



DEPARTMENT OF PROCUREMENT SERVICES NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION



Complete this cover form and the **Non-Competitive Procurement Application Worksheet** in detail. Refer to the page entitled **"Instructions for Non-Competitive Procurement Application"** for completing this application in accordance with its policy regarding NCRB. Complete "other" subject area if additional information is needed. Subject areas must be fully completed and responses merely referencing attachments will not be accepted and will be immediately rejected.

Department	Originator Name	Telephone	Date	Signature of Application Author 
Office of the City Clerk	John Gay	312-744-7787	11/17/15	
Contract Liaison	Email Contract Liaison	Telephone		
Halyna Shuruk	halyna.shuruk@cityofchicago.org	312-744-6248		

List Name of NCRB Attendees/Department
John Gay - OCC Jon Friend - OCC Halyna Shuruk - OCC Carina Sanchez - OCC

Request NCRB review be conducted for the product(s) and/or service(s) described herein.		
Company: Granicus, Inc.		
Contact Person: Erin English	Phone: 415-357-3618 ex. 1759	Email: erin.english@granicus.com


Project Description: Legislative Electronic Document Management System	
This is a request for: <input checked="" type="checkbox"/> New Contract Contract Type <input checked="" type="checkbox"/> Blanket Agreement Term: <u>24</u> (# of mo) <input type="checkbox"/> Standard Agreement	<input type="checkbox"/> Amendment / Modification Type of Modification <input type="checkbox"/> Time Extension <input type="checkbox"/> Vendor Limit Increase <input type="checkbox"/> Scope Change Contract Number: _____ Specification Number: _____ Modification Number: _____

Department Request Approval  DEPARTMENT HEAD OR DESIGNEE CARINA E. Sanchez PRINT NAME	11.17.15 DATE	Recommended Approval  BOARD CHAIRPERSON Rich Butler PRINT NAME	DEC 22 2015 DATE
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(FOR NCRB USE ONLY)	
Recommend Approval/Date:	<u>12/21/15</u>
Return to Department/Date:	_____
Rejected/Date:	_____

ETA 12/21/15

Approved Rejected


 CHIEF PROCUREMENT OFFICER

12/22/15
 DATE



**DEPARTMENT OF PROCUREMENT SERVICES
NON-COMPETITIVE REVIEW BOARD (NCRB) APPLICATION
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT WORKSHEET**

All applicable information on this worksheet must be addressed using each question found on the "Instructions for Non-Competitive Procurement Application" in this application.

Justification for Non-Competitive Procurement Worksheet

PROCUREMENT HISTORY

1. The Office of the City Clerk (OCC) is responsible for collecting, docketing and securely storing the City's official legislative records; facilitating the legislative process which manages those records; and ensuring easy and efficient digital access to those records by stakeholders and the public at large. Each Council meeting, approximately 1,000 legislative items are filed with OCC, which equates to more than 11,000 pages. Virtually every aspect of this business process is necessarily supported by a series of applications (collectively known internally as the Legislative Application Suite) provided by Granicus, Inc. The Legislative Application Suite includes services such as the document management system, maintenance, the performance accelerator, encoder, backup encoder, captioning and training.

In 2010 Daystar Computer Systems, Inc. won a competitive bid to provide its software and services related to the aforementioned requirements. In April of 2011, Daystar was acquired by one of its subcontractors and partners, Granicus, Inc. Granicus assumed all responsibility of Daystar's contract, with the approval of DPS.

The current contract is presently scheduled to expire on September 6, 2015. OCC requested a 181 day extension of the current contract that was approved by DPS and resulted in the current contract expiring on March 6, 2016.

2. This is a new contract that will enable the continuation of a previous procurement from the same source. In 2010 Daystar Computer Systems, Inc. won a competitive bid to provide its software and services to the Chicago Office of the City Clerk. In April of 2011, Daystar was acquired by one of its subcontractors, Granicus Inc. Granicus assumed all responsibility of Daystar's contract.

This request for a new contract is intended to provide OCC with the needed time to implement an alternative solution. This contract is designed to serve as a bridge between the current expiring contract and the completion of the following sequential projects: (1) the design of a future state for business processes/technologies (2) the issuance of an RFP for technologies and services to realize that future state (3) the awarding of the successful bidder (4) the implementation of the new system/program (5) the sunseting of any as-is technologies/processes/vender that are incongruent with the "to-be" state.

3. OCC has been planning for the future state of the Council Division's business processes, however we needed to modify the schedule, and based on the modified schedule, it is exceedingly impractical to satisfy this business need through the routine procurement avenues.

4. OCC investigated alternative companies such as Open Text, On Base, IQM2, HCL Technologies, and Questys Solutions and determined that it was impractical to transition to any of these providers in the schedule at hand and without incurring significant immediate costs. OCC has investigated the technological solutions implemented by other major cities in the United States such as New York and San Francisco, other cities in Illinois such as Aurora, and sister agencies in Chicago, such as the Chicago Park District, and all of them use Granicus. Granicus has grown from a leader in the industry to being the industry standard in providing a legislative solution.

5. This contract would serve as a bridge for the continuation of services with the existing contract provider until the future state for business processes/technologies of OCC's Council Division are designed and an RFP is issued.

6. Yes, future competitive bidding is possible. An RFP will be developed and issued once the Council Division business processes/technologies are designed.

ESTIMATED COST

1. Contract structure would be a 2 year contract at \$130,000 per year with two 1 year extensions. The total contract amount will be \$260,000. Funding source 016-0100-025-2005-0140.



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2. The estimated cost per fiscal year is \$130,000 and includes costs for the overall Legislative Application Suite.
3. The cost estimates listed above are based on the costs of the historical annual spend of the current contract and potential future requirements.
4. Granicus made a multimillion dollar investment over the course of more than a decade in developing their legislative application suite. Given that there are no other viable vendors in the market place, these costs would be duplicated by the City if a new system had to be developed from scratch. It is reasonable to expect based on COC application development projects that such a build from scratch effort would cost well over \$1,000,000.
5. OCC has begun and will continue conversations with Granicus to negotiate price. OCC's cost estimates are based on past usage and contractual schedule of compensation.

SCHEDULE REQUIREMENTS

1. The schedule was developed in consultation with OCC leadership, the current contractor, and our partners at the Department of Innovation and Technology. This contract will be needed to give OCC time to issue a Task Order Request to evaluate the Council Division business processes and develop possible future states. An RFP will then be drafted and a new technological solution will be implemented.
2. The contract is for the software license and maintenance. There are no drawing or specification constraints.
3. The contract needs to be in place for at most four years before the future "to-be" state is implemented in order to ensure no lapse in service. Without the services Granicus provides, OCC will be without a legislative application suite and unable to perform the core legislative functions of the office.
4. Services will be compromised if there is no contract to provide the legislative application suite.

EXCLUSIVE OR UNIQUE CAPABILITY

1. The contract request is not for a Professional Service Consultant.
2. There will be no staffing associated with this contract. This is a software services purchase.
3. The legistar software is proprietary to Granicus.
4. The vendor has the facilities to host the software and has hosted the software for OCC for the past several years.
5. The vendor has spent several years implementing and maintaining the legislative application suite with the City and has extensive knowledge of the City's current business processes related to the legislative business requirements.
6. N/A. This request is for the extension of professional services.
7. N/A. This request is for the extension of professional services.
8. The contract extension is to procure professional services for the maintenance of software and other services that are proprietary to Granicus.

OTHER

No additional supporting documentation is presented.

Project Checklist

Attach required forms for each procurement type and detailed scope of services and/or specifications and forward original documents to the Chief Procurement Officer; City Hall, Room 806.

Date:
7/23/15

Department Name:
Office of the City Clerk

Requisition No: 90842 **Specification No:** 79485

PO No: 24530 **Modification No:**

Contract Liaison:
Halyna Shuruk

Telephone:
312-744-6248

Email:
Halyna.Shuruk@cityofchicago.org

Project / Program Manager:
John Gay

Telephone:
312-744-7787

Email:
John.Gay@cityofchicago.org

Check One:
 New Contract Request

**By signing below, I attest the estimates provided for this contract are true and accurate.*

For blanket agreements, original or lead department must consult with other potential departments who may want to participate on the blanket agreement. If grant funded, attach copy of the approved grant application and other terms and conditions of the funding source. Note: 1) **Funding:** Attach information if multiple funding lines; 2) **Individual Contract Services:** Include approval form signed by Department Head and OBM; 3) **ITGB:** IT project valued at \$100,000.00 or more, attach approval transmittal sheet.

***Contract Liaison Signature**
H. Shuruk

***By signing this form, I attest that all information provided is true and accurate.**

Project Title:
Legislative Electronic Document Management System

Project Description:
Software and services to provide and maintain the legislative application suite. A 2-year contract in the amount of \$260,00 with two 1 year extensions.

Funding:

<input checked="" type="checkbox"/> Corporate	<input type="checkbox"/> Bond	<input type="checkbox"/> Enterprise	<input type="checkbox"/> Grant	<input type="checkbox"/> Other:
<input type="checkbox"/> IDOT/Transit	<input type="checkbox"/> IDOT/Highway	<input type="checkbox"/> FHWA	<input type="checkbox"/> FTA	<input type="checkbox"/> FAA

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT
	016	0100	025	2005	0140				260,000

*Project / Program Manager Signature

Commissioner/Authorized Designee Signature
Carina E. Gay

Purchase Order Information:

Contract Term (No. of Months): 24

Extension Options (Rate of Recurrence): 2 Annual

Estimated Spend/Value: \$ 260,000.00

Purchase Order Type:

Blanket/Purchase Order (DUR)
 Master Consultant Agreement (Task Order)
 Standard/One-Time Purchase

Procurement Method:

Bid RFP RFQ RFI
 Small Order

Special Approvals Required:

Emergency
 Non-Competitive Review Board (NCRB)
 Request for Individual Contract Services
 Information Technology Governance Board (ITGB)

Grant Commitment / Expiration Date:

Pre-Bid/Submittal Conference: Yes No
 Mandatory Site Visit

Contract Type:

Architect Engineering Commodity Construction JOC SBI
 Professional Services Revenue Generating Vehicle & Heavy Equipment
 Work Service Joint Procurement Reference Contract

Modification or Amendment

Modification Information:

PO Start Date: _____
 PO End Date: _____
 Amount (Increase/Reduction): _____

MBE/WBE/DBE Analysis: (Attach MBE/WBE/DBE Goal Setting Memo)

Full Compliance Contract Specific Goals
 No Stated Goals Waiver Request

Modification/Amendment Type:

Time Extension Scope Change/Price Increase /Additional Line Item(s)
 Vendor Limit Increase Requisition Encumbrance Adjustment
 Other (specify): _____

Risk Management / EDS

Insurance Requirements (included) Yes No
 EDS Certification of Filing (included) Yes No

Vendor Info:

Name: Granicus Inc.
 Contact: Erin English
 Address: 707 17th Street, Suite 4000, Denver CO 80202
 E-mail: erin.english@granicus.com
 Phone: 415-357-3618 ex. 1759



OFFICE OF CITY CLERK SUSANA A. MENDOZA
CITY OF CHICAGO

To: Jamie L. Rhee
Chief Procurement Officer
City of Chicago Department of Procurement Services

From: Carina Sanchez
Deputy City Clerk

Date: November 17, 2015

Re: NCRB Application for Legislative Electronic Document Management System – Granicus.

The Office of the City Clerk (OCC) respectfully submits the attached packet for consideration and approval from the Non-Competitive Review Board (NCRB). The OCC is requesting the NCRB to review and approve a two (2) year contract, with two 1 year extensions, for Granicus Inc.

The Office of the City Clerk (OCC) is responsible for collecting, docketing and securely storing the City's official legislative records; facilitating the legislative process which manages those records; and ensuring easy and efficient digital access to those records by stakeholders and the public at large. Each Council meeting, approximately 1,000 legislative items are filed with OCC, which equates to more than 11,000 pages. Virtually every aspect of this business process is necessarily supported by a series of applications (collectively known internally as the Legislative Application Suite) provided by Granicus, Inc. Without the services Granicus provides, OCC will be without a legislative application suite and unable to perform the core legislative functions of the office.

This request for a new contract is intended to provide OCC with the needed time to implement an alternative technological solution. This contract is designed to serve as a bridge between the expiring contract and the completion of the following sequential projects: (1) the design of a future state for business processes/technologies (2) the issuance of an RFP for technologies and services to realize that future state (3) the awarding of the successful bidder (4) the implementation of the new system/program (5) the sunset of any as-is technologies/processes/vender that are incongruent with the "to-be" state.

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OCC has investigated alternative companies and determined that it was impractical to transition to any of these providers in the schedule at hand and without incurring significant immediate costs. OCC has investigated the technological solutions implemented by other major cities in the United States such as New York and San Francisco, other cities in Illinois such as Aurora, and sister agencies in Chicago, such as the Chicago Park District, and all of them use Granicus. Granicus has grown from a leader in the industry to being the industry standard.

This contract would serve as a bridge for the continuation of services with the existing contract provider until the future state for business processes/technologies of OCC's Council Division are designed and an RFP is issued.

The estimated cost per fiscal year is \$130,000 and includes costs for maintenance, the media vault, encoder, backup encoder, captioning and training. The total cost for the two year contract will be \$260,000. OCC based these cost estimates on the historical costs of the current contract and potential future requirements.

Thank you in advance for your consideration.

Scope of Work

Managed Services Overview

Managed Services Software and Services. Subject to the terms and conditions of this Agreement, Granicus will provide the City of Chicago with the Granicus Software Licenses, and Managed Services that comprise the City's Granicus Solution. "Managed Services" shall mean the services provided by Granicus to the City. Unless otherwise specified, all platforms and applications are licensed for unlimited City of Chicago usage, data and users accounts.

1. Managed Services Categories

Maintenance

Corrective and Emergency Maintenance

Defined as any technological activity that is required to correct a failure that has occurred or is in the process of occurring. (A system failure in this sense is defined as any repeatable instance where the system in deployment does not mirror to the system as designed.) Also known as "bug fixing," this activity may consist of repair, restoration, or replacement of any application component. It includes the diagnosis, analysis, troubleshooting and remediation tasks associated with finding and fixing problems, and restoring service when it is degraded or disrupted. Notably, as all technology solutions have bugs, a critical aspect of the analysis includes assessing the severity and criticality of a bug as it relates to the overall system functionality as well as the overall business operations.

Preventative Maintenance

Defined as any technological activity that selectively replaces or overhauls the technology components in order to mitigate or reduce the risk of a future system failure, and to improve the maintainability of a system over time. This may include, but is not limited to:

- Restructuring code to improve maintainability
- Applying security patches to infrastructure and third-party products
- Proactively monitoring and tuning system performance
- Replacing embedded code with configurable parameters
- Creating administrative tools to simplify and externalize system controls
- Conducting or responding to vulnerability scans with remediation changes

Adaptive Maintenance

Defined as any technological activity required to modify the system to cope with changes in the internal or external environment, operational conditions or changing business volumes. It may include but is not limited to:

- Responding to Ordinance or other Regulatory changes
- Responding to changes in business rules, policies or procedures
- Maintaining current releases of third party software
- Adding or modifying interfaces to third party systems

Perfective Maintenance

Defined as any technological activity that implements new or changed user requirements (as validated and agreed to by both parties) which result in functional enhancements to the technology. This may include but is not limited to:

- Functional improvements to improve business processes
- User Experience and Usability changes to improve customer interactions
- Identifying potential issues or trends, and then defining, recommending and implementing actions to address them;
- Reporting changes to improve business planning and decision making

Support

End User Support

End User Support (hereafter “EUS”) encompasses accepting communication of an issue from a system user, then analyzing the symptoms and determining possible or definitive underlying problems, then determining which actions might result in the resolution of the issue, and then working with the end users (or their representatives) to implement the proposed solution until either the issue has been resolved or a determination has been made by the EUS technicians that fundamental changes (see maintenance section above) need to occur so as to bring the application into compliance with client user expectations and requirements.

This work can include various resolution methods such as analyzing physical deployment issues, resolving username and password problems, uninstalling/ reinstalling applications, verification of proper hardware and software set up, and providing clarification on how to correctly use the application so as to meet the user’s goals (i.e. ad hoc training and tips).

EUS must include documenting all identified issues and actions taken, as well as proactively communicating known issues to users.

As part of EUS, Granicus will be required to use a ticketing system to manage all aspects of End User Support, such as receiving tickets, documenting the work history, internally assigning tickets within Granicus’ ranks or where appropriate assigning tickets to other departments/resolvers, and upon resolving the issue, close the ticket out.

System Training

This incorporates all training that would be required for client-side users to be able to effectively use the technologies for defined business purposes. As circumstances require and at the direction of the Office of the City Clerk (hereafter "OCC") system training could include but is not limited to:

- Developing user manuals
- Developing recorded video tutorials, using screen capture technologies.
- Analyzing current user skills/knowledge creating a user training program.
- Maintaining materials related to aforementioned items so that the materials remain updated for all updates/enhancements made to the website.
- Providing ad hoc tutorials on functionality to lead OCC technical staff, so that OCC technical staffers have a continuous and robust understanding of how the technological solution works.

System Documentation

This work could include actual documenting the system according to modeling and documentation standards such as UML and BPMN, or it could involve validating documentation created by City technology workers, or some combination thereof.

Specialized Technical Services

At various times during the application / business lifecycle, there will be specialized functions that Granicus will need to perform related to the technological solution which OCC business users cannot perform on their own, for a variety of reasons. These reasons can include - but are not limited to - the following: application suite does not provide user interface to perform function; users do not have requisite permissions to perform function; users do not have expertise to perform the task; users do not have time to perform the task due to operational/resource constraints.

2. Managed Services: Enumerated Technologies

Software Applications:

- **Legistar and InSite:** Structured data related to legislation (and related entities such as votes, etc.), meetings, bodies and members. Document libraries containing documents related to each of the aforementioned entities. Public facing legislative research portal/webpage. As further outlined in Appendix 1.
 - o Legistar customizations:

- Document Tracking Sheets - Create new legislative records and accompanying barcode-embazoned tracking sheets.
- Word Templates - custom Word templates for legislation creation.
- Attachment Synchronizer - Customized locally installed PC application to upload documents to the Legislative Management Suite.
- Meeting Manager: Meeting data capture, including (but not limited to) actions, discussion, motions, votes, generation of reports, etc.); Minutes creation software.
- Journal workflow functionality: Creation of the official Journal of Proceedings utilizing data created in the Legistar solution.
- Migration of Legacy Documents
- **iLegislate:** Paperless agenda markup, review, and annotation. As further outlined in Appendix 2
- **Granicus Open Platform.**
 - Unlimited content storage and distribution
 - Open architecture and SDK

Unified Hardware/Software Solutions.

As further outlined in Appendix 3.

- **Live and on-demand streaming.**
- **Performance Accelerator:** Local storage and internal distribution software license; Intelligent Unicast routing.
 - Designed to support high volume internal streaming without straining Internet bandwidth.
 - Viewing requests are intelligently routed to the most logical network location (usually the network core)
 - Ideal when demand exceeds the 50 concurrent internal stream limit of the Granicus Encoding Appliance
 - Ideal when internal distribution is desired for more than two Granicus Encoding Appliances
 - The Performance Accelerator delivers all content via unicast streaming. Each internal viewer receives a single stream directly from the Performance Accelerator
 - When a viewer clicks a link to access a stream, Granicus servers examine the public IP address of the request. Addresses that are identified as internal network viewers are transparently redirected to the Performance Accelerator.

- **Granicus Encoding Appliance:** Video/Audio Encoder Hardware and related encoding software (quantity = 2; primary encoder and auxiliary encoder)
 - o Remote systems monitoring and Granicus maintenance updates
 - o Supports extraction and display of embedded closed captions to help maintain ADA compliancy
 - o H.264 video codec encoding
 - o HTML5 and Flash compatible streaming delivery
- **MediaManager:** Pre/post media, agenda, content, etc. management and storage. Closed captioning services.
 - o Give citizens convenient access to live and archived streaming through your website
 - o Import agendas and index video live
 - o Manage and distribute unlimited meetings and events—all completely automated
 - o Understand and measure public participation with in-depth video analytics
- **LiveManager:** Live indexing of agenda with video/audio
- **Closed Captioning:** Captioning services provided to the City by Granicus. It is understood that captioning is still an hourly basis, as outlined in the cost overview exhibit. This encompasses any related technologies that make the captions integrate with the overall solution.
- **Legislative Management Suite**
 - o Agenda item drafting
 - o Electronic approval process
 - o Agenda packet generation and publication
 - o Organize, store and retrieve documents
 - o Continuous legislative workflow
 - o Track and search legislative data

Prepared by:

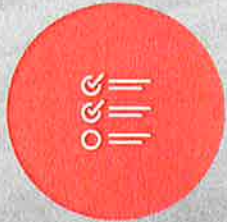
John Gay

Jonathan Friend

Peter Polacek

The image shows three handwritten signatures in blue ink. The first signature is for John Gay, the second is for Jonathan Friend, and the third is for Peter Polacek. Each signature is written above a horizontal line.

Appendix 1



Legislative Management

Comprehensive and automated agenda workflow

Legislative workflows often require a significant commitment from clerical staff. Drafting legislation, getting items approved, compiling information from various departments, and creating an agenda are integral parts of the pre-meeting process, yet can be very time-consuming. Then, there are live and post-meeting processes that staff must follow to ensure an accurate account of a meeting. With so many moving parts, steps can be overlooked or items can be inadvertently dropped. Using a completely automated, round-trip legislative workflow solution can save staff countless hours while helping them maintain legislative accuracy.

Granicus' Legislative Management Suite, powered by Legistar technology, allows government staff to easily manage the entire legislative process from start to finish. From drafting files, through assignment to various departments, to final approval, this suite is an automated solution designed to reduce workloads and create a more efficient method for managing decisions.

Reach new levels of automation with a complete legislative solution

- Eliminate manual workflows. Create and manage items for agendas in one system
- Automate agenda item approvals with electronic approval processes
- Simplify agenda creation—automatically compile files and supporting materials for upcoming meetings.
- Organize, store and retrieve electronic documents.
- Easily track legislation and generate historical reports for staff, citizens and council.

Features List

- Record Motions, Votes and Notes
- Draft files and edit text in Microsoft Word™
- Add supporting documents
- Cross-reference items to agendas and minutes
- Set electronic approval routing
- Review agenda item history
- Automatically assemble and publish agenda packets
- Connect agenda data to the iPad
- Auto-number agenda items
- Create templates for each meeting body
- Record roll call, motions, votes, and discussion
- Automatic item referral routing
- Publish minutes to the web
- Full text search
- Organize, store and retrieve electronic documents
- Unlimited users and records
- Video streaming integration
- Dynamic calendar of past and upcoming meetings
- Search, track and print legislative data
- View district representation, vacancies and more

The Legislative Management Suite helps governments organize, store and easily retrieve electronic documents all in one system. It also maintains all legislative data and tracks each item's path through the entire process. Plus, it allows staff to quickly and easily publish agenda and minutes documents to the Web, helping ensure records availability and promote government transparency.

Simplify the agenda creation process

Create legislative items for meeting agendas

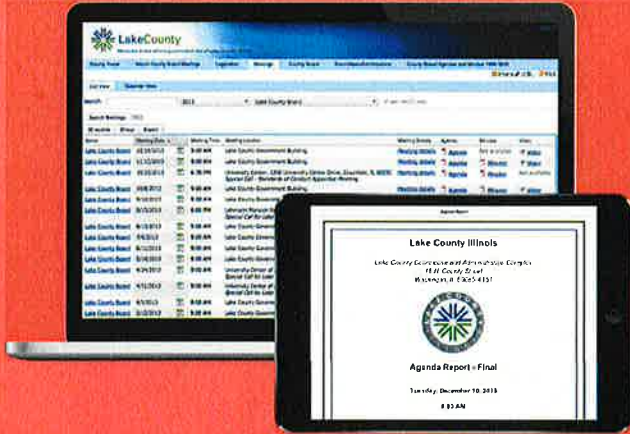
Easily create new files for meeting agendas. By indicating the item type (resolution, ordinance, etc.), meeting body in control of the item, and the item's status, items are automatically placed on the appropriate agenda.

Draft items in a familiar system and add supporting materials

Simply type the file text directly into the system or draft it in the familiar template of Microsoft Word®. Create templates and standard paragraphs for quick drafting. Once the text of an item is complete, add supporting attachments of any file type to substantiate the item. Staff, elected members and even residents can submit agenda items through a form on your website.

Automate agenda item approvals with electronic approval routing

Electronically route agenda items for approvals. Create an automated approval sequence and let the system manage the work. Selected approvers will be notified when the item is ready for their review. Approvers can review all item details, supporting documents, make edits, approve or deny the request through the system or a browser-based form.



Publish a portal to your website for a quick and easy search of legislative data.

Keep the public informed - publish agendas to your website

Assemble complete agendas packets for upcoming meetings

Gather and compile legislative data for meeting agendas with the push of a button. Items are automatically placed on agendas and can also be added on the fly. Once the agenda is compiled, print or publish full packets to the Web. With iLegislate, review published agendas and supporting documents, bookmark and take notes on items, all through a native iPad application.

Save time with a continuous legislative workflow

Capture all meeting actions into a draft minutes document for a seamless, roundtrip workflow. Agenda items can be automatically reassigned to the appropriate department based on the actions taken during a meeting, saving staff time and reducing errors.

Offer the public an easy-to-use online legislative portal

Residents can search legislative text, attachments, agendas, minutes, votes and more. Both the public and staff can track legislative history over a given period of time and view a calendar of upcoming and previous meeting details. Citizens can also look-up elected officials, track positions and even apply online.

Organize, store and retrieve documents with ease

Organize and store electronic documents of any file format in one repository. All documents are automatically tagged and indexed with metadata, making search and retrieval easy.

Track legislative items and generate historical reports

Track bills, resolutions or other legislation from inception through approvals and actions taken. Easily search all file history and generate legislative reports.

Appendix 2



iLegislate®

The leading tablet application for paperless agendas
on iPad and Android

Granicus' tablet agenda application, iLegislate®, enables governments to review meeting agendas, supporting documents, and archived videos over iPad® or Android tablet. Proven to save staff hours in their pre-meeting workflow while improving efficiencies, government agencies no longer need to spend thousands of dollars annually printing, copying, and binding meeting materials, not to mention the staff costs for collecting, organizing, and distributing these materials. Eliminate these time and material costs by introducing a completely paperless environment for agendas.

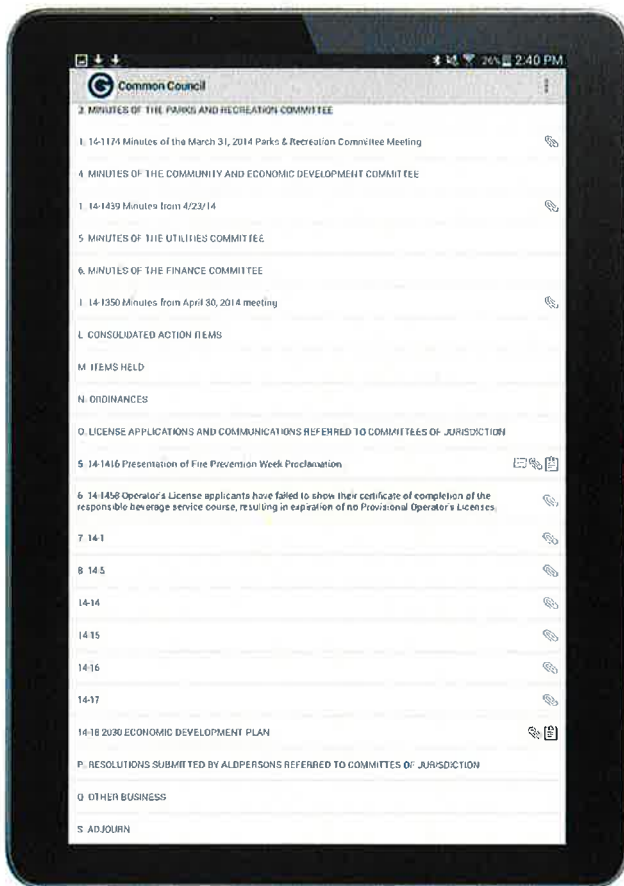
iLegislate seamlessly connects all agenda data to the tablet, automatically updating it with the latest information when online, and available for review when offline. Elected members and staff can review agendas and PDF attachments, and bookmark items of interest, while offline. All these changes are automatically backed up to the Granicus cloud when an internet connection is established.

- Convenient access to meeting agendas and supporting documents
- Reduce paper consumption and move to a paperless environment
- Review agendas and attachments offline and on-the-go
- Easily take notes and email agenda items
- Review indexed, archived meeting videos
- Public opinion placed at elected officials' fingertips

Benefits & Functionality

Review meeting agendas with supporting documents

Easily review upcoming and previous meeting agendas through a tablet. Read agenda item details, including the suggested action, by simply clicking on the item within the agenda. Download the agenda and review the complete packet without an internet connection.



Stream indexed archived videos

Using H.264 technology, watch archived videos within the iLegislate application. Simply click on the videos tab and choose from the same list of archived videos available through your website including meetings, Public Service Announcements, events and more. Archived videos are indexed, making it easy to jump directly to items of interest.



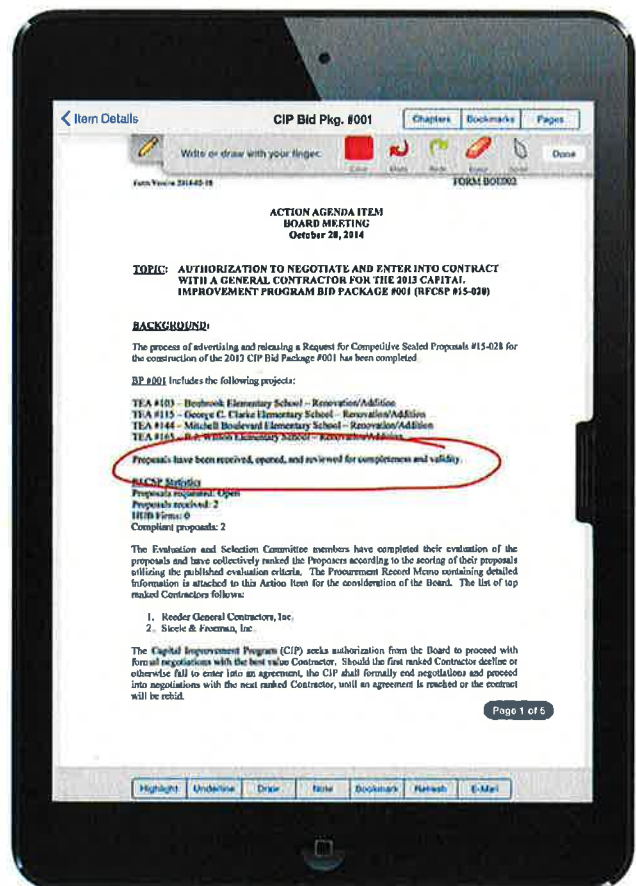
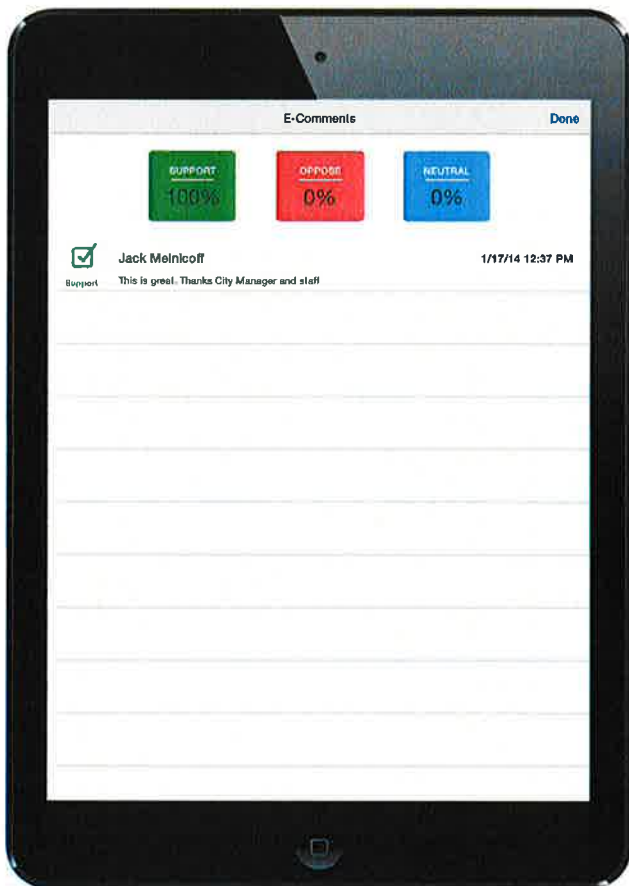
Put public opinion at elected officials' fingertips

More than digital agendas, the integration with the Citizen Participation Suite provides easy access to ideas coming from the community, as well as feedback from the public on specific agenda items. Make community leaders more effective by placing public support percentages and community comments on agenda items, maps of community idea contributors, civic participant demographics, community improvement ideas, and more at their fingertips.

Take notes, annotate, and bookmark specific agenda items*

When reviewing an agenda item's details, users can add personal notes to an item or bookmark it for future review. Users can take typed notes, or mark up agendas and supporting documents with highlighting, drawing, and underlining tools. We've even made note and bookmark review easier by allowing users to see all notes or all bookmarked items at once.

* Available only on the iPad



FEATURE LIST

Review complete paperless agenda packets
Take notes on agenda items and supporting documents
Bookmark items of interest
View archived meeting videos specific to agenda items
Review agendas for various meeting bodies
Automatically backup data to the cloud
Supports the Granicus API
Integrates with 3rd party agenda management systems
Integrates with the Citizen Participation Suite

iPAD ONLY FEATURES

Email agenda items with annotations
Review and annotate agendas offline
Save, delete, and annotate previous agendas

DEPENDENCIES

Free to any Granicus Platform and Suite users
Apple iPad or iPad Mini (iOS 7 or greater/iPad G2 or greater)
Android Device (Version 4.3 and greater)



Appendix 3



Government Transparency

Promote accountability and build public trust

Transparency around public meetings is more important than ever. Citizens want to learn about policy decisions that affect their lives and see how their tax dollars are being spent. But, the burden and expense of managing this information is time consuming for government employees and can be cumbersome for citizens to find at complex government websites. What if you could automate this process and make it incredibly convenient for everyone?

The Government Transparency Suite helps agencies give access to all public meetings and important records online and creates an unprecedented level of openness. Leveraging a powerful media management solution, organizations can easily publish content on their website, link related documents, and provide keyword searching for citizens. Using reports on visitor trends, agencies can quickly gauge interest in the most important issues.

Manage and broadcast government media online

- Give citizens convenient access to live and archived streaming through your website
- Reduce public inquiries with searchable, self-service access online
- Import agendas and index video live to eliminate hours of work
- Manage and distribute unlimited meetings and events—all completely automated
- Reach a broader audience - integrate closed captions with video
- Understand and measure public participation with in-depth video analytics

Features for Staff

- Live Event Streaming
- Encoding Appliance
- Intelligent Media Routing
- Proactive Systems Monitoring
- Import & Parse Agendas
- Link Relevant Documents
- Index Video Live
- Create Text Transcripts
- Reports & Analytics
- Paperless Agenda for the iPad

Benefits to Citizens

- Closed Captioning
- Advanced Search
- Downloadable Media

Conveniently deliver media online and increase transparency

Increase convenience with access any time, from anywhere

Citizens and staff can watch live streaming broadcasts or play archived videos through your website. Viewers can quickly jump to any topic through index points to review only the information that is important to them.

Maximize public access with a searchable integrated public record

Empower citizens to find what they need through a searchable public record on your website. All meeting audio, video, minutes, and agendas are tightly integrated together. Citizens can subscribe to your agenda or a particular search to get real-time notifications when new content is available.

Ensure ADA compliance with a closed captioning integration

Easily stream meetings with scrolling closed captions. Quickly access and publish a full transcript and even search for any word spoken on video.

Review and annotate paperless meeting materials on the iPad

Staff and elected members can review agendas and supporting documents, as well as bookmark and take notes on items, through a native iPad application.



Deliver rich media and critical documents through your website and mobile devices.



Measure viewership to understand trends and growth in audience engagement.

Award-winning, proven streaming solution for local, state, and federal agencies

Unparalleled streaming performance and reliability

Reduce the burden on IT staff by leveraging a world-class hosted infrastructure and an on-site media server, backed by a comprehensive maintenance program.

Unlimited bandwidth, unlimited storage, and intelligent routing

Store files redundantly and intelligently route media to avoid network congestion. Our proven streaming solution ensures quality, speed and reliability. Get permanent storage, backups, systems monitoring, and dedicated support.

Simplify media management through automation

Schedule events to broadcast live or record from any video source including cable, camera, VHS, or DVD. Archived files automatically transfer to internal and external distribution networks and are instantly published to the web.

Save hours of time by importing agendas & indexing in real-time

Import agendas and index video live during the meeting. After the meeting, produce a public record with the agenda linked to the video.

Understand viewership with in-depth metrics and reporting

Check out the public engagement level, mobile usage, page visits, visitor location, originating links, and more, instantly on the video analytics page.



Granicus® Encoding Appliance

Hardware as a Service for Government Webcasting

The Granicus Encoding Appliance supports Granicus' current and future software platforms and encoding formats. It has been rigorously tested and certified to work with Granicus technology. Device pre-configurations allow customers to get up and running quickly while maintaining the highest level of service at a low monthly cost.

The Granicus Customer Care team leverages a suite of tools that allow us to proactively monitor, maintain and support the appliance. Full patch management of Granicus software and the operating system eliminates any maintenance burden placed on government IT staff, including contacting multiple vendors for support.

As a fully-managed solution, Granicus will provide customers with all necessary upgrades, repairs or replacements to ensure that the appliance works effectively on the Granicus platform. To help maintain ADA compliance, the Granicus Encoding Appliance supports extraction and display of embedded closed captions.

Optimized Streaming Platform

The Granicus Encoding Appliance is designed and built for our platform and streaming protocols to provide government organizations with a complete streaming solution. Each pre-configured appliance is delivered ready to stream. Simply connect power, network and an audio/video source. Full appliance control is available through a web browser or locally installed client application.

This appliance is included with the Government Transparency Suite and can be added to the Granicus Open Platform.

Granicus Encoding Appliance

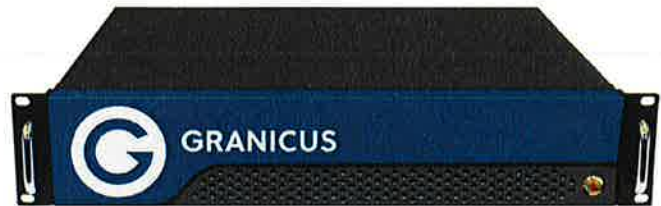
Local distribution & storage

The Encoding Appliance can be configured to support local live and on-demand streaming for up to 50 concurrent users. For organizations that require enterprise-class distribution, Granicus' Performance Accelerator distributes hundreds of simultaneous local streams with minimal network impact.

Each device is equipped with 2 TBs of local storage, or roughly 2,000 hours at standard bit rates. Granicus provides unlimited cloud content storage and retention.

The Granicus Encoding Appliance is lightweight and small enough to fit in any server rack. Encoder noise has been addressed as well. With a sound output less than 40db, the Granicus Encoding Appliance is considerably quieter than standard off the shelf encoding hardware.

Front View



Rear View



Hardware Specifications				
Dimensions	<ul style="list-style-type: none"> • 13.9"D x 19"W x 3.5"H • 2U rack mountable chassis 			
Weight	<ul style="list-style-type: none"> • 25 lbs 			
Power		Idle	Load	Startup
	Watts	53	167.1	102
	Amps	0.441	1.393	0.85
	kVA	0.529	0.167	0.102
	BTU/hr	181	570	348
Connectivity	<ul style="list-style-type: none"> • Ethernet: 2 auto-detecting x 1 Gbit ports 			
Storage	<ul style="list-style-type: none"> • Up to 2TB capacity • 2000 hours at standard bit rates 			
Hardware Warranty	<ul style="list-style-type: none"> • Granicus customer lifetime (managed hardware) 			
Optional Components	<ul style="list-style-type: none"> • Rail kit * • Tower conversion kit * 			
Management	<ul style="list-style-type: none"> • Full remote management, monitoring patching & reporting 			

Granicus Encoding Appliance



Adobe Flash Player



Microsoft Silverlight


Audio/Video Specifications

ANALOG ENCODING APPLIANCE	
Video One Channel Switchable Input	<ul style="list-style-type: none"> • Composite (BNC x1) • S-Video (Includes BNC to mini-DIN adapter) • Component (BNC x 3) • NTSC & PAL supported
Audio Inputs	<ul style="list-style-type: none"> • Balanced stereo (XLR x 2) • Unbalanced stereo (RCA x 2) • Stereo & mono supported
DIGITAL ENCODING APPLIANCE	
Video	• SDI (BNC)
Audio	• Embedded audio on channel 1,2,3 or 4

Streaming Specifications

Live Streaming	<ul style="list-style-type: none"> • Static public IP address • Inbound pull over TCP Port 8080 (port changed upon request) • 600 Kbps upstream ** • Unlimited viewers
Encoding Formats	<ul style="list-style-type: none"> • Microsoft® Windows Media® (Silverlight®) • H.264 for Adobe® Flash® Player • H.264 in HTML (iOS and Android devices)
Local Distribution	<ul style="list-style-type: none"> • Live and on-demand (directly from Granicus Encoding Appliance) • 50 maximum concurrent streams

* Additional charges may apply

** Higher bitrates available, requires additional bandwidth



Meeting Services

Hands-free webcasting solutions for public event needs

Granicus Meeting Services provide turnkey solutions for public meeting needs. For over ten years, Granicus has worked with nearly a thousand government agencies to strengthen transparency, participation and efficiency in the public meeting process. Our Meeting Services solutions take public meeting efficiency to the next level by eliminating the need for staff to manage any webcasting technology during the live event. The Granicus staff handles all webcast production needs to ensure that your meetings are successfully captured and delivered over the Web.

Our hands-free solution provides your audience with the most feature-rich video player, helping you improve citizen engagement and transparency efforts by leveraging the latest technology.

Granicus also offers various services to help streamline the meeting process and free up staff time. From minutes annotation to a full AV production, Granicus is your one partner for all meeting services needs.

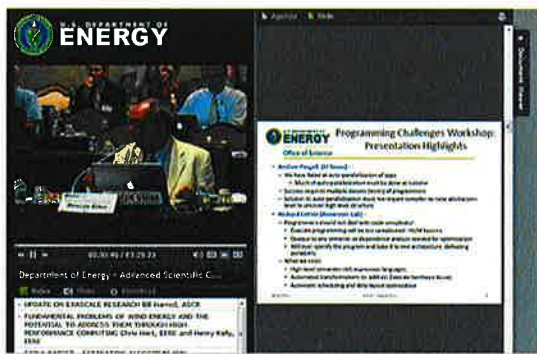
- Live Event Webcasting
- On-Premise Webcast Production
- Closed Captioning
- Minutes Annotation
- Official Transcripts of Proceedings
- Audio and Video Production
- Seamless Website Integration
- Searchable Video Archives
- Integrated Public Record

Webcasting Services

Granicus provides fully-managed live and on-demand streaming of public meetings and events. Meeting videos are fully searchable, indexed to agenda items and cross-linked to supporting materials, providing your audience with a completely integrated public record.

Reach the broadest audience possible over smart phones and mobile devices with cross-platform compatible archived webcasts. Plus, our Design staff will create a portal for webcasts that matches the look and feel of your existing website, offering a better enduser experience.

The Granicus solution includes unlimited media storage and distribution. All webcasts are fully managed by an onsite engineer and supported by our world-class infrastructure



Closed Captioning Services

Support ADA (Americans with Disabilities Act) compliance and offer greater accessibility to meetings with closed captioning. Captions are synchronized to meeting webcasts and can be recorded in real-time or added to an archived event. Closed caption text is searchable, giving audiences the ability to search meeting records by the spoken word.

Audio & Video Production Services

Rely on experienced AV technicians to ensure that your meeting is flawlessly captured. We will work with you to determine your live meeting needs and can provide the following services:

Cameras and Microphones

We can provide an audio and video solution to fulfill the customer's needs. We offer a variety of camera and microphone configurations and will work with you to find the setup that best meets your need and budget. All options include onsite technicians who setup, manage and strike equipment.

Additional Equipment

Granicus can also provide and support the following items for any event:

- Lighting
- Projectors and screens
- Phone interfaces
- Teleprompting

Minutes Annotation Services

Our team can create and publish meeting minutes following any event. Choose the preferred format—action, summary or verbatim - and we will produce the official record. This service also includes post - meeting video trimming and time-stamping.

Certified Transcription Services

The Granicus Meeting Services team will produce a complete, word-for-word account of a meeting. Transcripts can be attached to archived videos and published online as supporting documentation, furthering your transparency initiatives.

Granicus, Inc.
Katrina Van Marter
Director of Sales
707 17th Street, Suite 4000
Denver, CO 80202
P: 720-240-9586
E: katrina.vanmarter@Granicus.com

To whom it may concern at the City of Chicago,

This letter serves as a request for an MBE/WBE waiver for Granicus, Inc. regarding the Existing Services Renewal Agreement for the City of Chicago. While Granicus has put in a good faith effort to obtain an MBE/WBE subcontractor by searching the [Chicago MBE Directory](#), unfortunately we have determined that this is not attainable.

We concluded that it was not feasible to utilize MBE/WBE owned businesses for outsourcing, professional services, etc. as this doesn't conform to the Granicus business model given the highly technical, specialized, and proprietary nature of our software. Any person providing services to the City related to the Granicus solution would need to have approximately one year of hands on experience with the software in order to support it.

Subsequently, Granicus attempted to comply by potentially finding a local vendor who could provide live meeting services. Our Director of Meeting Services performed extensive research on this matter and searched the directory for a qualified vendor. His findings suggest that there was only one MBE/WBE vendor available whose skill set remotely matched Granicus' requirements for a Meeting Services provider: "Christian Captions and Subtitle Services, DBA Captions and Subtitle Services". However, upon further review of services offered by this vendor, he discovered that they are unable to provide the real-time remote services we require from a caption vendor.

Further, we found that the technical requirements and understanding of web based technologies for Granicus remote tasks, (captioning/indexing/transcription) make it a niche group of vendors capable of providing these services. It was his conclusion that in addition to not providing the specific service required, either the vendors were not sufficiently qualified or their websites did not leave the impression that they were capable to assist for a webcast.

In conclusion, not only did Granicus search the MBE/WBE directory without finding a certified firm that provides electronic agenda creation, web streaming services and meeting efficiency solutions, but the scope of work of this project requires the use of proprietary software and the personnel must be experienced or familiar with the Granicus system and this type of work in order to perform it.

Given this new information, we kindly request a full MBE/WBE waiver. Please contact us if you have any questions or require additional information.

Sincerely,

Katrina Van Marter
Director of Sales
Granicus, Inc.



OFFICE OF CITY CLERK SUSANA A. MENDOZA
CITY OF CHICAGO

November 23, 2015

Jamie L. Rhee
Chief Procurement Officer
City of Chicago Department of Procurement Services
121 North LaSalle Street
City Hall, Room 806
Chicago, Illinois 60602

Re: MBE/WBE Waiver for Granicus, Inc.

Dear Ms. Rhee:

The Office of the City Clerk is transmitting the attached letter that was received from Granicus, Inc. requesting a waiver of the M/WBE requirements under their current contract with the City of Chicago. The attached letter establishes sufficient proof of Granicus's intent to comply with the requirements when possible and reasons why complying with the requirements are not possible for the current contract.

The Office of the City Clerk is in concurrence with the waiver of the M/WBE requirements and is requesting the Department of Procurement Services to grant a M/WBE waiver to Granicus, Inc.

Should you have any questions, please contact Halyna Shuruk at (312) 744-6248.

Sincerely,

Carina Sanchez
Deputy City Clerk

Attachment

Tom Duncan
600 Harrison Street, Suite 120
San Francisco, CA 94107

Dear Mr. Gay,

The following is a statement of Granicus' position to uniquely provide solutions to meet your needs.

Key Value

- 30+ years of government-focused experience
- Provide a complete, end-to-end legislative management solution
- Focus solely on government to meet the needs of this market, at every level

No other company currently offers the following functionality:

- An application built to automate boards and commissions and applications management, which directly integrates with Granicus Platform and Legislative Management Suite.
- An application written exclusively for Apple and Android iPads, iLegislate, to track and annotate agenda items and view public comment and ideas.
- All meeting records searchable by Agenda Topic, Minutes, and the spoken word
- A webcasting/minutes annotation solution that is integrated with Microsoft Office, allowing minutes to be built in Microsoft Word while leveraging the indexed video of the meeting embedded in Word for reference
- A minutes annotation tool that builds minutes in PDF Format with embedded links to the audio/video webcast
- An integrated public record that is compatible on both PC/Mac systems as well as Mobile systems such as Apple iOS, Android (Samsung Galaxy included), Blackberry and Windows.
- Both government agenda automation, citizen participation and feedback functionality
- **Only company to provide a webcasting, public comment and citizen participation feedback tool that also integrates with a paperless iPad and Android App.**
- A documented and extensive legislative content Open API architecture and SDK that allow for seamless integrations with systems already in place
- Unlimited storage and distribution for all meeting bodies and non-meeting content
- Indefinite retention schedules for all archived meeting and non-meeting content
- A video player that allows the public to trim sections of video, and embed those sections into other webpages
- Staff/Citizen Participation Tool: Including a social ideation platform that encourages positive collaboration and offers a meaningful way for staff or citizens to contribute online. This tool combines the power of crowd sourcing with an online forum to help the jurisdictions to understand and prioritize the needs of their community and staff. Also a tool to inform staff or citizens about upcoming projects and to get feedback. Staff and Citizens can easily contribute to planning and decision-making by posting new ideas, voting for others, and sharing ideas to the social grid. This must be designed for internal or public use.
- The only provider of an App Platform exclusively for Government APPS where agencies can research, procure, and manage Government Only APPS

No other company has the follow [experience and support services](#):

- The only government webcasting provider with more than 10 years of experience
- Granicus is the world's most experienced provider of government transparency, citizen participation, meeting efficiency, legislative management, and training management solutions with:
 - 1,100+ clients across all 50 states and Canada
 - Open meeting clients at the local, county, state, and federal levels.
 - Over 109 million webcasts viewed
 - More than 230,000 government meetings online
 - Granicus provides indexed video for U.S. Congress: www.Houselive.gov
 - Managing over 1.9 million government records and media files
- 98% customer satisfaction rating, 99% client retention rating
- Ranked 185 on Deloitte 500 fastest growing companies (no other government webcasting company was on this list)
- Ranked 419 on the Inc. 500 fastest growing companies (no other government webcasting company was on this list)
- More client success stories are available here: <http://www.granicus.com/Clients/Case-Studies.aspx>
- Extensive company blog with support articles and customer tips: <http://blog.granicus.com/>

Combined Value

With nearly 40 years of government-focused experience, Granicus is the proven leader in legislative management and government transparency solutions. Our company's commitment has always been to government and our focus on this market is unchanged. Our understanding of government organizations and our buyers deepen as we share experiences and research, allowing us to continue to build products based on customer feedback that meet the market demand.

Nearly 1,100 government organizations leverage our technologies to increase staff efficiencies and create a more transparent and accessible government. Granicus has been operating with a 99% client retention rate during their years of service. Plus, Granicus has maintained a 98% customer satisfaction rating over its eleven years. Our satisfaction and retention ratings exemplify our commitment to, and understanding of, our customers and their unique needs.

Comprehensive Legislative Management

Granicus offers a complete, end to end legislative workflow. Our solution supports the legislative process from a file's inception through legislation to archiving of the discussion's history and production of the most complete integrated public record. We offer the most efficient workflow while allowing staff to create stronger public access – cross-linking agenda and minutes data to video history.

The Granicus product is customizable and scalable. We can offer solutions for both standard workflows and more complex legislative processes, solving workflow needs for nearly any size of government agency.

Citizen Engagement and Government Transparency

Granicus understands that in order to help create a truly transparent government, the government organization must make information easily accessible, searchable, and navigable. We will provide our customers with the most comprehensive search of government information. Government organizations create stronger public access to information including public meeting records, vote history, committee/department openings and more.

Our solution further reduces FOIA requests and empowers citizens to find what they need, on their own, easily. Additionally, we continue to build applications that support citizen input and encourage effective participation in the legislative process.

Mobile Solutions

Granicus is leading the way in mobile solutions for government with our new streaming architecture and compatibility with various mobile devices, as well as our development of the iLegislate app. Granicus is already brainstorming ways to make our product line mobile-accessible to support the growing trend of accessing information on-the-go.

Open Architecture, Cloud-Computing, and Commitment to Open Data

From its inception, Granicus has been committed to an open architecture. We maintain our openness and compatibility with other solutions to provide flexible alternatives for customers, including integrations with document management systems. Remaining open to partner integrations allows government staff to retain current workflows without forcing them into a "one-size fits most" solution.

Additionally, Granicus extends our government focus by supporting the open data movement. We partner with developers in this market who can build applications that leverage public data and complement our solutions

If I or any other member of the Granicus team can be of further assistance, please contact me at 415-357-3618.

Most Sincerely,

Tom Duncan
Vice President of Sales
Granicus, Inc.

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

07/29/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NFP Property & Casualty Svcs 176 Federal Street, 3rd Floor Boston, MA 02110 Glenn T Chavious	CONTACT NAME: Glenn T Chavious PHONE (A/C, No, Ext): 617-398-5556 E-MAIL ADDRESS: FAX (A/C, No):													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Travelers</td> <td></td> </tr> <tr> <td>INSURER B : Essex Insurance Company</td> <td>39020</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers		INSURER B : Essex Insurance Company	39020	INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER D :														
INSURER E :														
INSURER F :														
INSURED Granicus Inc. 707 17th Street Suite 4000 Denver, CO 80202														

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		ZLP12N45052	01/01/2015	01/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		BA3402P458	01/01/2015	01/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		ZUP12N45304	01/01/2015	01/01/2016	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	UB8133P870	01/01/2015	01/01/2016	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Errors & Omission Professional Liab.		IT807390 RETRO DATE 12/13/2009	01/01/2015	01/01/2016	Ea. Claim 4,000,000 Aggregate 4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Chicago
 121 North LaSalle Street
 Room 107
 Chicago, IL 60602

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF FILING FOR
CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 64388
Certificate Printed on: 09/03/2015

Date of This Filing:01/14/2015 03:37 PM
Original Filing Date:01/14/2015 11:23 AM

Disclosing Party: Granicus, Inc
Filed by: Mr. Emery Jones

Title:CFO

Matter: LEGISLATIVE ELECTRONIC
DOCUMENT MANAGEMENT SYSTEM
(TRANSFER AGREEMENT FROM PO #
21883)

Applicant: Granicus, Inc
Specification #: 79485
Contract #: 24530

The Economic Disclosure Statement referenced above has been electronically filed with the City. Please provide a copy of this Certificate of Filing to your city contact with other required documents pertaining to the Matter. For additional guidance as to when to provide this Certificate and other required documents, please follow instructions provided to you about the Matter or consult with your City contact.

A copy of the EDS may be viewed and printed by visiting <https://webapps1.cityofchicago.org/EDSWeb> and entering the EDS number into the EDS Search. Prior to contract award, the filing is accessible online only to the disclosing party and the City, but is still subject to the Illinois Freedom of Information Act. The filing is visible online to the public after contract award.

Granicus, Inc. Services Renewal Quote City of Chicago

Proposal presented to:

John Gay

Chief Counsel and Director of Policy

City of Chicago

Granicus, Inc. Service Quote: City of Chicago

Dear John,

Ref: Effective: **February 1, 2016- February 28, 2018**

Thank you for continuing your partnership with Granicus. We're excited to support your streaming needs. At Granicus, we recognize that a great product is only part of what keeps our clients satisfied. We also take full responsibility for maintaining and monitoring the technology that powers your solution, so that you can avoid the cost of developing a team of streaming experts. When you need us we will be there to help. Attached you will find a summary of your current services with Granicus as well as a yearly maintenance renewal.

Please contact me directly should you have any questions relating to this documentation. As always, thank you for your time and relationship with our organization.

Most Sincerely,

Kataiah Williams
AR Specialist
720 240 9586 ext. 1016
Granicus, Inc.

Granicus Managed Services

Monthly Managed Service: Open Platform, Government Transparency, and Legislative Management	\$7,917.17/mo
Encoder/Server Maintenance (primary encoder, backup encoder, and performance accelerator)	\$1,550.00/mo
Total Monthly Managed Services	\$9,467.17/mo
Annual Total: 2/1/2016 - 1/31/2017	\$113,606.04
Annual Total: 2/1/2017 - 2/28/2018	\$123,073.21
Services as Needed:	
<i>Closed Captioning Services</i>	\$110.00/hour
Grand Total : 2/1/2016-2/28/2018	\$236,679.25

Managed Services

Granicus provides a comprehensive Managed Services package with every solution to ensure long-lasting success with our technologies while maximizing your solution's performance. Our fully managed and hosted infrastructure offers unlimited bandwidth, storage and the highest security standards of your data through a cloud-based platform. Our remote, proactive systems monitoring guarantees faster response time, predicts problems before they arise, and helps reduce the cost of IT support and maintenance.

The Granicus team works around-the-clock to ensure your applications are protected and operating smoothly. You also receive continual access to advanced learning tools and the hands-on support, knowledge, and expertise of our skilled Support Engineers and Customer Advocacy professionals.

Granicus Differentiators

- World's most experienced provider of government transparency, citizen participation, meeting efficiency, legislative management, and training management solutions with:
 - Over 900 clients in all 50 states, at every level of government
 - Over 31 million government webcasts viewed
 - More than 265,350 government meetings online
- First fully integrated legislative workflow management system for local government
- Open API architecture and SDK allow for seamless integrations with systems already in place
- Certified integrations provide flexibility and choice of agenda workflow solutions
- Only government webcasting service to provide encoding, minutes annotation, transcription, and closed captioning services
- Truly unlimited storage and distribution for all meeting bodies and non-meeting content
- Indefinite retention schedules for all archived meeting and non-meeting content
- Only provider of both government webcasting and citizen participation services
- Only provider of both government webcasting and training management services
- Access a library of peer-created government media content from over 900 Granicus users
- 97% customer satisfaction rating, 99% client retention rating
- Ranked 185 on Deloitte 500 fastest growing companies
- Ranked 419 on Inc 500 fastest growing companies
- Client Success stories are available here: <http://www.granicus.com/Clients/Case-Studies.aspx>

**Sign to accept proposal.
return to representative:**

City of Chicago

Client Signature: _____
Date: _____

**Granicus, Inc.
707 17th Street, Suite 4000
Denver, CO 80202**

Granicus, Inc.

Signature: _____
Date: _____