

**CITY OF OAKLAND**  
**AGENDA REPORT**

OFFICE OF THE CITY CLERK  
2006 MAR 14 PM 7:39

TO: Office of the City Administrator  
ATTN: Deborah A. Edgerly  
FROM: Finance and Management Agency  
DATE: March 28, 2006

RE: **Resolution Authorizing the City Administrator to Procure From Granicus, Inc., Enhanced Web-Based Video Software and Hardware and Installation in an Amount Not to Exceed \$78,000, and to Enter Into a Managed Services Contract With Granicus, Inc., in an Amount Not to Exceed \$36,000 Per Year**

**SUMMARY**

The following report summarizes the Finance and Management Agency (FMA), Information Technology Division (ITD)'s request for the City Council to authorize the City Administrator to procure from Granicus Inc., software, hardware, installation and managed services.

Granicus Inc. equipment and services will provide additional functionality for the City's Web and video services. This solution permits video archiving of City meetings, synchronization with the council agenda and the ability to select and retrieve a City meeting video and text via the City's public web site www.Oaklandnet.com. In addition, this solution can be used to deliver public education videos, service announcements and video-on-demand training.

**FISCAL IMPACT**

Funding for this procurement and contract is from existing project and operational funds in the Office of the City Clerk, FMA Information Technology and the City Administrator's Marketing Division. The identified funds cover the improvements to the hardware and software supporting these systems.

<b>Funding Source</b>	<b>Amount</b>
CIP Reserve Fund (5510); Project # C274810 & C274910	\$42,000 (one time)
General Purpose Fund (1010); City Clerk Org (03121); Account 54916	\$36,000 (one time)
General Purpose Fund (1010); FMA - ITD Org (46331); Service Contracts Account (54612)	\$18,000 (maintenance)
Redevelopment Projects Fund (7780), Marketing Division Org (63011), Misc. Operating Expensed Account (52921), Project P58510	\$18,000 (maintenance)
<b>Total</b>	<b>\$114,000</b>

**BACKGROUND**

Information Technology and the Office of the City Clerk have been investigating services that will enhance the services provided by the Clerk's office and enhance the overall quality and content of services to the public. During the last two years, ITD investigated solutions that would incorporate the greatest amount of content delivery and services for City meetings and events.

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In meeting with various City departments, needs were identified for video retrieval of Council and committee meetings, enhanced streaming video and the ability to provide training via the Web. This solution meets all of these criteria and provides additional services that enhance the City's existing Web site.

Based on the demonstrations that we have seen and the cities we have contacted, this product will provide the greatest single public access improvement to our Web and video services in recent history.

### **KEY ISSUES AND IMPACTS**

The proposed solution will deliver the needed functionality, as identified by the City of Oakland, in a way that minimizes the overall cost. The current infrastructure is enhanced not replaced or duplicated. Documents such as staff reports, agendas and minutes can be synchronized and linked to the video archive, all of which is available through the City's web site. While this service alone is a compelling reason, the ability to provide training and public service announcements over the web are added bonuses.

Staff has reviewed the systems in Denver, Sacramento and San Jose, and determined Granicus, Inc. is the best overall system for the City of Oakland. Staff therefore requests the City Council waive the competitive bidding process. The City has also reviewed the bidding obtained by the listed cities and found that the bid price for the Granicus, Inc. system is consistent with the fixed material pricing of comparable systems.

### **PROJECT DESCRIPTION**

Staff proposes to enter into a contract with Granicus Inc. for the system and services. The services provided will include hardware and software for the City's live video streaming, internal video archive, services to integrate with existing equipment, external hosted archive and maintenance. The monthly managed service package includes all software upgrades, system monitoring, 12 months of archiving of all City of Oakland public meetings and an additional 50 hours of on-demand content over the internet.

Information Technology will manage the overall project in cooperation with the Office of the City Clerk and the City Administrator's Office - Marketing Division.

### **SUSTAINABLE OPPORTUNITIES**

No sustainable opportunities have been identified.

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### **DISABILITY AND SENIOR CITIZEN ACCESS**

This project allows for the transmission and archiving of closed captioning from recorded meetings for the hearing impaired.

### **RECOMMENDATION(S) AND RATIONALE**

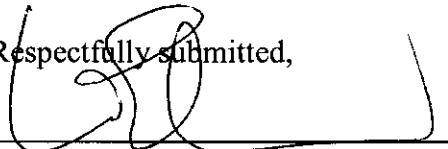
Staff recommends that the City Council adopt the resolution authorizing the City Administrator to execute a contract with Granicus, Inc. for software, services and managed services for a one time cost not to exceed \$78,000 and an annual amount not to exceed \$36,000 per year.

### **ACTION REQUESTED OF THE CITY COUNCIL**

Staff requests that the City Council authorize the City Administrator to procure from Granicus Inc, software, hardware, installation and managed services for a one time cost not to exceed \$78,000 and an annual amount not to exceed \$36,000 per year.

Staff also requests that the City Council find and determine that: (1) pursuant to Chapter 2.04, Article I, section 2.04.050.I.5, it is in the best interests of the City to waive bidding requirements of 2.04.050 and authorize the City Administrator to procure enhanced web-based video software and hardware from Granicus, Inc. for a one time cost not to exceed \$78,000; and (2) pursuant to

Chapter 2.04, Article I, section 2.04.051, that it is in the best interests of the City to waive the requirement for an RFP or RFQ process, and therefore authorize the City Administrator to execute a contract with Granicus Inc. for technical and managed services; in an annual amount not to exceed \$36,000 per year.

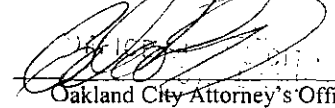
Respectfully submitted,  
  
**William E. Noland, Director**  
Finance and Management Agency

Prepared by:  
Bob Glaze, Chief Technology Office  
Information Technology Division

APPROVED AND FORWARDED TO THE  
FINANCE AND MANAGEMENT COMMITTEE:

  
**OFFICE OF THE CITY ADMINISTRATOR**

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CITY CLERK  
Oakland City Attorney's Office

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**OAKLAND CITY COUNCIL**  
**RESOLUTION No. \_\_\_\_\_ C.M.S.**

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**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO PROCURE FROM GRANICUS, INC. ENHANCED WEB-BASED VIDEO SOFTWARE AND HARDWARE AND INSTALLATION IN AN AMOUNT NOT TO EXCEED \$78,000, AND TO ENTER INTO A MANAGED SERVICES CONTRACT WITH GRANICUS INC. IN AN AMOUNT NOT TO EXCEED \$36,000 PER YEAR**

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**WHEREAS**, the Finance and Management Agency and Office of the City Clerk are working to update and improve the service and reliability of meetings and records; and

**WHEREAS**, the implementation of an enhanced Web-based video content can improve public access; and

**WHEREAS**, the use of enhanced web-based video archiving software, hardware and services will improve services to both City staff and the public; and

**WHEREAS**, the use of web-based training will improve the skills of City staff; and

**WHEREAS**, the use of public service announcements and training will improve the public's knowledge and preparedness; and

**WHEREAS**, Granicus Inc will be the prime vendor for the system upgrade and the City of Oakland will manage the overall project; and

**WHEREAS**, funding is available for the purchase of software and hardware in the following amounts and fund sources - - \$42,000 in the CIP Reserve Fund (5510), in Project Nos. C274810 & C274910, and \$36,000 in the General Purpose Fund (1010); City Clerk Org (03121); in Account 54916; and

**WHEREAS**, funding for the managed services contract is available in the following amounts and fund sources - - \$18,000 in the General Purpose Fund (1010) ; FMA – ITD Org (46331); Service Contracts Account (54612), and \$18,000 in the Redevelopment Projects Fund (7780), Marketing Division Org (63011), Misc. Operating Expensed Account (52921), Project P58510; and

**WHEREAS**, the City lacks the technical resources, equipment and automated tools to accomplish this project; and

**WHEREAS**, the City finds that the services provided pursuant to the one time agreement authorized hereunder is of a professional, scientific or technical nature and are temporary in nature; and

**WHEREAS**, the City has also reviewed the bidding obtained by several cities (including San Jose, California) and has found that the bid price is based on consistent fixed material pricing; and

**WHEREAS**, the City finds that the contract with Granicus Inc. shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now, therefore, be it

**RESOLVED:** That the City hereby finds and determines that: (1) pursuant to Chapter 2.04, Article I, section 2.04.050.I.5, it is in the best interests of the City to waive bidding requirements of 2.04.050 and authorize the City Administrator to procure enhanced web-based video software and hardware from Granicus, Inc. for a one time cost not to exceed \$78,000; and (2) pursuant to Chapter 2.04, Article I, section 2.04.051, that it is in the best interests of the City to waive the requirement for an RFP or RFQ process, and therefore authorize the City Administrator to execute a contract with Granicus Inc for technical and managed services; in annual amount not to exceed \$36,000 per year; and be it

**FURTHER RESOLVED:** That the City Administrator or her designee is hereby authorized to execute and deliver any and all agreements, and is hereby authorized to approve any subsequent amendments to or extensions of said Agreement with the exception of those related to an increase in the contract price or the allocation of additional funds provided that such amendments or extensions shall be filed with the City Clerk’s office; and be it

**FURTHER RESOLVED:** That the contract shall be reviewed and approved by the City Attorney’s Office for form and legality prior to execution, and a copy shall be placed on file with the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2006

**PASSED BY THE FOLLOWING VOTE:**

AYES-BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, REID, AND  
PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: \_\_\_\_\_

LaTonda Simmons  
City Clerk and Clerk of the Council of  
the City of Oakland, California