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Date	Ver.	Action By	Action	Result
9/2/2021	1	City Commission	Approved as Recommended	

Agenda and Meeting Management System (B)

Since the late 1990’s, the City of Gainesville has maintained a contractual agreement with Granicus, LLC for agenda and meeting management services. The Office of the City Clerk decided to bid out the service to ensure that the city is utilizing the best solution for operations and to expand the organization’s agenda management and meeting capabilities.

On May 12, 2021, the Clerk’s Office issued a Request for Proposal (CCLK-210044-MS) for an Agenda and Meeting Management System. All solicitations were due to the Procurement division on June 9, 2021. Five firms submitted proposals. An evaluation committee consisting of two representatives of the Clerk’s Office, a member of Broadcast Services and IT representatives from General Government and Gainesville Regional Utilities reviewed the proposals. The committee recommended inviting the following three firms to the second round of the interview process (oral presentations): Provox System, Inc.; Granicus, LLC; and eSCRIBE Software Ltd.

The evaluation committee met for oral presentations on August 11, 2021 and August 13, 2021. At a public meeting on August 13, 2021, the committee scored and ranked the firms. The firm eSCRIBE Software Ltd. was ranked the number one bidder and Granicus, LLC as second for the Agenda and Meeting Management Services.

eSCRIBE's proposed software solution will benefit neighbors and community-builders by increasing efficiency of agenda management and meeting administration; improving access to public information; and ensuring compliance with ADA requirements. The cloud-based product will reduce IT resources needed for maintenance and support. Also, the software is capable of integrating with the City’s existing systems, including Microsoft

applications and the City Clerk's records management system.

Strategic Connection Goal:

- 1: Equal Community Goal
- 5: Best in Class "Neighbor Services"

The City's current contract for Agenda and Meeting Management Services is \$64,991.75. The City will negotiate a contract with the bidder not to exceed \$76,830.00 for year one, including up to \$28,490.00 in one-time implementation costs and \$48,340 in recurring annual subscription fees, saving the city approximately \$16,000 annually after the first year. At the end of the contract period, upon satisfactory performance, the parties may agree to extend the contact for up to four additional one-year periods.

The Mayor and the City Commission:

- 1) Approve the ranking of the firms for Agenda and Meeting Management Services;
- 2) Approve a budget amount for agenda and management services for an amount not to exceed \$76,830.00 or the amount included in the proposal per fiscal year;
- 3) Authorize the City Clerk or designee to negotiate an agreement with the top ranked firm for agenda and meeting management services and if not successful, be allowed to go to the second ranked firm; and
- 4) Authorize the City Clerk or designee to execute the contract subject to approval of the City Attorney as to form and legality.