



## Legislation Details (With Text)

**File #:** 18-1006 **Version:** 1  
**Type:** Agenda Item **Status:** Approved  
**File created:** 6/19/2018 **In control:** Board of Supervisors  
**On agenda:** 8/14/2018 **Final action:** 8/14/2018  
**Title:** Information Technologies Department recommending the Board approve and authorize the Board Chair to sign Agreement 3091 with GovDelivery, LLC, doing business as Granicus, in the amount of \$61,767.35 with an effective date retroactive to November 13, 2017 through November 12, 2020 for the provision of automated email subscription services. (Est. Time: 5 Min.)

**FUNDING:** General Fund with partial cost recovery in future year(s) through the A-87 Cost Plan.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A - Agreement No. 3091, 2. Executed Agreement 3091

Date	Ver.	Action By	Action	Result
8/14/2018	1	Board of Supervisors	Approved	Pass

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### DEPARTMENT RECOMMENDATION

Information Technologies Department recommending the Board approve and authorize the Board Chair to sign Agreement No. 3091 with GovDelivery, LLC, doing business as Granicus, in the amount of \$61,767.35 with an effective date retroactive to November 13, 2017 through November 12, 2020 for the provision of automated email subscription services.

### DISCUSSION / BACKGROUND

The County has contracted with GovDelivery since approximately 2007. This service is utilized County-wide for various automatic email notifications.

This Agreement renewal has been in process since October 2017. The vendor had a name change (adding the dba Granicus) in August /September 2017, however, they continued to issue invoices under their previous name until approximately October, when there was only one invoice left to pay on the contract. The vendor issued the final invoice under the previous name to expedite final payment and contract closeout.

Since November, there have been several issues with invoice reconciliation and payment under the previous Agreement. Payment was made for what was thought to be the final invoices in March 2018, when the County was notified of an outstanding invoice from August 2017. This issue resulted in thorough research and reconciliation of the contract billings over the past three years. Through

this research it was discovered that the monthly billing cycle from the vendor had changed on occasion from mid-month to mid-month to calendar month, which further complicated the research and reconciliation process.

The issue was finally resolved with the vendor, a change order issued and entered into FENIX, and final payment made to the vendor in late June 2018. Documentation of the reconciliation is available in FENIX Agreement No. 556. The Agreement renewal for services initiating November 2017 was concurrently routed for approval and was placed on the earliest Board agenda following final approval. Unfortunately, the new Agreement could not be finalized until the prior Agreement was completely paid and closed out. This scenario is an anomaly with a very small likelihood of recurring in the future.

## **ALTERNATIVES**

N/A

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Procurement and Contracts

## **CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

## **FINANCIAL IMPACT**

Funding for these services is available in the Information Technologies Department budget for current and future fiscal years.

## **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Following Board approval, the Board Clerk will forward one (1) fully executed original of the Agreement to Procurement and Contracts for distribution and administration.

## **STRATEGIC PLAN COMPONENT**

N/A

## **CONTACT**

David Russell, Director