RESOLUTION #19-1007-03

Authorize Expenditure for Board Meeting Software

WHEREAS, Liberty Township Board of Trustees acknowledges the importance of open meetings, accessibility to Board meeting agendas, minutes and resolutions and to improving the efficiency of planning for and conducting Board meetings, and

WHEREAS, staff has researched products and companies and received several quotes for agenda/board meeting management solutions and recommends moving forward with Granicus.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF LIBERTY TOWNSHIP, DELAWARE COUNTY, OHIO, to authorize an expenditure not to exceed $7500.00 for an annual subscription with Granicus for agenda management solutions, which includes a sixty (60) day free trial during which time the system will be tested, evaluated and a decision made as to whether moving forward with the annual subscription is the best solution for the Township.

Motion made by _Leneghan_ and seconded by _Eichhorn_.

Vote: _Yes_ Mrs. Eichhorn   _Yes_ Mr. Gemperline   _Yes_ Mrs. Leneghan

This Resolution shall be in force and become effective immediately upon its execution.

_10/7/2019_
Date

CERTIFIED BY:

Nancy Denutte
Nancy Denutte, Fiscal Officer

Melanie Leneghan
Melanie Leneghan, Trustee

Mike Gemperline
Mike Gemperline, Trustee

Shyra Eichhorn
Shyra Eichhorn, Trustee

Granicus Pilot Proposal for Liberty, OH

The subscription start date will begin on the date of the first Kickoff call and will continue for 36 months. During the pilot period Liberty, OH will have the opportunity to evaluate the included Granicus Solutions (Solutions) and professional staff. After 60 days of experiencing the Solutions, an invoice will be processed for Liberty, OH.

If Liberty, OH chooses not to proceed with the Solutions, Liberty, OH must notify Granicus in writing of its intention not to proceed before the expiration of the 60-day pilot period.

Solutions may not be fully deployed within 60 days, but once the Kickoff call is complete, Granicus will move quickly to get tasks done, to allow Liberty, OH sufficient time for evaluation of the Solutions. It is vital that Liberty, OH respond quickly to requests for information, so Granicus can keep the project on time. The pilot does not allow for extensions or delays imposed by the Liberty, OH team.

Granicus Contact

Name: Emmanuel Johnson
Phone: +1 2679459193
Email: emmanuel.johnson@granicus.com

Proposal Details

Quote Number: Q-77594

Prepared On: 9/30/2019

Valid Through: 10/19/2019

Pricing

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Currency: USD

One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Peak Agenda Management Standard Agenda Report	Up Front	1 Each	$0.00
Peak Agenda Management Standard Minutes Report	Up Front	1 Each	$0.00
Peak Agenda Management Standard Cover Page Report	Up Front	1 Each	$0.00
		SUBTOTAL:	**$0.00**

One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Peak - Online Training	Upon Delivery	8 Hours	$0.00
Peak - Setup and Configuration	Up Front	1 Hours	$0.00
		SUBTOTAL:	$0.00

Annual Fees for New Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Peak Agenda Management	Annual	1 Each	$7,500.00
		SUBTOTAL:	$7,500.00

Remaining Period(s)

Solution(s)	Year 2	Year 3
Peak Agenda Management	$8,025.00	$8,586.75
SUBTOTAL:	$8,025.00	$8,586.75

Product Descriptions

Name	Description
Peak Agenda Management	Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes • Unlimited user accounts • Unlimited meeting bodies and meeting types • Access to one Granicus platform site • Access to one Peak Agenda Management site • Design services for one public view page portal • Design services for one Agenda report template • Design services for one Cover Page report template
Peak Agenda Management Standard Agenda Report	Professional service for designing an additional Peak agenda report.
Peak Agenda Management Standard Minutes Report	Professional service for designing an additional Peak minutes report.
Peak Agenda Management Standard Cover Page Report	Professional service for designing an additional Peak cover page report.
Peak - Online Training	Peak Agenda Management - Online Training is for online training for Peak Agenda Management, which allows clients to have online sessions with a Granicus trainer to learn how to use the system.
Peak - Setup and Configuration	Setup and configuration of Peak Agenda

Terms and Conditions

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Liberty, OH to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-77594 dated 9/30/2019 are incorporated into this Purchase Order by reference.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Billing Information

Name:

Phone:

Email:

Address:

Liberty, OH

Signature:

Name:

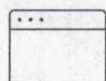Title:

Date:

Peak Agenda Management

Streamlined, paperless agenda creation, approval and publishing

Peak Agenda Management allows staff to easily manage the agenda creation process from start to finish without the paper shuffling. Draft meeting agendas within configurable templates and submit through customized workflows to the correct departments, meeting bodies, and users. Peak's paperless integration prevents multiple versions of agendas getting shuffled around between different members - which often ends with inefficient use of meeting time spent catching up on the right documents.

Automated emails alert users that new items are up for review, and the intuitive calendar view makes it easy to manage one-time and recurring meetings. Electronically review, add and collaborate on agenda items, including attaching supporting documents and materials as needed. Once approved, agenda packets are generated into a single PDF for efficient online publishing or integration with Granicus' in-meeting and post-meeting legislative tools.
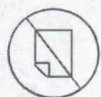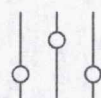
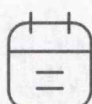- Paperless agenda review and collaboration
- Access via web browser
- Configurable agenda templates
- Customizable approval workflows
- Track agenda progress on dashboard and calendar
- Publish to PDF