



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 3

Section Name: {{section.name}}

Account Number: 10-1511

File ID: {{item.tracking_number}}

TO: City Council
FROM: Alex Khojikian, City Manager
PREPARED BY: City Clerk's Office
MEETING DATE: December 09, 2024
SUBJECT:
Legislative Management Software — Agreement

RECOMMENDATION:

Adopt a Resolution to approve an alternative purchasing procedure and approve an agreement with Granicus, LLC for legislative management software solutions for \$144,839.06; authorize a contingency reserve of \$14,483.91, for a total amount not-to-exceed \$159,322.97 over three years; and authorize the City Clerk to execute the agreement in substantially the form presented.

BACKGROUND:

In 2018 the City Clerk's Office conducted an informal evaluation of multiple legislative management solutions. Prime Government Solutions was selected having met the Clerk's Office's essential criteria for providing agenda management, video streaming integration, public access, and boards and commission administration. The City entered into an agreement with Prime Government Solutions on December 28, 2018. It has served as the city's legislative management system for City Council, Boards, Commissions, and Committees since this date. The parent company of Prime Government Solutions (Rock Solid) was acquired by Granicus, LLC in late 2022. During the acquisition, the vendor continued to provide continuous service as established in the 2018 agreement. The City's current service period with this vendor is set to expire on December 27, 2024 and subsequent renewals for this software product must now be under the acquiring company, Granicus, LLC. The term of the proposed contract is three years.

San Mateo Municipal Code section 3.60.050(b) authorizes the renewal of an agreement with Granicus, LLC without a competitive bidding procedure when calling for bids would be impracticable, unavailing, or impossible. Council is requested to approve an alternative purchasing procedure for this agreement due to the multiple years this service has been in use and to avoid service disruption that would occur from a change in vendors. Reassessing and evaluating alternative solutions and providers at this time would adversely impact current operations and efficient production of legislative content. San Mateo was one of the first agencies in California to move to Prime Government Solutions, and multiple other cities, such as San Carlos, Foster City, and Palo Alto, have since moved to this solution.

BUDGET IMPACT:

There are sufficient funds within the current Information and Technology Department operating budget to cover the costs associated with this agreement. In addition, staff will include the costs of the agreement in future budgets.

ENVIRONMENTAL DETERMINATION:

This agreement is not a project subject to CEQA because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

Att 2 – Agreement

STAFF CONTACT

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