



# Detroit Water and Sewerage Department

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## Legislation Text

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**File #:** 21-0616, **Version:** 1

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The Board of Water Commissioners for the City of Detroit, Water and Sewerage Department authorizes the Director to approve **DWSD Single Source Contract No. 6003531 with Granicus Legistar Software to provide the Government Meeting Management Services for Board of Water Commissioners (BOWC) for a total contract not-to-exceed amount of \$155,062.91 and a term of five (5) years.** This also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

### Agenda of October 20, 2021

#### Item No. 21-0616

**Contract No.:** 6003531

**Contractor:** Granicus, Inc., 707 17<sup>th</sup> St., Suite 4000, Denver, CO 80202

**Contract Amount:** \$155,062.91

**Current Contract Term:** 10/01/21 - 09/30/26 (5 years)

**TO:** The Honorable  
Board of Water Commissioners  
City of Detroit, Michigan

**FROM:** Gary Brown, Director  
Detroit Water and Sewerage Department

**RE:** Proposed Contract 6003531  
New contract for Granicus Legistar Software for the continued services for Government Meeting Management Services

### MOTION

Upon recommendation of Mamata Burgi, Operations Resource Manager, the Board of Water Commissioners for the City of Detroit, Water and Sewerage Department, authorizes the Director to approve **DWSD Single Source Contract No. 6003531 with Granicus Legistar Software to provide the Government Meeting Management Services for Board of Water Commissioners (BOWC) for a total contract not-to-exceed amount of \$155,062.91 and a term of five (5) years.** This also authorizes the Director to take such other action as may be necessary to accomplish the intent of this vote.

### BACKGROUND / JUSTIFICATION

Legistar is a proprietary software package designed and sold exclusively by Granicus. Legistar is a digital

legislative management system for government based agencies (local, state and federal) and DWSD's legislative management standard since 2013. The Board of Water Commissioners (BOWC) uses Legistar to effectively communicate, manage, and prepare meeting agendas, board letters, record actions taken by the board and to archive board meeting materials. Overall, Legistar increases the use of digital services.

Legistar provides DWSD with user-friendly features to electronically access BOWC meeting agendas, minutes, and workflows to effectively and efficiently communicate, manage and prepare Board meeting agendas, documents and related information to the Board members, DWSD internal staff and to the general public. DWSD implemented Legistar under CPA#6001290 in October 2016 to automate and improve BOWC related records by providing a platform for Board documentation creation, version control and approval tracking, allowing immediate access to Board items. The contract was extended under CPA#6002546 in September of 2019 until September of 2021.

Legistar currently works in conjunction with DWSD's website to provide the last 5 years of BOWC information to the public in an easy-to-use format. Since using Legistar, DWSD has noticed an improvement in meeting minute workflows and the ease in which Board members are able to view Board related documentation both online and during meetings which helps with overall time and cost savings. This contract will ensure the IT Department continues to receive the Legistar's services. This software was evaluated for fit and alignment with DWSD's technology strategy and it was found that Legistar continues to work well for DWSD, which is why we are recommending moving forward with this new contract.

### **PROCUREMENT METHOD - *SINGLE SOURCE EXCEPTION***

The DWSD IT Department submitted requisition #487385, that was approved on 4/16/21, requesting a new contract with Granicus Inc., for five (5) years for a not-to-exceed amount of \$155,062.91. This contract is being processed as a single source exception to competitive solicitation due to Granicus being the system that DWSD and the Board of Water Commissions has been using to effectively communicate, manage, and prepare meeting agenda, and to increase the use of digital services. This contract will replace the current contract once it expires. The ECS for single source exception was approved on April 16, 2021 by Director Gary Brown.

Granicus clearance expires 7/15/22. A master agreement for technology services has been signed by the vendor. Per DWSD procurement protocol, Mayoral review will also be obtained.

### **SUMMARY**

- A. Contract No.: 6003531
- B. Contractor: Granicus Inc.
- C. Contract Amount: \$155,062.91
- D. Contract Term: 10/1/21 - 9/30/26
- E. Funding Source: O&M Funds
- F. GL String(s):  
5720-20166-481601-617900-000204-10790-0000-000000 - 30% Water

5820-20177-491601-617900-000225-15805-0000-000000 - 70 % Sewer

G. Fiscal Year Breakdown:

FY 2122:	\$26,964.00
FY 22-23:	\$28,851.47
FY 23-24:	\$30,871.08
FY 24-25:	\$33,032.06
FY 25-26:	\$35,344.30

This proposed contract was presented to the DWSD Finance Subcommittee on October 6, 2021. Per the DWSD Procurement Policy, this will also be sent for Post FRC Mayoral review.