

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: *6b
	Title:	<b>Resolution authorizing software subscriptions with Granicus, LLC for a cost of \$28,528</b>	
	Presenter:	<b>Penny Lancor, Enterprise Applications Manager</b>	
<b>Meeting:</b> Government Operations Committee		<b>Date:</b> May 20, 2024	
<b>Proposed Cost:</b> \$28,528		<b>Budgeted Amount:</b> \$29,000	<b>Not Budgeted:</b> <input type="checkbox"/>
<b>TIF District:</b> None			
<p><b>Executive Summary</b> (if not budgeted, please explain):  Beginning July 2023, City staff began executing on the three-phase Public Engagement Platform project by configuring and implementing Phase I and select Phase II Granicus application components. The three phases of the project are:</p> <ul style="list-style-type: none"> <li>• Phase I: Replacement of City websites and initiation of digital forms and communications</li> <li>• Phase II: Digital public meeting management, and a citizen engagement application (similar to the one used for the Strategic Planning process)</li> <li>• Phase III: Digital public records request management</li> </ul> <p>In-progress and completed components include those utilizing govDelivery (public communication application), OpenForms (online form building application), OpenCities (website building application), and EngagementHQ (a community engagement site builder). Completed components are being published as they are finished. Remaining components of Phase I are expected to be completed in the second half of 2024. Remaining components of Phase II are expected to begin configuration and implementation in the second half of 2024.</p> <p>The initial software subscription for EngagementHQ and the first annual software subscription renewal for govDelivery, OpenCities, and OpenForms are now due.</p> <p>Staff is recommending approval of Granicus, LLC software subscriptions for OpenCities, OpenForms, EngagementHQ, and govDelivery in the amount of \$28,528.</p>			
<p><b>Attachments</b> (please list):  Resolution, Bid Waiver Form</p>			
<p><b>Recommendation/Suggested Action</b> (briefly explain):  Recommend approval of a resolution authorizing software subscriptions with Granicus, LLC for a cost of \$28,528.</p>			

**City of St. Charles, Illinois  
Resolution No.**

**A Resolution authorizing software subscription with Granicus, LLC in  
the submitted amount**

**Presented & Passed by the  
City Council on**

WHEREAS, a strategic goal of the City's 2023-2027 Strategic Plan is to modernize the City's digital presence to increase accessibility, information sharing, and services online; and

WHEREAS, the City Council authorized an Agreement with Granicus, LLC for software subscriptions in May 2023; and

WHEREAS, Granicus, LLC software and services have enabled City staff to configure and implement application components utilizing the software subscriptions; and

WHEREAS, the City desires to continue to use, and expand usage of, the configured and implemented application components;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, an Agreement be approved with Granicus, LLC in the submitted amount.

PRESENTED to the City Council of the City of St. Charles, Illinois, this \_\_\_\_ day of \_\_\_\_, 2024

PASSED by the City Council of the City of St. Charles, Illinois, this \_\_\_ day of \_\_\_\_, 2024

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_ day of \_\_\_\_, 2024

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Lora Vitek, Mayor

ATTEST:

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City Clerk

Resolution No. \_\_\_\_\_

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COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



# Bid Waiver One Time Today through \_\_\_\_\_

Description: \_\_\_\_\_

Requested Vendor: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_

Department Head

Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$\_\_\_\_\_ for this one-time order, and/or \$\_\_\_\_\_ for a 12-month period.
2. This good/service has been competitively solicited within the past 24 months. YES NO  
If Yes, Was the solicitation published on the city website? YES NO

### 3. Justification for Bid Waiver:

**Emergency** i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

**Urgent** i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_