



Monroe County Legislature

YVERSHA M. ROMÁN
President

October 22, 2024

To The Honorable
Monroe County Legislature
39 West Main Street
Rochester, NY 14614

OFFICIAL FILE COPY
No. <u>240343</u>
Not to be removed from the Office of the Legislature Of Monroe County
Committee Assignment
WAYS & MEANS -L

RE: Authorize a Contract with Granicus, Inc. to Provide Multiple Agenda and Meeting Management Services for the Monroe County Legislature

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with Granicus, Inc. in an amount not to exceed \$43,523 to provide multiple agenda and meeting management services for the Monroe County Legislature for the period of December 1, 2024 through November 30, 2025, with the option to renew for four (4) additional one-year terms at rates increasing annually in an amount not to exceed \$38,438 in the first renewal term, \$41,129 in the second renewal term, \$44,008 in the third renewal term, and \$47,088 in the fourth renewal term.

The purpose of this contract is to ensure efficient and effective execution of the twelve (12) monthly full meetings of the Legislature, and the monthly meetings of each of the nine (9) Standing Committees as well as any special meetings or other required meetings. The Clerk of the Legislature Clerk and Deputies will work with this vendor on logistics and execution. The vendor must be prepared to deliver final products, including software and critical support, as required by the Legislature.

A Request for Proposals was issued, with Granicus, Inc. as the successful respondent.

The specific legislative action required is to authorize the County Executive, or his designee, to execute a contract, and any amendments thereto, with Granicus, Inc., 1152 15th St NW, Suite 800, Washington, DC 20005, to provide multiple agenda and meeting management services for the Monroe County Legislature in an amount not to exceed \$43,523 for the period of January 1, 2025 through December 31, 2025, with the option to renew for four (4) additional one-year terms at rates increasing annually in an amount not to exceed \$38,438 in the first renewal term, \$41,129 in the second renewal term, \$44,008 in the third renewal term, and \$47,088 in the fourth renewal term.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) (“routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment”) and is not subject to further review under the State Environmental Quality Review Act.

Funding for the first year of this contract is included in the 2024 operating budget of the Monroe County Legislature, general fund 9001, funds center 1001010000, Legislature Clerk and will be requested in future years budgets. No additional net County support is required in the current Monroe County budget.

The records in the Office of the Monroe County Treasury have indicated that neither Granicus, nor its principal officer, Mark Hynes, Chief Executive Officer, owe any delinquent Monroe County property taxes.

Respectfully Submitted,

A handwritten signature in black ink that reads "Yversha Román". The signature is written in a cursive style with a large initial 'Y'.

Yversha Román
President of the Legislature

By Legislators _____ and _____

Intro. No.

RESOLUTION NO. ____ OF 2024

AUTHORIZE A CONTRACT WITH GRANICUS, INC. TO PROVIDE MULTIPLE AGENDA AND MEETING MANAGEMENT SERVICES FOR THE MONROE COUNTY LEGISLATURE

BE IT RESOLVED BY THE LEGISLATURE OF THE COUNTY OF MONROE, as follows:

Section 1. The County Executive, or his designee, is hereby authorized to execute a contract, and any amendments thereto, with Granicus, Inc. to provide multiple agenda and meeting management services for the Monroe County Legislature in an amount not to exceed \$43,523 for the period of December 1, 2024 through November 30, 2025, with the option to renew for four (4) additional one-year terms at rates increasing annually in an amount not to exceed \$38,438 in the first renewal term, \$41,129 in the second renewal term, \$44,008 in the third renewal term, and \$47,088 in the fourth renewal term.

Section 2. Funding for the first year of this contract is included in the 2024 operating budget of the Monroe County Legislature, general fund 9001, funds center 1001010000, Legislature Clerk and will be requested in future years budgets.

Section 3. This resolution shall take effect in accordance with Section C2-7 of the Monroe County Charter.

File No. 24-

ADOPTION: Date: _____ Vote: _____

ACTION BY THE COUNTY EXECUTIVE

APPROVED: _____ VETOED: _____

SIGNATURE: _____ DATE: _____

EFFECTIVE DATE OF RESOLUTION: _____