



COUNTY OF HUMBOLDT

For the meeting of: 10/24/2023

File #: 23-1415

To: Board of Supervisors
From: County Administrative Office

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Professional Services Agreement with Granicus, LLC Regarding the Provision of Technological Support Services

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Granicus, LLC regarding the provision of technological support services in an amount not to exceed Five Hundred Eighty-Nine Thousand Two Hundred Sixty-Two Dollars and Twenty-One Cents (\$589,262.21) for the period of June 5, 2023 through June 30, 2028;
2. Authorize the Information Technology Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Granicus, LLC, after review and approval by County Counsel, Risk Management and the County Administrative Office - Management and Budget Team; and
3. Direct the Clerk of the Board to provide the Information Technology Division of the County Administrative Office with one (1) fully executed, certified copy of the Board Order related to this item.

SOURCE OF FUNDING:

Information Technology Internal Service Fund (3550-118); General Fund - Elections (1100-140)

DISCUSSION:

On June 5, 2018, the Board approved a professional services agreement with Granicus, LLC regarding the provision of technological support services that are designed to assist with the operation and maintenance of certain public meeting software, including, without limitation, Legistar agenda routing, streaming services, live close captioning, vote cast, meeting management, Disclosure Docs, and Campaign Docs, for the period of June 5, 2018 through June, 5, 2023. The attached professional services agreement will allow Granicus, LLC to continue providing needed technological support services for the period of June 5, 2023 through June 30, 2028. It should be noted that the attached professional services agreement with Granicus, LLC comes to your Board after the start date thereof

due to inadvertent delays that occurred during the contract development process.

Accordingly, the Information Technology Division of the County Administrative Office recommends that the Board approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Granicus, LLC regarding the provision of technological support services for the period of June 5, 2023 through June 30, 2028. It is also recommended that the Board authorize the Information Technology Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Granicus, LLC, after review and approval by County Counsel, Risk Management and the County Administrative Office - Management and Budget Team in order to avoid any unnecessary delays in the provision of needed technological support services.

FINANCIAL IMPACT:

Expenditures (3550-118)	FY22-23 Adopted	FY23-24 Projected	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	\$6,744.38	\$101,294.43	\$108,384.04	\$115,972.00
Total Expenditures	\$6,744.38	\$101,294.43	\$108,384.04	\$115,972.00
Funding Sources (3550-118)	FY22-23 Adopted	FY23-24 Projected*	FY24-25 Projected*	FY-25-26 Projected*
Fees/Other	\$6,744.38	\$101,294.43	\$108,384.04	\$115,972.00
Total Funding Sources	\$6,744.38	\$101,294.43	\$108,384.04	\$115,972.00

**Projected amounts are estimates and are subject to change.*

The attached professional services agreement with Granicus, LLC has a maximum amount payable of Five Hundred Eighty-Nine Thousand Two Hundred Sixty-Two Dollars and Twenty-One Cents (\$589,262.21) for the period of June 5, 2023 through June 30, 2028. In no event shall the maximum amount paid under the attached professional services agreement with Granicus, LLC exceed Six Thousand Seven Hundred Forty-Four Dollars and Thirty-Eight Cents (\$6,744.38) for fiscal year 2022-2023, One Hundred One Thousand Two Hundred Ninety-Four Dollars and Forty-Three Cents (\$101,294.43) for fiscal year 2023-2024, One Hundred Eight Thousand Three Hundred Eighty-Five Dollars and Four Cents (\$108,384.04) for fiscal year 2024-2025, One Hundred Fifteen Thousand Nine Hundred Seventy-Two Dollars (\$115,972.00) for fiscal year 2025-2026, One Hundred Twenty-Four Thousand Ninety Dollars and Two Cents (\$124,090.02) for fiscal year 2026-2027 and One Hundred Thirty-Two Thousand Seven Hundred Seventy-Six Dollars and Thirty-Four Cents (\$132,776.34) for fiscal year 2027-2028. However, if local, state or federal funding is reduced or eliminated, COUNTY may reduce the above-referenced maximum amount payable or terminate the attached professional services agreement with Granicus, LLC in its entirety.

Expenditure appropriations related to the attached professional services agreement with Granicus, LLC were included in the adopted fiscal year 2022-2023 and 2023-2024 budgets for Information Technology budget unit 3550-118 and Elections budget unit 1100-140. As a result, approval of the attached professional services agreement with Granicus, LLC will not additionally impact the Humboldt County General Fund.

STAFFING IMPACT:

Approval of the attached professional services agreement with Granicus, LLC will not impact current staffing levels.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by providing for and maintaining technological infrastructure.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached professional services agreement with Granicus, LLC regarding the provision of technological support services. However, this alternative is not recommended as the County of Humboldt relies on the technological support services provided by Granicus, LLC for effective civic engagement.

ATTACHMENTS:

1. Professional Services Agreement with Granicus, LLC Regarding the Provision of Technological Support Services

PREVIOUS ACTION/REFERRAL:

Board Order No.: No.: B-1; C-10; D-9

Meeting of: 1/14/14; 6/5/18; 6/15/21

File No.: 16-0594; 18-519; 21-635