

COUNCIL DECISION REQUEST

SUBJECT: Granicus Mobile Encoder

MEETING DATE: September 7, 2006

ITEM NO.:

SUBMITTED BY: Silvia Smith, Town Clerk

SUBMITTAL TO AGENDA
APPROVED BY TOWN MANAGER



CSP ITEM: Yes No KRA #1

TENTATIVE SCHEDULE:

AMOUNT BUDGETED: -0-

EXPENDITURE REQUIRED: 5,641.60

CONT. FUNDING REQUIRED: \$ 6,000.00

EXHIBITS (If Applicable, To Be Attached): attached it the proposal from Granicus

RECOMMENDED MOTION

I move to approve the transfer of Contingency Funds of \$6,000.00 to purchase the upgrade for the Mobile Encoder software from Granicus.

SUMMARY OF THE BASIS FOR RECOMMENDED MOTION: The attached proposal from Granicus is for the upgrade software for Granicus Mobile Encoder. Our department already has the additional equipment needed to us this software, which includes the laptop, microphones and MX4 mixer. The amount requested is the quote of \$5,041.60 plus the additional monthly-managed services for nine months, not to exceed \$6,000.00. We are being offered the opportunity to train over the phone then they install the software in lieu of them training us on site. If we do not need the training on site we will save the \$1,600.00.

PROS: This software will enable us to record meetings held off-site and load onto Granicus when we return to town hall and make the audio available to the public and staff on our website at that time. Granicus is currently testing the software with the video streaming and audio encoder and hope to have available to the municipalities in about six months.

CONS: At present there will not be video streaming to go with the audio recording of the meeting.

PUBLIC INPUT (if any):

BOARD/COMMITTEE/COMMISSION ACTIONS/RECOMMENDATIONS (if any) (give dates and attach minutes):

SEP 07 2006 2.7

Smith, Silvia

From: Charles Blanchet [charles@granicus.com]
Sent: Saturday, August 19, 2006 10:52 AM
To: Smith, Silvia
Cc: emery@granicus.com
Subject: Granicus - MobileEncoder Proposal



Granicus_Proposal_
to_Payson_ME...

Hello Silvia,

I hope all is well with you. Mr. Emery Jones asked that I create a MobileEncoder proposal for you. This proposal is attached to this email. The proposal assumes that you will provide all the hardware needed to make the solution operate. If you would like to discuss this document, just let me know when I should call you.

I hope you are having a great weekend.

Regards,

Charles Blanchet
Sales Director
415-505-1662 (Cell)
charles@Granicus.com

See our Client List at:
<http://www.granicus.com/clients>

Andrew

510 499 9005



28 2nd Street, Ste 400, San Francisco, CA 94105 | 415 857 3618

8/19/2006

To: The Town of Payson
Silvia Smith
Town Clerk
Via email

Silvia,
Granicus looks forward to continuing our relationship with the Town of Payson, and enhancing your current Granicus solution. Upgrading your Granicus solution will afford the Town these benefits.

Your mobile encoding solution will allow you to encode, index, and take your meeting notes remotely without Internet access at the meeting location. When you return to the office, you can simply upload the audio file to your Granicus MediaManager site. At which point the audio and document files will be automatically published to the city's web site just like the meetings that took place in the meeting chamber.

At Granicus, we recognize that a great product is only part of what keeps our clients satisfied. For that reason, Granicus provides 24/7 technical support and onsite user training. We also take full responsibility for maintaining and monitoring the technology that powers your solution, so that you can avoid the cost of developing a team of experts. When you need us we will be there to help.

If you have any questions about our services or this proposal please do not hesitate to contact me.

Most Sincerely,

Charles Blanchet
Sales Director
Granicus, Inc.



Proposed Solution Pricing

Your upgrade was designed meet the Town's increasing needs. Our pricing reflects our commitment to supply our customers with the highest value and utmost quality.

Granicus Mobile Encoder		
Laptop (Provided by Client)		\$0.00
(1) - 1.4 GHz Pentium Processor		
512MB RAM		
40GB Hard Drive		
CD Burner		
Hardware Components (Provided by Client)		\$0.00
Microphones		
Microphone stands		
Microphone Cables		
Travel Bag		
Audio Mixer		
Configuration		
Hardware (Provided by City)		\$0.00
Software		\$105.00
Software		
Mobile Encoder Software (1 License)		\$3,000.00
	Sales Tax 8.72%	\$261.60
	Subtotal	\$3,366.60
Professional Services & Other Hardware		
Training		
(1) - Days Onsite		\$1,600.00
	Subtotal	\$1,600.00
First Months Managed Services		\$75.00
	Total Sales Tax 8.72%	\$261.60
Total		\$5,041.60
Additional Monthly Managed Services		\$75.00



28 2nd Street, Ste 400, San Francisco, CA 94105 415-357-3618

Granicus Managed Services

All managed services plans are billed on a monthly basis, and require the first month be paid during the initial setup of your Granicus solution. All plans include full Managed Services, complete monitoring and maintenance of your on-site hardware and 24/7 technical and user support for your complete solution. Managed Services also includes all software upgrades and bug fixes for all of the Town's Granicus software components. The goal of our Managed Services program is to help the Town realize the highest level of value and satisfaction from Granicus solution, without incurring additional or unexpected costs. Granicus Managed Services include the following:

Technical and User Support

Granicus offers continuous customer support and is dedicated to ensuring that the Town is completely satisfied with Granicus products and services. Granicus staff is available to the Town 24hrs a day, 365 days a year, via the contact info below.

Direct (8:00am to 6:00pm Pacific time): 415-357-3618
Toll Free (8:00am to 6:00pm Pacific time): 877-889-5495
Site: www.granicus.com
Email: support@granicus.com

Monitoring

As part of the Town's Managed Services Granicus will continually monitor, on a 24/7 basis, all the software and hardware included in your solution. Should any malfunction appear, Granicus will immediately notify the Town and proceed to resolve the issue. Granicus is committed to repair or replace any non-functioning hardware, provided directly from Granicus, within 24 hours for up to 3 years.

Software Upgrades

Granicus provides its software as a "Lifetime License", and all software upgrades are included as part of your Managed Services program. This includes both the rights to use the upgraded software and any services required as part of the upgrade process.

Granicus MobileEncoder™ - Taking Granicus MinutesMaker™ on the Road

The Granicus MobileEncoder™ allows you to utilize all the functionality of the Granicus MinutesMaker at remote locations, without Internet access. MobileEncoder saves time and adds flexibility for the Clerks Office with software tools you already know how to use. Effortlessly record a variety of actions in real-time, during meetings, just like MinutesMaker, at any location.



How it Works

Throw-away the old tape recorder and link notes to the digital audio recording of any remote meeting. Just like MinutesMaker you can index, take notes, record votes and more. When you return to the office, simply upload the audio recording to Granicus MediaManager. Then you're ready to clean-up or finalize the meeting minutes. No more waiting for the right audio portion to cue up, your linked minutes allow you to click directly to the correct location on the audio file. Once you're finished, automatically publish the meeting to the City/County website.

MobileEncoder Features:

- ▶ Link annotations to the digital audio recording
- ▶ Functions just like MinutesMaker – save time with software you know.
- ▶ No Internet access required
- ▶ Audio and annotation archiving
- ▶ Synchronize with MediaManager

Component List:

- ▶ MobileEncoder software
- ▶ Laptop Computer (optional)
- ▶ 4 Omni dynamic microphones with 20' cables
- ▶ 4-Channel audio mixer
- ▶ Travel bag with rolling wheels, extra compartments, and pull handle

Unless otherwise stated in a program announcement or solicitation, this signed and accepted proposal must be received by 12/1/2006.

Sign to accept proposal.
Return to representative or:

Granicus, Inc.
28 2nd street
Suite 400
San Francisco, CA 94105

The Town of Payson
Client Signature: _____
Date: _____

Signature: _____
Date: _____