

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.

202311030

| | |
|---|--|
| Originating Department: | Administrative Services |
| Division/Program: <i>(i.e. Dept. Division and Program)</i> | AS-IT-Records |
| Contract or Grant Administrator: | Perry Rice - IT Manager |
| Contractor's / Agency Name: | Carahsoft Technology Corporation |
| Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____ | |
| Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: <u>3.08.100 (> \$40K)</u> Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100) | |
| Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____ | |
| Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____ | |
| Is this contract the result of a RFP or Bid process? Contract Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): <u>WA State Contract 05116</u> Cost Center: <u>507120</u> | |
| Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form. | |
| If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <input type="checkbox"/> Contract work is for less than \$100,000. <input checked="" type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA. | |
| Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>270,165.25</u> This Amendment Amount: \$ _____ Total Amended Amount: \$ _____ | Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when: 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County. |
| Summary of Scope: | |
| Agreement between Whatcom County and Carahsoft Technology Corporation for the purchase, implementation and 3-year subscription of the Granicus GovQA public records management software platform in the amount of \$270,165.25 | |
| Term of Contract: 3-Year | Expiration Date: November, 2026 |

| | | |
|--------------------------|---|--|
| Contract Routing: | 1. Prepared by: P. Rice 2. Attorney signoff: <i>KNF</i> 3. AS Finance reviewed: <i>bennett</i> 4. IT reviewed (if IT related): P. Rice <i>PR</i> 5. Contractor signed: <input checked="" type="checkbox"/> 6. Submitted to Exec.: <input checked="" type="checkbox"/> 7. Council approved (if necessary): <i>AB2023-758</i> 8. Executive signed: <i>by Carol Frazee</i> 9. Original to Council: _____ | Date: 11/08/2023 Date: <u>11/8/23</u> Date: <u>11/8/23</u> Date: 11/08/2023 Date: <u>11/8/23</u> Date: <u>11/8/23</u> Date: <u>11/21/23</u> Date: <u>11/22/23</u> |
|--------------------------|---|--|



RECEIVED

MEMORANDUM

NOV 08 2023

TO: Carol Frazey, Executive Pro Tempore
THROUGH: Tyler Schroeder, Deputy Executive
FROM: Perry Rice, IT Manager *PJR*
RE: Contract for Granicus GovQA Public Records Management System
DATE: November 7, 2023

**WHATCOM COUNTY
EXECUTIVE'S OFFICE**

Enclosed for your consideration is the proposed agreement between Whatcom County and Carahsoft Technology Corp (Carahsoft) for the purchase, implementation and subscription of the Granicus GovQA public records management software platform.

• **Background and Purpose**

Whatcom County uses a 20-year old in-house developed database to track and manage public records requests. The system is cumbersome to use and it only helps with a small portion of the overall workflow in responding to citizen requests. Public records requests to Whatcom County continue to increase in volume and complexity. In 2020 there were 2,731 requests and in 2021 there were 3,118 requests. Over 30 staff across county departments regularly assist the Public Records Officer in responding to citizen requests; they are overwhelmed with requests and need better tools to help fulfill requests in a more efficient and timely fashion.

The GovQA software has an online portal for citizens to submit requests which is then reviewed and routed to departments within a common system. The software includes configured workflows, notifications, e-mail review features, redaction tools and reports.

This proposed agreement is for the Granicus GovQA public records management system pursuant to State of Washington Master Contract No. 05116 which expires 9/16/2026. Carahsoft is a Software Value Added Reseller under this agreement.

• **Funding Amount and Source**

This agreement is for a total of \$270,165.25 for implementation and the first three years of the GovQA subscription. Funding was approved in the 2023–2024 Biennial Budget (ASR#2023-6687) and will be slightly augmented by the IT Base Budget.

• **Contact Information**

Please contact Perry Rice at x5235 if you have any questions or concerns regarding the terms of this agreement.

GOVERNMENT- PRICE QUOTATION

COUNTY ORIGINAL



Granicus at Carahsoft



11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
 PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
 WWW.CARAHSOFT.COM | GRANICUS@CARAHSOFT.COM

WHATCOM COUNTY
 CONTRACT NO.
 202311030

TO: Perry Rice
 IT Manager
 Whatcom County
 311 Grand Avenue
 Suite 305
 Bellingham, WA 98225 USA

FROM: Erin Wilson
 Granicus at Carahsoft
 11493 Sunset Hills Road
 Suite 100
 Reston, Virginia 20190

EMAIL: price@co.whatcom.wa.us

EMAIL: Erin.Wilson@carahsoft.com

PHONE: (360) 778-5235

PHONE: (571) 662-3092

FAX:

TERMS: Contract Number: 05116
 NASPO Master Contract Number: AR2472
 Contract Term: 07/17/2017 to 09/15/2026
 Shipping Point: FOB Destination
 Credit Cards: VISA/MasterCard/AMEX
 Remit To: Same as Above
 Payment Terms: Net 30 (On Approved Credit)
 Sales Tax May Apply

QUOTE NO: 37671335
 QUOTE DATE: 02/10/2023
 QUOTE EXPIRES: 12/31/2023
 RFQ NO:
 SHIPPING: ESD
 TOTAL PRICE: \$77,238.33
 WA Tax \$6,796.97
 TOTAL QUOTE: \$84,035.30

| LINE NO. | PART NO. | DESCRIPTION | QUOTE PRICE | QTY | EXTENDED PRICE |
|------------------------------|----------------------|--|-------------|---------|----------------|
| NEW SUBSCRIPTION FEES | | | | | |
| 1 | GOVM-GQA-INV-SUB-491 | Invoicing Module - Annual Subscription Invoicing Module Granicus - GOVM-GQA-INV-SUB | \$2,361.84 | COOP 1 | \$2,361.84 |
| 2 | GOVM-GQA-PSE-SUB-491 | PST Email Extractor - LEGACY Each - Annual Subscription PST Email Extractor Granicus - GOVM-GQA-PSE-SUB | \$3,542.76 | COOP 1 | \$3,542.76 |
| 3 | GOVM-GQA-IAC-SUB-491 | Inter-Agency Communications Module - Annual Subscription Inter-Agency Communications Module Granicus - GOVM-GQA-IAC-SUB | \$14,761.50 | COOP 1 | \$14,761.50 |
| 4 | GOVM-GQA-RDC-SUB-491 | Redaction License (per named user) - Annual Subscription Redaction License (per named user) Qty 30 Granicus - GOVM-GQA-RDC-SUB | \$295.23 | COOP 30 | \$8,856.90 |
| 5 | GOVM-GQA-FOI-SUB-491 | FOIA Module Non Enterprise - Annual Subscription FOIA Module Non Enterprise Granicus - GOVM-GQA-FOI-SUB | \$39,364.00 | COOP 1 | \$39,364.00 |
| 6 | GOVM-GQA-PAY-SUB-491 | Payments Module (Pricing to be scoped) Each - Annual Subscription Payments Module Granicus - GOVM-GQA-PAY-SUB | \$3,542.76 | COOP 1 | \$3,542.76 |
| 7 | GOVM-GQA-HDS-TBS-491 | Hosted Data Storage (TB) - Annual Subscription Hosted Data Storage (TB) Granicus - GOVM-GQA-HDS-TBS | \$1,222.76 | COOP 1 | \$1,222.76 |
| 8 | GOVM-GQA-AET-SUB-491 | Advanced Email Tracking - Annual Subscription Advanced Email Tracking Granicus - GOVM-GQA-AET-SUB | \$1,202.45 | COOP 1 | \$1,202.45 |
| 9 | GOVM-GQA-SSO-SUB-491 | ADFS/Single Sign-on Module - Annual Subscription ADFS/Single Sign-on Module Granicus - GOVM-GQA-SSO-SUB | \$2,383.36 | COOP 1 | \$2,383.36 |

GOVERNMENT- PRICE QUOTATION



Granicus at Carahsoft



11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
 PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
 WWW.CARAHSOFT.COM | GRANICUS@CARAHSOFT.COM

| LINE NO. | PART NO. | DESCRIPTION | QUOTE PRICE | QTY | EXTENDED PRICE |
|---------------------|----------|-------------|-------------|-----|--------------------|
| SUBTOTAL: | | | | | \$77,238.33 |
| TOTAL PRICE: | | | | | \$77,238.33 |
| WA Tax: | | | | | \$6,796.97 |
| TOTAL QUOTE: | | | | | \$84,035.30 |

SUGGESTED OPTIONS

| LINE NO. | PART NO. | DESCRIPTION | QUOTE PRICE | QTY | EXTENDED PRICE |
|-------------------------|----------------------|--|-------------|---------|--------------------|
| YEAR 2 | | | | | |
| 10 | GOVM-GQA-INV-SUB-491 | Invoicing Module - Annual Subscription Invoicing Module Granicus - GOVM-GQA-INV-SUB | \$2,527.16 | COOP 1 | \$2,527.16 |
| 11 | GOVM-GQA-PSE-SUB-491 | PST Email Extractor - LEGACY Each - Annual Subscription PST Email Extractor Granicus - GOVM-GQA-PSE-SUB | \$3,790.76 | COOP 1 | \$3,790.76 |
| 12 | GOVM-GQA-IAC-SUB-491 | Inter-Agency Communications Module - Annual Subscription Inter-Agency Communications Module Granicus - GOVM-GQA-IAC-SUB | \$15,794.80 | COOP 1 | \$15,794.80 |
| 13 | GOVM-GQA-RDC-SUB-491 | Redaction License (per named user) - Annual Subscription Redaction License (per named user) Qty: 30 Granicus - GOVM-GQA-RDC-SUB | \$315.9000 | COOP 30 | \$9,477.00 |
| 14 | GOVM-GQA-FOI-SUB-491 | FOIA Module Non Enterprise - Annual Subscription FOIA Module Non Enterprise Granicus - GOVM-GQA-FOI-SUB | \$42,119.47 | COOP 1 | \$42,119.47 |
| 15 | GOVM-GQA-PAY-SUB-491 | Payments Module (Pricing to be scoped) Each - Annual Subscription Payments Module Granicus - GOVM-GQA-PAY-SUB | \$3,790.76 | COOP 1 | \$3,790.76 |
| 16 | GOVM-GQA-HDS-TBS-491 | Hosted Data Storage (TB) - Annual Subscription Hosted Data Storage (TB) Granicus - GOVM-GQA-HDS-TBS | \$1,155.66 | COOP 1 | \$1,155.66 |
| 17 | GOVM-GQA-AET-SUB-491 | Advanced Email Tracking - Annual Subscription Advanced Email Tracking Granicus - GOVM-GQA-AET-SUB | \$1,331.85 | COOP 1 | \$1,331.85 |
| 18 | GOVM-GQA-SSO-SUB-491 | ADFS/Single Sign-on Module - Annual Subscription ADFS/Single Sign-on Module Granicus - GOVM-GQA-SSO-SUB | \$2,657.67 | COOP 1 | \$2,657.67 |
| YEAR 2 SUBTOTAL: | | | | | \$82,645.13 |
| YEAR 3 | | | | | |
| 19 | GOVM-GQA-INV-SUB-491 | Invoicing Module - Annual Subscription Invoicing Module Granicus - GOVM-GQA-INV-SUB | \$2,704.06 | COOP 1 | \$2,704.06 |
| 20 | GOVM-GQA-PSE-SUB-491 | PST Email Extractor - LEGACY Each - Annual Subscription PST Email Extractor Granicus - GOVM-GQA-PSE-SUB | \$4,056.11 | COOP 1 | \$4,056.11 |

QUOTE DATE: 02/10/2023
QUOTE NO: 37671335

GOVERNMENT- PRICE QUOTATION



Granicus at Carahsoft



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 PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
 WWW.CARAHSOFT.COM | GRANICUS@CARAHSOFT.COM

| LINE NO. | PART NO. | DESCRIPTION | QUOTE PRICE | QTY | EXTENDED PRICE |
|----------------------------|----------------------|--|-------------|---------|---------------------|
| 21 | GOVM-GQA-IAC-SUB-491 | Inter-Agency Communications Module - Annual Subscription Inter-Agency Communications Module Granicus - GOVM-GQA-IAC-SUB | \$16,900.44 | COOP 1 | \$16,900.44 |
| 22 | GOVM-GQA-RDC-SUB-491 | Redaction License (per named user) - Annual Subscription Redaction License (per named user) Qty: 30 Granicus - GOVM-GQA-RDC-SUB | \$338.0100 | COOP 30 | \$10,140.30 |
| 23 | GOVM-GQA-FOI-SUB-491 | FOIA Module Non Enterprise - Annual Subscription FOIA Module Non Enterprise Granicus - GOVM-GQA-FOI-SUB | \$45,067.83 | COOP 1 | \$45,067.83 |
| 24 | GOVM-GQA-PAY-SUB-491 | Payments Module (Pricing to be scoped) Each - Annual Subscription Payments Module Granicus - GOVM-GQA-PAY-SUB | \$4,056.11 | COOP 1 | \$4,056.11 |
| 25 | GOVM-GQA-HDS-TBS-491 | Hosted Data Storage (TB) - Annual Subscription Hosted Data Storage (TB) Granicus - GOVM-GQA-HDS-TBS | \$1,212.70 | COOP 1 | \$1,212.70 |
| 26 | GOVM-GQA-AET-SUB-491 | Advanced Email Tracking - Annual Subscription Advanced Email Tracking Granicus - GOVM-GQA-AET-SUB | \$1,470.31 | COOP 1 | \$1,470.31 |
| 27 | GOVM-GQA-SSO-SUB-491 | ADFS/Single Sign-on Module - Annual Subscription ADFS/Single Sign-on Module Granicus - GOVM-GQA-SSO-SUB | \$2,822.33 | COOP 1 | \$2,822.33 |
| YEAR 3 SUBTOTAL: | | | | | \$88,430.19 |
| SUGGESTED SUBTOTAL: | | | | | \$171,075.32 |

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

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

Please add the Contract # on the PO

Contract Number: NASPO Cloud Solutions- WA : 05116

The below items are included Not Separately Priced:

One-Time Fees -

- o Invoicing Setup and Configuration
- o PST Email Extractor Setup and Configuration
- o FOIA Platform Setup and Configuration
- o GovQA - Online Training
- o Online Training – Users

New Subscription Fees -

- o WA State JLARC Reporting

For govDelivery Customers Only:

Potential Users are based on the greater of quarterly website visits to the domains covered by a license or the subscriber base multiplied by 12, less 20% to account for inactive subscribers.

The Granicus Master Subscription Agreement can be found at www.granicus.com/Master_Subscription_Agreement



408 St. Peter St, Suite 600
St. Paul, MN 55102

THIS IS NOT AN INVOICE

Order Form
Prepared for
Whatcom County WA

Granicus Order Form for Whatcom County WA

ORDER DETAILS

Granicus Contact: Jack Walsh
Email: jack.walsh@granicus.com
Order #: Q-189683
Prepared On: 16 Feb 2023

ORDER TERMS

Currency: USD

Payment Terms: All fees set forth in the Quote from reseller/distributor to Client are due and payable in accordance with those terms. Use of the Products is governed by the terms of the Granicus Master Subscription Agreement or such other Agreement as agreed to by the parties.

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

PRODUCT SUMMARY

The specifications and terms within this Order Form are specific to the products and volumes contained herein.

NOTE: Fees for the below Products will be as set forth in the quote from an authorized reseller.

| One-Time Services | | |
|---|-------------------|---------------|
| Solution | Billing Frequency | Quantity/Unit |
| Invoicing Setup and Configuration | Up Front | 1 Each |
| PST Email Extractor Setup and Configuration | Up Front | 1 Each |
| FOIA Platform Setup and Configuration | Up Front | 1 Each |
| GovQA - Online Training | Up Front | 1 Each |
| Online Training – Users | Up Front | 1 Each |

| New Subscriptions | | |
|------------------------------------|-------------------|---------------|
| Solution | Billing Frequency | Quantity/Unit |
| WA State JLARC Reporting | Annual | 1 Each |
| Invoicing Module | Annual | 1 Each |
| PST Email Extractor | Annual | 1 Each |
| Inter-Agency Communications Module | Annual | 1 Each |
| Redaction License (per named user) | Annual | 30 Each |
| FOIA Module Non Enterprise | Annual | 1 Each |
| Payments Module | Annual | 1 Each |
| Hosted Data Storage (TB) | Annual | 1 Each |
| Advanced Email Tracking | Annual | 1 Each |
| ADFS/Single Sign-on Module | Annual | 1 Each |

- *Once purchased data storage has been exceeded, data storage is billed in increments of 1TB over the purchased data storage amounts herein and will be assessed an additional annual fee of*

\$1,200.00 and billed in arrears. Storage is reviewed annually and is adjusted at the next annual renewal. Throughout the term of the contract Whatcom County WA is able to contact Granicus for a report on how much storage has been used.

| Communications Cloud Tier: |
|----------------------------|
| 0 |

PRODUCT DESCRIPTIONS

| Solution | Description |
|---------------------------------------|------------------------------------|
| WA State JLARC Reporting | WA State JLARC Reporting |
| Invoicing Module | Invoicing Module |
| PST Email Extractor | PST Email Extractor |
| Inter-Agency Communications Module | Inter-Agency Communications Module |
| Redaction License (per named user) | Redaction License (per named user) |
| FOIA Module Non Enterprise | FOIA Module Non Enterprise |
| Payments Module | Payments Module |
| Hosted Data Storage (TB) | Hosted Data Storage (TB) |
| FOIA Platform Setup and Configuration | FOIA Platform Onboarding |
| Advanced Email Tracking | Advanced Email Tracking |
| GovQA - Online Training | Online Training – Administrator |
| Online Training – Users | Online Training – Users |

| Solution | Description |
|----------------------------|----------------------------|
| ADFS/Single Sign-on Module | ADFS/Single Sign-on Module |

TERMS & CONDITIONS

- 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 Whatcom County WA to provide applicable exemption certificate(s).
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-189683 dated 02-16-2023 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.

CARASOFT TECHNOLOGY CORPORATION:

Approved:

Accepted for Carahsoft Technology Corporation

 11/8/23
Date

WHATCOM COUNTY:

Recommended for Approval:

 11/8/23
IT Manager Date

Approved as to form:

 11/8/23
Prosecuting Attorney Date

Approved:

Accepted for Whatcom County:

By:  11/22/23
Carol Frazey Date
Executive Pro Tempore