Granicus Proposal for Palos Verdes Peninsula Unified School District

Granicus Contact

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Proposal Details

Quote Number: Q-64837

Prepared On: 12/18/2019

Valid Through: 1/31/2020

Pricing

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

Currency: USD

Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Meetings Server (ME) - Setup and Configuration	Up Front	4 Hours	$450.00
Minutes Template (ME) - Setup and Configuration	Up Front	1 Each	$0.00
Minutes - Online Training	Upon Delivery	6 Hours	$1,350.00
Peak Agenda Management Standard Agenda Report	Upon Delivery	1 Each	$0.00
Peak Agenda Management Standard Minutes Report	Up Front	1 Each	$0.00
Peak Agenda Management Standard Cover Page Report	Upon Delivery	1 Each	$0.00
Peak - Online Training	Upon Delivery	8 Hours	$0.00
Peak - Setup and Configuration	Up Front	1 Hours	$0.00
Open Platform - Setup and Configuration	Up Front	1 Hours	$0.00
		SUBTOTAL:	**$6,300.00**

One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	Upon Delivery	1 Each	$3,500.00
Granicus Encoding Appliance Hardware - Setup & Config	Up Front	1 Each	$875.00
US Shipping Charge C - Large Item	Upon Delivery	1 Each	$125.00
View Template (GT) - Setup and Configuration	Up Front	1 Hours	$0.00
Player Template (GT) - Setup and Configuration	Up Front	1 Hours	$0.00
Standard Agenda Template - Setup and Configuration	Up Front	1 Each	$0.00
Live Manager (GT) - Setup and Configuration	Up Front	1 Hours	$0.00
Granicus Video - Online Training	Upon Delivery	6 Hours	$0.00
Government Transparency - Setup and Configuration	Up Front	1 Hours	$0.00
		SUBTOTAL:	$6,300.00

Annual Fees for New Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Meeting Efficiency Suite	Annual	1 Each	$3,500.00
Peak Agenda Management	Annual	1 Each	$4,900.00
Government Transparency Suite	Annual	1 Each	$3,500.00
Open Platform Suite	Annual	1 Each	$0.00
Granicus Encoding Appliance Software (GT)	Annual	1 Each	$0.00
		SUBTOTAL:	$11,900.00

Remaining Period(s)

Solution(s)	Year 2	Year 3
Meeting Efficiency Suite	$3,745.00	$4,007.15
Peak Agenda Management	$5,243.00	$5,610.01
SUBTOTAL:	$12,733.00	$13,624.31

Remaining Period(s)		
Solution(s)	Year 2	Year 3
Government Transparency Suite	$3,745.00	$4,007.15
Open Platform Suite	$0.00	$0.00
Granicus Encoding Appliance Software (GT)	$0.00	$0.00
SUBTOTAL:	**$12,733.00**	**$13,624.31**

Product Descriptions

Name	Description
Meeting Efficiency Suite	Meeting Efficiency is a hybrid Software-as-a-Service (SaaS) and Hardware-as-a-Service (HaaS) solution that enables government organizations to simplify the in-meeting management and post-meeting minutes creation processes of the clerk's office. By leveraging this solution, the client will be able to streamline meeting data capture and minutes production, reducing staff efforts and decreasing time to get minutes published. During a meeting, record roll calls, motions, votes, notes, and speakers, all indexed with video. Use the index points to quickly edit minutes, templates to format in Microsoft Word or HTML, and publish online with the click of a button. Meeting Efficiency includes: • Unlimited user accounts • Unlimited meeting bodies • Unlimited storage of minutes documents • Access to one Granicus platform site • Access to the LiveManager software application for recording information during meetings • Access to the Word Add-in software component for minutes formatting in MS Word if desired • One MS Word or HTML minutes template (additional templates can be purchased if needed)
Meetings Server (ME) - Setup and Configuration	Initial set up and implementation of video encoder
Minutes Template (ME) - Setup and Configuration	Initial set up and implementation of one minutes template
Minutes - Online Training	online training for Minutes, which allows clients to have online sessions with a Granicus trainer to show clerks how to take minutes during a meeting and how to edit and publish them after a meeting.
Peak Agenda Management	Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes • Unlimited user accounts • Unlimited meeting bodies and meeting types • Access to one Granicus platform site • Access to one Peak Agenda Management site • Design services for one public view page portal • Design services for one Agenda report template • Design services for one Cover Page report template

Product Descriptions	
Name	**Description**
Peak Agenda Management Standard Agenda Report	Professional service for designing an additional Peak agenda report.
Peak Agenda Management Standard Minutes Report	Professional service for designing an additional Peak minutes report.
Peak Agenda Management Standard Cover Page Report	Professional service for designing an additional Peak cover page report.
Peak - Online Training	Peak Agenda Management - Online Training is for online training for Peak Agenda Management, which allows clients to have online sessions with a Granicus trainer to learn how to use the system.
Peak - Setup and Configuration	Setup and configuration of Peak Agenda
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Open Platform - Setup and Configuration	Setup and configuration for Open Platform
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	AMAX Encoder with Osprey SDI Card. Used to pass commands and data from LiveManager that include Start/Stop of webcast, indexing, and document display. Also serves to distribute video and captions to be distributed to the CDN or Performance Accelerator.
Granicus Encoding Appliance Software (GT)	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.
Granicus Encoding Appliance Hardware - Setup & Config	Remote configuration and deployment of an encoding appliance.
US Shipping Charge C - Large Item	US shipping of a large item
View Template (GT) - Setup and Configuration	Initial set up and implementation of viewpage template

Product Descriptions	
Name	**Description**
Player Template (GT) - Setup and Configuration	Initial set up and implementation of video player template
Standard Agenda Template - Setup and Configuration	Initial set up and implementation of one standard agenda template
Live Manager (GT) - Setup and Configuration	Initial set up and implementation of LiveManager, ensuring timestamp capabilities for meeting agendas
Granicus Video - Online Training	Granicus Video - Online Training
Government Transparency - Setup and Configuration	Setup and configuration for Government Transparency

Terms and Conditions

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Palos Verdes Peninsula Unified School District to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-64837 dated 12/18/2019 are incorporated into this Purchase Order by reference.
- Granicus will provide a three (3) year warranty with respect to required hardware. Within the three (3) year warranty period, Granicus shall repair or replace any required hardware provided directly from Granicus that fails to function properly due to normal wear and tear, defective workmanship, or defective materials.
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Customer for any purpose other than the specific purpose of performing the services outlined within this Agreement.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Billing Information
Name:
Phone:
Email:
Address:

Palos Verdes Peninsula Unified School District
Signature:
Name:
Title:
Date:

Granicus Video

A complete video solution for government

Granicus Video enables organizations to build a content-rich library of live and archived public meeting webcasts and records without hassle, enabling agencies to reach a broader audience and further meet modern transparency demands.

With easy-to-use media management tools, agencies can schedule and broadcast live webcasts while simultaneously recording and archiving the live content to unlimited storage. Agendas can be imported prior to each meeting, allowing for video to be indexed in real-time, which eliminates hours of follow up work after an event has ended. After the meeting, publish a full and integrated public record which links the agenda directly to the video.

Empowered citizens can browse published agendas and supporting documents or save time

by performing keyword searches to jump directly to specific topics, making it easier for viewers to find the information they're most interested in. Citizens can also subscribe to agendas or keyword searches to get real-time notifications when new, relevant content becomes available.

Opt in to HD video for an enhanced viewing experience or further enable accessibility and ensure ADA compliance by adding closed-captioning services. Agencies can monitor and analyze public interest through visitor and viewership reports, which break down visitor statistics, including most-popular content, number of views, length of time on site, and more to better understand the viewing audience.

- Live event streaming
- Archive videos with unlimited storage
- Searchable, indexed content
- Publish a complete public record
- Closed captioning add-on for ADA compliance
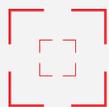- Reports to analyze public participation

Minutes

Modernize and simplify meeting minutes creation

Granicus Minutes reduces labor, and streamlines minutes creation by electronically capturing roll-call, agenda items, speakers, motions, votes, and notes through a simple interface. When a meeting ends, the tool transfers captured content to a minutes document, allowing users to finalize minutes quickly and easily in Microsoft Word.

With content 75-80% complete at the time the meeting ends, Minutes saves staff countless hours in their post- meeting workflow.

Minutes can also integrate with other Granicus products to further streamline the meeting process. Import agendas directly from agenda management systems, digitally capture vote results with VoteCast, and publish minutes alongside indexed meeting recordings using Granicus Video.

Digitally capture meeting content

Record motions, votes and notes

Save time in post-meeting workflow

Finalize minutes in Microsoft Word

Publish PDF or HTML minutes

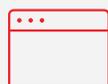GRANICUS

GRANICUS

Peak Agenda Management

Streamlined, paperless agenda creation, approval and publishing

Peak Agenda Management allows staff to easily manage the agenda creation process from start to finish without the paper shuffling. Draft meeting agendas within configurable templates and submit through customized workflows to the correct departments, meeting bodies, and users. Peak's paperless integration prevents multiple versions of agendas getting shuffled around between different members - which often ends with inefficient use of meeting time spent catching up on the right documents.

Automated emails alert users that new items are up for review, and the intuitive calendar view makes it easy to manage one-time and recurring meetings. Electronically review, add and collaborate on agenda items, including attaching supporting documents and materials as needed. Once approved, agenda packets are generated into a single PDF for efficient online publishing or integration with Granicus' in-meeting and post-meeting legislative tools.

Paperless agenda review and collaboration

Access via web browser

Configurable agenda templates

Customizable approval workflows

Track agenda progress on dashboard and calendar

Publish to PDF