



**THE PORT  
OF LOS ANGELES**  
Executive Director's  
Report to the

Board of Harbor Commissioners

**DATE: APRIL 9, 2014**

**FROM: INFORMATION TECHNOLOGY**

**SUBJECT: RESOLUTION NO. \_\_\_\_\_ - AGREEMENT BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND 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-109835 with Granicus. The City contract was awarded through a competitive bid process and is the basis for this request for approval. The term of the requested Harbor Department agreement shall be for three years from the effective date of this agreement, for an amount not-to-exceed \$195,000.

**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-109835;
2. Approve the agreement with Granicus, Inc. for a term of three years at an amount not-to-exceed \$195,000;
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/Context – 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 Port of Los Angeles' website. Approximately 1,400 visitors per month view the website's Los Angeles Harbor 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 proposed monthly fee of \$2,738 also includes technical support for the Granicus hardware and software.

Selection Process – The Harbor Department has been utilizing the City's contract with Granicus for four years since May of 2010 to June of 2013 to provide cost-effective 24/7 access to live and archived video streaming of Board meetings. The City contract was established through a competitive bid process. Since June of 2013, while the City negotiated a new contract with Granicus, the Harbor Department has been paying on a month-to-month via purchase order. The Harbor Department currently spends approximately \$1,563 per month on this service and 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 of the competitive bid process.

Proposed Agreement – The proposed agreement with Granicus (Transmittal 1) is for webcast video streaming and new archiving hardware and software services, and will take advantage of the City-wide volume pricing. The City receives a 5% discount for the services specified in the City's agreement. The term of the proposed agreement is for three years and for an amount not-to-exceed \$195,000. This amount includes:

- \$32,144 per year for new Granicus software and hardware licensing
- \$32,856 for video streaming services to be billed monthly at \$2,738

The proposed monthly amount of \$2,738 is higher than the current amount because of pricing change for the Mobile Encoder services. The Mobile Encoder is used at remote-site Board meetings to video record the Board meeting for later publication on the Port's website for public viewing.

The services in use by the Harbor Department include Stream Replicator, Encoding Services (local meetings and remote meetings), Streaming Software and the Enterprise Software License for the Government Transparency Suite.

The Government Transparency Suite provides the capability to create paperless agendas for the iPad, reports and analytics of public use, text transcripts, video-live indexing, links to relevant documents of Board agenda items, encoding services, live

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event streaming, downloadable media, advanced search capabilities and closed captioning.

The proposed agreement with Granicus has three changes from the Harbor Department's boilerplate with respect to the indemnity and insurance provisions. These deviations from the standard provisions are: 1) the deletion of the word "sole" from the indemnity provision, 2) allowing only reasonable changes to insurance requirements; and 3) allowing the Executive Director to terminate the agreement rather than allowing the Executive Director to obtain replacement insurance coverage at Granicus' expense in the event Granicus fails to maintain the required coverage. The three deviations listed were discussed, negotiated and agreed to by the City Attorney, Risk Management and Granicus.

**ENVIRONMENTAL ASSESSMENT:**

The proposed action is 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 that the proposed action is exempt from the requirements of 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 employment impact in the five-county region.

**FINANCIAL IMPACT:**

The financial impact of the proposed three year agreement with Granicus is the Harbor Department would commit up to \$65,000 per year 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:

<b>Fiscal Year</b>	<b>Hardware and Software</b>	<b>Video Streaming Services</b>	<b>Proposed Amount</b>
2013/14	\$32,144	\$32,856	\$ 65,000
2014/15	\$32,144	\$32,856	\$ 65,000
2015/16	\$32,144	\$32,856	\$ 65,000
<b>Not-To-Exceed</b>	<b>\$96,432</b>	<b>\$98,568</b>	<b>\$195,000</b>

Funds will be expended from Account 54310, Center 0640, and Program 000. The IT Division anticipates spending \$65,000 in Fiscal Year 2013/14 for the hardware, software

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licensing and for the video streaming services. The costs for Fiscal Year 2013/14 are being offset by cost savings in other products.

CITY ATTORNEY:

The Office of the City Attorney prepared the agreement and approved it as to form and legality.

TRANSMITTAL:

1. Agreement with Granicus, Inc.

FIS Approval:  (initials)  
CA Approval:  (initials)



LANCE KANESHIRO  
Chief Information Officer



MOLLY CAMPBELL  
Deputy Executive Director

APPROVED:



GARY LEE MOORE, P.E.  
Interim Executive Director

LK:lg  
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