

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 6a
	Title:	Resolution authorizing a SmartGov software implementation and subscription from Granicus, LLC for a cost of \$63,010.	
	Presenter:	Larry Gunderson, Director of Information Systems	
Meeting: Government Operations Committee		Date: July 1, 2024	
Proposed Cost: \$63,010		Budgeted Amount: \$99,100 (FY 24)	Not Budgeted: <input checked="" type="checkbox"/>
TIF District: None			
<p>Executive Summary (if not budgeted, please explain):</p> <p>In support of the City’s Strategic Plan goal to increase accessibility, information sharing, and services online, staff budgeted for the purchase and implementation of software to simplify and automate the license application and renewal process. The types of licenses that are proposed to be available for an online application process, including payment of fees and license renewals, include the following:</p> <ul style="list-style-type: none"> • Liquor licenses • Cigarette/Tobacco License • Coin Operated Amusement license • Special Event permits • Massage license • Video Gaming license <p>In order to meet these requirements, software from two current City software providers was evaluated to determine which solution would best meet the needs of our licensees, as well as City staff that manage the license application process.</p> <p>Based on the software evaluations, references from other public sector organizations, and the lower relative cost, staff is recommending the purchase of a SmartGov software subscription from Granicus, LLC. Granicus is the City’s provider of public engagement platform software for website management, forms automation and content notifications. By implementing SmartGov license application management, the City will be enhancing its investment in Granicus public engagement platform software to increase its ability to engage citizens with online services.</p> <p>The costs for the project include \$33,470 for the software subscription and \$29,540 for the implementation, for a total of \$63,010. Since the costs for license application software were budgeted in FY 24 and not spent, staff will be requesting a budget addition for FY 25 to fund the project.</p>			
<p>Attachments (please list):</p> <p>Resolution, Bid Waiver Form</p>			
<p>Recommendation/Suggested Action (briefly explain):</p> <p>Recommend approval of a resolution authorizing a SmartGov software implementation and subscription from Granicus, LLC for a cost of \$63,010.</p>			

**City of St. Charles, Illinois
Resolution No.**

**A Resolution authorizing a SmartGov software implementation and
subscription with Granicus, LLC in the submitted amount**

**Presented & Passed by the
City Council on**

WHEREAS, a strategic goal of the City's 2023-2027 Strategic Plan is to modernize the City's digital presence to increase accessibility, information sharing, and services online; and

WHEREAS, the City Council authorized an Agreement with Granicus, LLC for software subscriptions in May 2023; and

WHEREAS, Granicus, LLC software and services have enabled City staff to configure and implement application components utilizing their software subscriptions; and

WHEREAS, the City desires to continue to expand the usage of Granicus software by implementing SmartGov for online processing of license applications;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, an Agreement be approved with Granicus, LLC in the submitted amount.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ____ day of ____, 2024

PASSED by the City Council of the City of St. Charles, Illinois, this ____ day of ____, 2024

APPROVED by the Mayor of the City of St. Charles, Illinois, this ____ day of ____, 2024

Lora Vitek, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



Bid Waiver One Time Today through _____

Description: _____

Requested Vendor: _____

Requested By: _____ Date: _____

Approval: _____

Department Head

Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$_____ for this one-time order, and/or \$_____ for a 12-month period.
2. This good/service has been competitively solicited within the past 24 months. YES NO
If Yes, Was the solicitation published on the city website? YES NO

3. Justification for Bid Waiver:

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** _____

Other: _____

