support and maintenance.

The Granicus team works around-the-clock to ensure your applications are protected and operating smoothly. You also receive continual access to advanced learning tools and the hands-on support, knowledge, and expertise of our skilled Support Engineers and Customer Advocacy professionals.