

Onbase 109588

Date: July 17, 2024

To: The Honorable Board of Acquisition and Contract

From: Marguerite Beirne
Chief Information Officer

Re: Authority to amend a resolution approved on April 18, 2024 which authorized the County of Westchester to amend an agreement with Granicus, LLC for the provision of various software modules as a Software-as-a-Service solution to automate and manage business processes for a three-year term commencing on August 31, 2023 for a total amount not-to-exceed \$325,199.23, by expanding the scope of services to include an upgrade to Granicus's encoder which will allow the County to simulcast to YouTube and Facebook and increase the not-to-exceed amount by an additional \$29,197.05, in order to change the amount of the increase from \$29,197.05 to \$40,965.83 (Contract IT-1788).

By resolution approved on August 31, 2023, your Honorable Board authorized the County of Westchester ("County"), acting by and through its Department of Information Technology (the "Department"), to enter into an agreement with Granicus, LLC ("Granicus") to provide various software modules as a Software-as-a-Service (SaaS) solution to automate and manage business processes for a three-year term commencing on August 31, 2023 and continuing through August 30, 2026 for a total amount not-to-exceed \$325,199.23, payable pursuant to an approved budget and subject to appropriation (the "Agreement"). The Agreement was subsequently executed.

Thereafter, by resolution approved on April 18, 2024 (the "April 18th Resolution"), your Honorable Board authorized the County to amend the Agreement in order to: (i) expand the scope of services to include an upgrade to Granicus's encoder which will allow the County to simulcast to YouTube and Facebook; and (ii) increase the not-to-exceed amount thereunder by an additional \$29,197.05, from an amount not-to-exceed \$325,199.23, to a new total amount not-to-exceed of \$354,396.28, to compensate Granicus for providing the additional services (the "First Amendment"). The First Amendment has not yet been executed.

Following the approval of the April 18th Resolution, but before the First Amendment could be executed, Granicus advised the Department that due to a system issue, it's original quote of \$29,197.05 for the upgrades was incorrect, and that the correct amount should have been \$40,965.83. As a compromise, Granicus agreed to reduce the one-time charges and allow the County to add additional encoders and related services.

Accordingly, authority is now requested to amend the April 18th Resolution for the limited purpose of changing the amount of the increase from \$29,197.05, to \$40,965.83, thereby increasing the total aggregate not-to-exceed amount under the Agreement from \$325,199.23, to \$366,165.06.

It should be noted that the not-to-exceed amount for each year of the Agreement will be increased as set forth in the chart below:

Description	Original	New	Diff	New Total	Term
One-Time	\$0.00	\$0.00	\$0.00	\$0.00	one time
Year1	\$101,153.76	\$117,637.58	\$16,483.82	\$117,637.58	31 Aug 2023 - 30 Aug 2024
Year2	\$108,234.52	\$120,061.58	\$11,827.06	\$120,061.58	31 Aug 2024 - 30 Aug 2025
Year3	\$115,810.95	\$128,465.90	\$12,654.95	\$128,465.90	31 Aug 2025 - 30 Aug 2026
Total	\$325,199.23	\$366,165.06	\$40,965.83	\$366,165.06	

Except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the April 18th Resolution will remain in full force and effect.

Authority to exempt this amendment from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xxi thereof, has been granted by your Honorable Board in accordance with a separate resolution of even date herewith.

The goals and objectives of this amendment are to help the County Executive's Office and Board of Acquisition and Contract conduct its business in the most efficient and transparent way possible.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

MB/jpg/mn
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/18/2024 - RAYMOND SCULKY, SECRETARY

RESOLUTION

Upon a communication from Chief Information Officer, be it hereby

RESOLVED, that the resolution approved on April 18, 2024 (the “April 18th Resolution”), which authorized the County of Westchester (“County”) to amend an agreement with Granicus, LLC (“Granicus”), pursuant to which Granicus agreed to provide various software modules as a Software-as-a-Service (SaaS) solution to automate and manage business processes for a three-year term commencing on August 31, 2023 and continuing through August 30, 2026 for a total amount not-to-exceed \$325,199.23, payable pursuant to an approved budget and subject to appropriation (the “Agreement”), in order to: (i) expand the scope of services to include an upgrade to Granicus’s encoder which will allow the County to simulcast to YouTube and Facebook; and (ii) increase the not-to-exceed amount thereunder by an additional \$29,197.05, from an amount not-to-exceed \$325,199.23, to a new total amount not-to-exceed of \$354,396.28, to compensate Granicus for providing the additional services, is hereby amended by changing the amount of the increase from \$29,197.05, to \$40,965.83, thereby increasing the total aggregate not-to-exceed amount under the Agreement from \$325,199.23, to \$366,165.06; and be it further

RESOLVED, that the April 18th Resolution is hereby further amended by substituting the chart set forth below for the chart set forth in the April 18th Resolution:

Description	Original	New	Diff	New Total	Term
One-Time	\$0.00	\$0.00	\$0.00	\$0.00	one time
Year1	\$101,153.76	\$117,637.58	\$16,483.82	\$117,637.58	31 Aug 2023 - 30 Aug 2024
Year2	\$108,234.52	\$120,061.58	\$11,827.06	\$120,061.58	31 Aug 2024 - 30 Aug 2025
Year3	\$115,810.95	\$128,465.90	\$12,654.95	\$128,465.90	31 Aug 2025 - 30 Aug 2026
Total	\$325,199.23	\$366,165.06	\$40,965.83	\$366,165.06	

; and be it further

RESOLVED, that except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the April 18th Resolution shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly appointed designee be, and hereby is, authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be
Charged/credited

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2023	101	16	6450	4070		16,493.82
2024	101	16	6450	4070		11,827.06
2025	101	16	6450	4070		12,654.95

Budget Funding Year(s) 2023-2025 Start Date August 31, 2023 End Date August 30, 2026
(must match resolution)

Funding Source Tax Dollars \$ 40,965.83
State Aid _____
\$40,965.83 Federal Aid _____
(must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/08/2024 - RAYMOND SCULKY, SECRETARY