

**CONTRACT ROUTING FORM**

1. Complete the information below BEFORE printing and completing items 2 through 7. Items in red are required.

Department: Governing Board  
Department contract file name (use effective date): Granicus 10/18/2024  
Project Code: Click here to enter text.  
Contract type: Agreement  
Contracted Services/Goods: Click here to enter text.  
Contract Component: Other  
Change Order Number/Addendum Number: Click here to enter text.  
Vendor Name: Granicus  
Effective Date: 7/1/2024  
Approved by: County Manager  
Date approved by the BOC: Click here to enter text.  
Ending Date: 7/1/2025  
Total Amount: \$33,732.22

Please Return Contract to:  
Name: Jenifer Johnson  
Email: \_\_\_\_\_  
Special Instructions for Clerks  
Office:

2. Department Head or his/her designee has read the contract in its entirety.  
By: \_\_\_\_\_ (Department Head signature required)

3. County Attorney has reviewed and approved the contract   
County Attorney has reviewed and rejects the contract  Reason: \_\_\_\_\_

This is an automatic renewal and does not require approval from the County Attorney: Yes  No

If this box is checked the County Attorney's Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes  No

5. Vendor has signed the contract. Yes  No

6. A budget amendment is necessary before approval. Yes  No   
If budget amendment is necessary, please attach to this form.

7. Approval

- Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.
- Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

**Clerk's Office Only**

Finance Officer has signed the contract  
 The Finance Officer is not required to sign the contract

2500 2292



## Granicus Budgetary Proposal for Chatham County, NC

### ORDER DETAILS

**Prepared By:** Madelyn Bedard  
**Phone:**  
**Email:** madelyn.bedard@granicus.com  
**Order #:** Q-353412  
**Prepared On:** 18 Oct 2024  
**Expires On:** 30 Jun 2024

### ORDER TERMS

**Currency:** USD  
**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)  
**Current Subscription**  
**End Date:** 30 Jun 2024  
**Period of Performance:** 01 Jul 2024 - 30 Jun 2025

## PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
GovMeetings Live Cast SetUp and Config	Up Front	1 Hours	\$212.00
Granicus Live Cast Encoder – Hardware	Upon Delivery	1 Each	\$3,710.00
Granicus Video - Online Training	Upon Delivery	6 Hours	\$2,544.00
Granicus Live Cast Encoder Setup and Configuration	Up Front	1 Each	\$927.50
US Shipping Charge C - Large Item	Upon Delivery	1 Each	\$132.50
Open Platform - Setup and Configuration	Up Front	1 Each	\$0.00
<b>SUBTOTAL:</b>			<b>\$7,526.00</b>

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
GovMeetings Live Cast	Annual	1 Each	\$10,181.07
Open Platform Suite	Annual	1 Each	\$0.00
Granicus Live Cast Encoding Software	Annual	1 Each	\$1,590.18
<b>SUBTOTAL:</b>			<b>\$11,771.25</b>



<b>Renewing Subscription Fees</b>			
<b>Solution</b>	<b>Billing Frequency</b>	<b>Quantity/Unit</b>	<b>Annual Fee</b>
Meeting Efficiency Suite	Annual	1 Each	\$7,582.01
Open Platform Suite	Annual	1 Each	\$6,852.96
<b>SUBTOTAL:</b>			<b>\$14,434.97</b>



## PRODUCT DESCRIPTIONS

Solution	Description
Meeting Efficiency Suite	<p>Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (Haas) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk's office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, use LiveManager to record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word, and publish online with the click of a button. Meeting Efficiency includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited meeting bodies</li> <li>• Unlimited storage of minutes documents</li> <li>• Access to the LiveManager software application for recording information during meetings</li> <li>• Access to the Word Add-in software component for minutes formatting in MS Word if desired</li> <li>• Up to one (1) MS Word minutes template (additional templates can be purchased if needed)</li> </ul>
Open Platform Suite	<p>Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.</p>
GovMeetings Live Cast	<p>govMeetings Live Cast provides the ability to manage public meetings from anywhere, on almost any device using cloud based software and a Granicus Live Cast encoder. It will stream public meetings in HD, allow users to live index items, record and publish minutes, and provide archive videos for on-demand viewing.</p>
Granicus Live Cast Encoder – Hardware	<p>Granicus Live Cast encoder is the hardware appliance used convert the video feed for video streaming on the web. It also records the video and provides the MP4 file for archive playback.</p>
Granicus Video - Online Training	<p>Granicus Video - Online Training</p>
Open Platform Suite	<p>Open Platform is access to MediaManager, upload of archives, ability to post agendas/documents, and index of archives. These are able to be published and accessible through a searchable viewpage.</p>

Solution	Description
Granicus Live Cast Encoding Software	Granicus Live Cast Software will convert the video feed for video streaming on the web which will also record video and provides the MP4 file for archive playback.  <i>Only used with the Live Cast encoder hardware and Live Cast solution.</i>
US Shipping Charge C - Large Item	US shipping of a large item
Open Platform - Setup and Configuration	Setup and configuration for Open Platform



## TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-353412 dated 18 Oct 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- 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 Chatham County, NC 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.
- The terms and conditions set forth in the Agreement effective 01 Jul 2024 are incorporated herein by reference.



**BILLING INFORMATION**


<b>Billing Contact:</b>		<b>Purchase Order Required?</b>	[ ] - No [ ] - Yes
<b>Billing Address:</b>		<b>PO Number:</b> <i>If PO required</i>	
<b>Billing Email:</b>		<b>Billing Phone:</b>	

**If submitting a Purchase Order, please include the following language:**

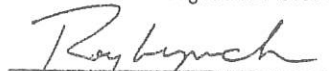
*The pricing, terms, and conditions of quote Q-353412 dated 18 Oct 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.*

**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.

Chatham County, NC	
<b>Signature:</b>	
<b>Name:</b>	Dan LaMontagne
<b>Title:</b>	County Manager
<b>Date:</b>	10/22/2024

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

  
Roy Lynch, Finance Officer

