

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor's Legislative team with questions

Date of Request: 5/12/2021

Please mark one: ☐ Bill Request or ☒ Resolution Request

1. Type of Request:

- ☒ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment
☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change
☐ Other:

2. Title: (Start with *approves*, *amends*, *dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Amends a contract with Granicus, LLC. by adding \$277,723.36 and extending the term by 3 years for continual use and support of the Legislative Information System (LIS) software supporting City Council

3. Requesting Agency: Technology Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Chad Mitchell	Name: Joe Saporito
Email: chad.mitchell@denvergov.org	Email: joseph.saporito@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

The City's previous Legislative Information System (LIS) was in place from 2010 - 2016. That system provided only basic functionality and did not include an automated workflow or electronic approvals or signatures. In addition, the system was highly customized and was difficult to upgrade.

In 2015 - 2016, a solicitation was conducted with a primary objective of replacing the current LIS with a reliable, web-based system that would better support the end-to-end legislative process and Council meeting management and provide the public with easy access to legislative documents, meeting videos and a complete legislative history of all bills, ordinances and proclamations, etc.

Granicus was awarded as a result of that solicitation and the Granicus LIS has been in place since late 2016. The new LIS system has enhanced functionality, such as an automated workflow, electronic approvals and signatures, visibility to the status of legislative items, and robust search function, all of which result in a more efficient and user-friendly process as well as enhanced public access to legislative items and history. The Granicus LIS is also a solution compatible with the City's Enterprise Architecture Technology Standards.

As part of the City's use of the LIS application, the City pays an annual fee for software support and maintenance. Software maintenance and support services include remote troubleshooting and support provided via the telephone and online channels, as well as installation assistance and basic usability assistance. Software support services may also include new product installation services, installation of product updates, migrations for major releases of software and other types of proactive or reactive on-site services, future minor versions or future major releases of software. These support services are employed to ensure the application is functioning at its maximum capacity.

This contract amendment extends the term by 3 years and increases the maximum contract amount to allow payment for continual vendor provided software maintenance and support.

Term exceeding 3 - 5 years per Executive Order 8.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR21 0574

Date Entered: _____

Per Executive Order 8: "Agencies should limit the duration of contracts to three to five years at which time a new solicitation should be initiated absent special circumstances." For most software applications, technology best practices would advise against decommissioning and replacing applications every three to five years; therefore, there will be several special circumstances that would provide for a justification to deviate from this policy. For this request, the information below provides examples of special circumstances directly related to the Granicus contract amendment request.

The special circumstances that justify a contract term that exceeds three to five years are listed below:

- Situations where standardization of equipment or continuity of service is required;
- Situations where competition does not exist;
- Situations where economic factors make it unfavorable for the City to re-bid a contract.

Continuity of Service:

The LIS application has been customized and/or configured for the City so it can meet City requirements. The legislative agencies that use this software have been trained and are efficient with it so the continual use of this application will allow continuity in internal business functions as well external services available to citizens.

Competition does not exist:

As the City has already purchased, implemented, has been trained on and intends on using the LIS application for the foreseeable future, continual support from Granicus is needed to ensure the application is functioning at its maximum performance. This is a service that should come from the software's manufacturer, Granicus, so an opportunity for competition does not necessarily exist.

Economic factors make it unfavorable for the City to re-bid a contract:

The City and Granicus underwent a very time and resource-consuming process which included multiple phases from the time of purchase to having a fully implemented system. The City would incur these costs every time a new system is implemented. This is a substantial investment by the City and it would result in an unnecessary negative financial impact on the citizens of Denver if this type of system was replaced every three to five years. These include conducting an RFP process, Technology Services review of vendor's security protocols as well as technical architecture to ensure they align with Technology Services' requirements, negotiating a Statement of Work, negotiating a contract, analysis of the City's current state, planning for the new system, designing the new system to meet the City's objectives, migrating from the older system, implementing the new system, configuring (fine tuning) the new system, testing the new system and training employees on the new system. For the City to re-bid this every three to five years would mean the opportunity for any type of return on the City's investment would be minimalized and the City would be in a perpetual cycle of bidding, implementing, retraining and decommissioning of previous applications.

Analysis of Market / Technology Best Practices

Although there are other products available, replacing the LIS application at this point would go against technology best practices and would bring about undue costs to the City. Also, through contracting, the City has been able to keep any increases in annual costs at or below industry standards keeping the City competitive within the market.

6. City Attorney assigned to this request (if applicable): Steve Hahn

7. City Council District: N/A - Citywide

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

Key Contract Terms

Type of Contract: (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property):

Standard Expenditure contract exceeding \$500,000

Vendor/Contractor Name: Granicus, LLC.

Contract control number: TECHS-202158263

Location: Citywide

Is this a new contract? ☐ Yes ☒ No **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** First

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- Original contract: 5/15/2016 - 5/15/2021; Contract Amount: \$382,945
 - Signed by Mayor: May 16, 2016

Contract Term/Duration (for amended contracts, include existing term dates and amended dates):

Current Term: 5/15/2016 - 5/15/2021 Proposed term: 5/15/2016 - 5/15/2024 Duration: 8 years

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$382,945	\$277,723.36	\$660,668.36

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
5/15/2016 - 5/15/2021	3 Years	5/15/2016 - 5/15/2024

Scope of work:

Vendor will continue to provide maintenance and support for the LIS.

Was this contractor selected by competitive process? Yes **If not, why not?**

Has this contractor provided these services to the City before? ☒ Yes (via this contract) ☐ No

Source of funds: Technology Services Operational Funds

Is this contract subject to: ☐ W/MBE ☐ DBE ☐ SBE ☐ XO101 ☐ ACDBE ☒ N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): N/A

Who are the subcontractors to this contract? N/A

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