

**DOA-Business Operations Division – Procurement Services Section**

**Waiver of Finance & Personnel Committee Approval  
For Single Source Contract  
Contract No. E0000011734**

**Background:**

<b>User Department:</b>	Common Council – City Clerk
<b>Purchasing Agent:</b>	Karen Jeffries, CPPB
<b>Contract Description:</b>	Vendor Service Contract for Legistar and ConTrack GOVQA Software Support Services
<b>Vendor Name and Location:</b>	Granicus, Inc. (San Francisco, CA)
<b>Contract Term:</b>	7/1/2012 through 12/31/2013 with options to extend for three (3) additional one-year periods
<b>Requisition # and Date Received:</b>	0000013465, 9/16/2014
<b>Original Contract Amount:</b>	\$84,903.00
<b>Current Contract Amount:</b>	\$141,505.00

**If Amendment, History of Contract Amendments:**

Date	Item	Term	Cost
4/25/2012	Original Contract: Vendor Service Contract for Legistar and ConTrack GOVQA Software Support Services	7/1/2012 – 12/31/2013	\$84,903.00
10/25/2013	Amendment No. 1: Extend the contract for one (1) year from 1/1/2014 through 12/31/2014, exercising the first (1 <sup>st</sup> ) of three (3) allowable extensions and increase the estimated contract total by \$56,602.00 from \$84,903.00 to \$141,505.00 to cover anticipated expenditures during the extension.  Approved by F&P Committee on: 10/30/2013	1/1/2014 – 12/31/2014	\$56,602.00
Pending	Amendment No. 2: Extend the contract for one year from 1/1/2015 through 12/31/2015, exercising the second (2 <sup>nd</sup> ) of three (3) allowable extensions and increase the estimated contract total by \$59,897.00 from \$141,505.00 to \$201,107.00 to cover anticipated expenditures during the extension.	1/1/2015 – 12/31/2015	\$59,897.00
<b>Total (including the pending amendment)</b>			<b>\$201,402.00</b>

**Purpose of Amendment:** This is a Vendor Service Contract for hardware upgrades and annual maintenance for the Legistar Suite and ConTrack systems powered by GovQA.

**Justification for Waiver:**

Granicus, Inc. is the single software developer and distributor of the Legistar and ConTrack systems that were originally purchased in 2008 for public web access to over 50,000 Common Council files and attachments. Legistar 5 is the City's legislative tracking software that is accessed by the other departments and the general public via the internet. ConTrack is utilized by the Mayor's office and aldermen to track constituent requests. The Legistar and ConTrack software products are proprietary and require regular database maintenance by Granicus. Granicus purchased the original contractor, Daystar Computer Systems, Inc. in 2011.

For this reason, a Finance and Personnel Committee waiver approval is recommended.

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City Purchasing Director

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Date

**F&P Waiver Presentation Date:** 10/30/2013