



CITY OF OAKLAND

AGENDA REPORT

TO: Edward D. Reiskin
City Administrator

FROM: Asha Reed
Acting City Clerk

SUBJECT: Agenda Systems Contract Extension

DATE: June 23, 2020

City Administrator Approval

Date

RECOMMENDATION

Staff Recommends That The City Council:

Adopt A Resolution (1) Waiving the Competitive Multi-Step Proposal Solicitation Requirement, And The City's Local Business (L/SLBE) Program And Authorizing The City Administrator To Extend The Contract With Granicus, Inc. For Subscriptions To Web Hosted Services For Agenda Management, Streaming Video, And Public Participation In An Amount Not To Exceed Sixty-Nine Thousand One Hundred Eighty-Six Dollars (\$69,186.00) Each Year For Two Years, For A Total Contract Amount Of \$138,372 With Two One Year Options To Extend The Contract At \$69,186 Per Year, For A Grand Total Contract Amount Of \$276,744.

EXECUTIVE SUMMARY

The City of Oakland authorized an upgrade to agenda management systems in June 2014 to expand support to the City of Oakland's legislative services system known as Legistar. The upgrade provided stabilization to an unsupported platform and expanded the tools for the management of legislative services. Continued support ensures the essential work of legislative services is maintained while staff plans for a comprehensive competitive process for 2022.

Approval of the proposed resolution to extend the contract ensures no disruption to service and support to Legistar during this critical time which provides both content delivery for the public, members of the Council and City staff.

BACKGROUND/LEGISLATIVE HISTORY

In 1997, the City Council authorized a contract with Daystar systems to install Legistar 4.8, an electronic agenda management system (EAMS), to manage the demands of the City's unique legislative workflow. Enhancements were deployed to provide for online posting of agenda reports in 2003, delivery of the "E-genda" notification in 2005, on-demand streaming of council

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and committee meetings in 2007, systems upgrade to 5.2 June 2014 to migrate to a supported hosted platform and expand tools.

The current version of Legistar 5.4 continues to provide for electronic delivery of all agenda content to members of the public, Council members, and staff; live and on-demand streaming of video content, hosted services to support operations continuity, comment features to expand public access to meetings, and other essential controls over legislative files.

ANALYSIS AND POLICY ALTERNATIVES

The Granicus contract extension for the Legistar system maintains management controls and enables remote access for legislative systems and electronic agenda distribution. Granicus supports current needs for public participation by providing citizens the ability to comment on agendas and legislative matters, thereby enhancing the City's ability to gather feedback on policy proposals.

Section 2.04.050 of the Oakland Municipal Code ("OMC") requires advertising and competitive bidding where the cost of services, supplies or combination required by the City exceeds \$50,000.00. OMC Section 2.04.051 A. requires a competitive Request for Proposals/Qualifications (RFP/Q) selection process for professional services contracts. However, OMC Section 2.04.050 I permit the waiver of advertising and competitive bidding, and Section 2.04.051 B permits the waiver of the RFP/Q requirements, after a finding and determination by the City Council that it is in the best interests of the City to do so.

Staff recommends that the Council find and determine that it is in the best interests of the City to waive advertising, bidding and the RFP/Q requirements as the most cost-effective option to increase capacity and preserve system elements that alternatively would require significant and costly customizations to migrate the 23 year history and functions according to Oakland's needs.

FISCAL IMPACT

The contract extension maintains funding as continued support for identified technical modules accordingly:

Service Costs Itemization	Year 1 – 4
<i>Annual Managed Services & Equipment</i>	
Agenda Management	\$21,786
Video Streaming	\$35,400
Public Participation	\$12,000
Managed Services & Equipment	\$69,186
TOTAL	<u>\$276,744</u>

Sources of funding for this contract extension would come from KTOP (1.1760.03211.54919.1000003.IP13) for an amount of \$31,130 and City Clerk (1.1010.03121.54919.1000127.IP14) for an amount of \$70,000.

PUBLIC OUTREACH/ INTEREST

The public's right to access its government and participate in decision-making processes is required by state and local law. The City of Oakland remains committed to extending transparency beyond City Hall, especially during this time as public activity and physical access is limited in response to the COVID – 19 pandemic.

Oakland's legislative systems have served in a major capacity in promoting transparency and advancing public participation.

COORDINATION

The Office of the City Clerk has coordinated all efforts to upgrade the Agenda Management system with the Department of Information Technology (DIT), KTOP, Budget Bureau, and the Office of the City Attorney.

SUSTAINABLE OPPORTUNITIES

Economic: No sustainable economic opportunities are available.

Environmental: Continuing reductions to agenda expenses will result in further "greening" of agenda processes and provide for more efficient and cost-effective access to agenda materials and legislative records.

Race and Equity: There are no race and equity opportunities associated with this report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council adopt A Resolution Waiving the Competitive Multi-Step Proposal Solicitation Requirement, And The City's Local Business (L/SLBE) Program And Authorizing The City Administrator To Extend The Contract With Granicus, Inc. For Subscriptions To Web Hosted Services For Agenda Management, Streaming Video, And Public Participation In An Amount Not To Exceed Sixty-Nine Thousand One Hundred Eighty-Six Dollars (\$69,186.00) Each Year For Two Years, For A Total Contract Amount Of \$138,372 With Two One Year Options To Extend The Contract At \$69,186 Per Year, For A Grand Total Contract Amount Of \$276,744.

For questions regarding this report, please contact Asha Reed, Acting City Clerk, at (510) 238-7369.

Respectfully submitted,



Asha N. Reed (Jun 25, 2020 11:29 PDT)

Asha Reed
Acting City Clerk, Office of the City Clerk

Reviewed by LaTonda Simmons
Interim Assistant City Administrator