



**THE PORT
OF LOS ANGELES**

Executive Director's
Report to the
Board of Harbor Commissioners

DATE: NOVEMBER 2, 2011

FROM: INFORMATION TECHNOLOGY

**SUBJECT: RESOLUTION NO. _____ - AGREEMENT WITH GRANICUS, INC.
FOR STREAMING MEDIA AND ARCHIVING HARDWARE AND
SOFTWARE**

SUMMARY:

The Information Technology (IT) Division is requesting approval to enter into an agreement with Granicus, Inc. (Granicus), located in San Francisco, California, to provide streaming media services and new archiving hardware and software for the City of Los Angeles Harbor Department's (Harbor Department) Board of Harbor Commissioners (Board) meetings. The recommendation to enter into this agreement is based on a cooperative arrangement between the Harbor Department and the Office of the City Clerk for the utilization of the services Granicus provides under City of Los Angeles (City) Contract Number C-19835 with Granicus. The City contract, unless otherwise amended through the City Council, shall expire on June 5, 2013. The term of the requested Harbor Department agreement shall coincide with the City contract expiration date and would have a term of twenty-one (21) months, for an amount not-to-exceed \$64,225.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners:

1. Find that in accordance with the Los Angeles Administrative Code Section 10.15(a)(8) the competitive contracting requirement is met using responses from the City's Request for Proposals, which resulted in the City awarding its Contract Number C-19835;
2. Approve the agreement with Granicus for a term of twenty-one months at an amount not-to-exceed \$64,225;
3. Authorize the Executive Director to execute and the Board Secretary to attest to said agreement; and
4. Adopt Resolution No. _____.

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DISCUSSION:

Background – The Granicus software and hardware services are used by the Harbor Department's Public Relations staff to stream and archive the Board meeting videos through the Harbor Department's website. Approximately 1,400 visitors per month view the website's Commission page. Granicus services do not include personal services. The services provided are for the use of the Granicus hardware and software, which are operated by Harbor Department staff. The monthly fee also includes technical support for the Granicus hardware and software.

The Harbor Department has been piggy-backing off the City's contract with Granicus for three years to provide cost-effective 24/7 access to live and archived video streaming of Board meetings. The Harbor Department currently spends approximately \$1,000 per month, through Executive Director Agreement E6577. Agreement E6577 is for a term of twelve months and expires on January 18, 2012. The cooperative arrangement with the City's contract for the utilization of Granicus services has resulted in the Harbor Department receiving discounted City-wide volume pricing and the elimination of the administrative costs from the procurement process.

Proposed Agreement – The proposed agreement with Granicus (Transmittal 1) is for webcast video streaming and new archiving hardware and software services, and will supersede Agreement E6577. The term of the proposed agreement is for twenty-one months and for an amount not-to-exceed \$64,225. This amount includes:

- \$31,407 for new Granicus software and hardware
- \$32,818 for video streaming services

The proposed monthly amount is more than the current amount because of the following additional services:

- \$332.50 per month for the Government Transparency Suite software that provides:
 - Close captioning integration
 - Live indexing to agenda
 - Advance keyword search and linking to video
 - Linked documentation
 - RSS feeds
- \$185.25 per month for Internal Streaming software that provides:
 - Support for more than fifty concurrent internal live or on-demand video streaming
 - Support for MultiCast, which is a network bandwidth optimization technology to reduce bandwidth requirements

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These additional services have been included in the proposed agreement per discussions with the Harbor Department's Public Relations staff.

Selection Process – The selection of Granicus is based on a competitive Request For Proposal process performed by the City's Office of the City Clerk.

ENVIRONMENTAL ASSESSMENT:

The proposed action is the approval of an agreement with Granicus for streaming media services and archiving hardware and software for Board meetings. As an administrative activity, the Director of Environmental Management has determined the proposed action is exempt from the California Environmental Quality Act (CEQA) in accordance with Article II, Section 2(f) of the Los Angeles City CEQA Guidelines.

ECONOMIC BENEFITS:

This Board action will have no job impact in the five-county region.

FINANCIAL IMPACT:

The financial impact of the proposed twenty-one month agreement with Granicus is the Harbor Department would commit up to \$64,225 under the proposed agreement. Funding for future fiscal years will be requested to be budgeted, upon Board approval of this agreement, as part of the annual budget adoption process. It is expected that should the Board approve funds for the proposed agreement, funds will be expended as follows:

Fiscal Year	Hardware and Software	Video Streaming Services	Proposed Amount
2011/12	\$31,407	\$14,065	\$ 45,472
2012/13	0	\$18,753	\$ 18,753
Not-To-Exceed			\$ 64,225

Funds will be expended from Account 54290, Center 0640, and Program 000. Approximately \$60,000 was budgeted for these services in Fiscal Year 2011/12. The IT Division anticipates spending \$50,472 in Fiscal Year 2011/12 – \$5,000 under Executive Director Agreement E6577 and \$45,472 under the proposed agreement – for an estimated budget savings of \$9,528.

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CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the proposed agreement with Granicus as to form and legality.

TRANSMITTAL:

1. Agreement with Granicus, Inc.

FIS Approval: eg (initials)
CA Approval: TM (initials)



LANCE KANESHIRO
Chief Information Officer



MOLLY CAMPBELL
Deputy Executive Director

APPROVED:



GERALDINE KNATZ, Ph.D.
Executive Director

LK:lg
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