



Legislation Text

File #: 21-1101, **Version:** 1

Recommendation to adopt resolution authorizing City Manager, or designee, to execute a contract, and any necessary documents including any necessary amendments, with Prime Government Solutions, of Harrisburg, PA, for the implementation of a legislative management system, on the same terms and conditions afforded to the City of Los Angeles in an amount of \$129,404, plus a 15 percent contingency in the amount of \$19,411, for a total amount not to exceed \$148,815 for the one-year period of October 1, 2021 through September 30, 2022; thereafter, in an annual amount not to exceed \$69,830, with annual increases up to 5 percent, until the City of Los Angeles contract expires on July 31, 2023, with the option to renew, for as long as the City of Los Angeles contract is in effect, at the discretion of the City Manager. (Citywide)

City Council approval is requested to enter into a contract with Prime Government Solutions (PrimeGov) for the implementation of a full-service solution that includes hardware, software, agenda and meeting management systems, voting and minutes modules, audio and video streaming, automated indexing capabilities, website design and integration with Council agendas, user training, and 24/7 technical support which meet City needs. In 2004, the Office of the City Clerk implemented Legistar as the City's legislative management system, after 17 years of use, the Office of the City Clerk is looking to modernize and upgrade the system with a new, integrated, automated, and user-friendly legislative management system. After staff evaluation of features, PrimeGov is best positioned to provide an automated process for agenda item submission, an upgrade to our video streaming capabilities, and an upgrade the Boards and Commission Manager to allow staff to manage all committee tasks efficiently and effectively from a single location.

The Legislative Bureau of the Office of the City Clerk researched procurement options for a Legislative Management System and discovered other agencies had completed an open, fair, transparent, and competitive procurement process. The City reviewed the contract options and determined that the contract between City of Los Angeles and Prime Government Solutions provided the best value to the City.

Prime Government Solutions was selected based on their competitive pricing, service level, and breadth of product offerings that streamlines all aspects of a legislative management system.

City Charter Section 1802 provides an alternative procurement method by permitting the City to purchase or otherwise obtain services, supplies, materials, equipment, and labor with other governmental agencies. This alternative procurement method can save time and reduce costs through economies of scale by purchasing under existing contracts from other

government agencies on a voluntary and selective basis, when authorized by a Resolution adopted by the City Council.

This matter was reviewed by Deputy City Attorney Amy Webber on October 6, 2021, Purchasing Agent Michelle Wilson on October 7, 2021, and by Budget Management Officer Rhutu Amin Gharib on October 8, 2021.

City Council action to adopt a Resolution and award a contract concurrently is requested on October 19, 2021, to ensure the contract is in place expeditiously.

The total annual contract will not exceed \$148,815. The contract with Prime Government Solutions for the one-year period of October 1, 2021 through September 30, 2022 includes a one-time fee of \$59,574 for data migration, professional services, and encoders; the annual subscription fee of \$69,830; and a 15 percent contingency of \$19,411. Subsequent years of the contract can be renewed for the annual subscription fee of \$69,830 including annual increases up to 5 percent to cover increased storage costs that accumulate each year. Sufficient appropriation is currently budgeted in the General Fund Group in the Office of the City Clerk. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

Approve recommendation.

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MONIQUE DE LA GARZA
CITY CLERK