

GRANICUS, INC. SERVICE AGREEMENT  
FIRST AMENDMENT

This First Amendment to Service Agreement, effective as of the date of attestation by the City Clerk (the "Effective Date"), is entered into between Granicus, Inc. ("Granicus"), a California corporation, and the City of Duluth, a municipal corporation under the laws of the State of Minnesota (the "Client").

Whereas, the City and Granicus entered into an agreement (City Contract No. 23110) effective April 26, 2016, which agreement will expire on April 26, 2019, pursuant to which Granicus provides software management to Client (the "Agreement"); and

Whereas, the parties desire to amend the Agreement in order to revise the scope of services under the Agreement to include Granicus Encoding Appliance Software and Granicus Remote Administration, to extend the term of the Agreement, and to set forth the amount to be paid thereunder.

Now, therefore, in consideration of the mutual covenants and conditions hereinafter contained, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The term of the Agreement is hereby extended for the period of April 1, 2019, until March 31, 2022 (the "Extended Term").
2. During the Extended Term, Granicus shall provide Client with the services as outlined in Exhibit A-1.
3. During the Extended Term, Client agrees to pay all fees, costs and other amounts as outlined in Exhibit A-1.
4. Signatures to this Agreement transmitted by facsimile, by electronic mail in "portable document format" (".pdf"), or by any other electronic means which preserves the original graphic and pictorial appearance of the Agreement, shall have the same effect as physical delivery of the paper document bearing the original signature.

5. Except as provided in this First Amendment, the terms and conditions of the Agreement shall remain in force and effect.

CITY OF DULUTH, MINNESOTA

GRANICUS, INC.

By \_\_\_\_\_

Mayor

By \_\_\_\_\_

Title \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

Dated: \_\_\_\_\_

COUNTERSIGNED:

\_\_\_\_\_

City Auditor

APPROVED AS TO FORM:

\_\_\_\_\_

City Attorney

## Granicus Proposal for Duluth, MN

### Granicus Contact

**Name:** David Ropiak

**Phone:** 631-389-3693

**Email:** david.ropiak@granicus.com

### Proposal Details

**Quote Number:** Q-53639

**Prepared On:** 1/10/2019

**Valid Through:** 3/31/2019

### Pricing

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

**Currency:** USD

**Period of Performance:** 4/1/2019 - 3/31/2020

**Contract End Date:** 3/31/2022

### Annual Fees for Renewing Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Government Transparency Suite	Quarterly	1 Each	\$5,574.59
Meeting Efficiency Suite	Quarterly	1 Each	\$4,288.15
Legistar	Quarterly	1 Each	\$12,149.78
Boards and Commissions	Quarterly	1 Each	\$9,291.00
Open Platform Suite	Quarterly	1 Each	\$2,987.41
Granicus Encoding Appliance Software (GT)	Quarterly	1 Each	\$1,429.38
Granicus Remote Administration	Quarterly	1 Each	\$714.70
Closed Captioning Services - Recurring (Hours)	Quarterly	1 Hours	\$6,645.56
<b>SUBTOTAL:</b>			<b>\$43,080.57</b>



Remaining Period(s)		
Solution(s)	4/1/2020 - 3/31/2021	4/1/2021 - 3/31/2022
Government Transparency Suite	\$5,964.81	\$6,382.35
Meeting Efficiency Suite	\$4,588.32	\$4,909.50
Legistar	\$13,000.26	\$13,910.28
Boards and Commissions	\$9,941.37	\$10,637.27
Open Platform Suite	\$3,196.53	\$3,420.29
Granicus Encoding Appliance Software (GT)	\$1,529.44	\$1,636.50
Granicus Remote Administration	\$764.73	\$818.26
Closed Captioning Services - Recurring (Hours)	\$7,110.75	\$7,608.50
<b>SUBTOTAL:</b>	<b>\$46,096.21</b>	<b>\$49,322.94</b>



Product Descriptions	
Name	Description
<b>Government Transparency Suite</b>	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.
<b>Meeting Efficiency Suite</b>	<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, 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 or HTML, 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 one Granicus platform site</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>• One MS Word or HTML minutes template (additional templates can be purchased if needed)</li> </ul>
<b>Legistar</b>	<p>Legistar is a Software-as-a-Service (SaaS) solution that enables government organizations to automate the entire Legislative process of the clerk's office. By leveraging Legistar, the client will be able to easily manage the entire legislative process from drafting files, through assignment to various departments, to final approval. Legistar includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited meeting bodies and meeting types</li> <li>• Unlimited data storage and retention</li> <li>• Configuration services for one meeting body\type</li> <li>• One Legistar database</li> <li>• One InSite web portal</li> <li>• Design services for one agenda report template</li> <li>• Design services for one minute's report template</li> </ul>

Product Descriptions	
Name	Description
<b>Boards and Commissions</b>	<p>Boards and Commissions is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the citizen application and appointment to boards process of the clerk's office. Boards and Commissions includes:</p> <ul style="list-style-type: none"> <li>• Unlimited user accounts</li> <li>• Unlimited boards, commissions, committees, and subcommittees</li> <li>• Unlimited storage of citizen applications</li> <li>• Access to one Granicus platform site</li> <li>• Access to one Boards and Commissions site</li> <li>• Access to customizable, embeddable iFrame websites for displaying information to citizens</li> <li>• Access to a customizable online citizen application form including board-specific questions</li> <li>• Customizable forms for board details, appointment details, and internal tracking details.</li> <li>• Pre-designed document PDFs for applications, board details and rosters, and vacancy reports</li> <li>• Downloadable spreadsheets for easy reporting</li> <li>• Optional custom templates for document or report generation (additional upfront charge applies)</li> </ul>
<b>Open Platform Suite</b>	<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>
<b>Granicus Encoding Appliance Software (GT)</b>	<p>Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.</p>
<b>Closed Captioning Services - Recurring (Hours)</b>	<p>Live closed captioning.</p> <ul style="list-style-type: none"> <li>• All Meetings will incur one hour minimum.</li> <li>• Cancellations within 24 hrs. will be charged 1 hour minimum.</li> <li>• Caption reservations should be reserved two weeks in advance. Jobs with little notice may not be guaranteed coverage, 24 hours as an absolute minimum.</li> <li>• Real Time Captions are provided at an 98% accuracy readability rating</li> <li>• Recurring Caption hours not used in the period of performance will not carry over to the following year.</li> </ul>