

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of February 12, 2013

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*
Approval of Granicus Contract Extension

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval of a Granicus Contract Extension through 2016 not to exceed \$86,065.

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM. IF A VENDOR IS INVOLVED, PLEASE INCLUDE THE COMPANY NAME AS WELL AS THE INDIVIDUAL.)*

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

General Funds

BACKGROUND/ANALYSIS:

Consider approval of a Granicus Contract Extension through 2016 not to exceed \$86,065. The Board moved to the Granicus electronic Board minute system in 2005. The hardware for Granicus, the Encoder recorder for the Board meeting, and the Media Vault that stores the minutes and materials, need replacing. The encoder and the media vault need replacing, at a cost of \$5,875. The hardware maintenance programs associated with these devices is a form of insurance, so that the equipment would be replaced and serviced anytime into the future, at a cost of \$375/month; \$4,500/year; \$13,500/3 years. Granicus will no longer offer maintenance support on future equipment contracts entered into after March 2013, as it feels it's no longer cost effective, so it would be beneficial for Peralta to lock into a maintenance contract now, which would continue to receive full-life support. Thus, this is a one-time purchase for the encoder and media vault hardware, while the maintenance fees are ongoing. This package is also recommended by Associate Vice Chancellor of IT, Mr. Calvin Madlock, and it fits into the District IT Strategic Plan under section 3.2 Document management. The District is also receiving a 7% yearly discount on maintenance services for securing a multi-year contract for three years.

(The Board had previously approved a Granicus contract extension on December 6, 2011 for the existing software Media Manager Media Vault and Minutes Maker electronic programs at a monthly managed services from November 2011 through October 2016 not to exceed \$13,338/year, totaling \$66,690/3 years.) All Board recommended contracts are subject to negotiation and execution by the Chancellor. The Chancellor recommends approval.

DELIVERABLES AND SCOPE OF WORK:

Please see the attached documents provided by Granicus.

ANTICIPATED COMPLETION DATE:

The next maintenance contract would proceed to the Board in December 2015. No future hardware purchases are needed.

ALTERNATIVES/OPTIONS:

Many other options were considered, such as purchasing the hardware without the maintenance support, but the presented option was the most cost-effective option, and is recommended by the IT Department.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)

Assistant Roxanne Epstein

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: Roxanne Epstein

Date: 2-4-13

[Roxanne Epstein, Assistant to the Chancellor]

DOCUMENT APPROVED BY:

Approved by: Calvin Madlock

Date: 2-4-13

[Calvin Madlock, Associate Vice Chancellor, IT]

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Ron Gerhard

Date: 2-8-13

Ron Gerhard, Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____

Date: _____

Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda

Not Approved, but Place on Agenda

Signature: José M. Ortiz

Date: 2-5-13

Dr. José M. Ortiz, Chancellor