



STATE PROCUREMENT OFFICE
NOTICE & REQUEST FOR SOLE SOURCE

14 MAY 14 9:10:20

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer
FROM: Department of Commerce & Consumer Affairs/ISCO
Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.
A video encoding system and webcasting services that will allow the department to provide live and archived video and audio access, via the internet, to its Boards and Commissions proceedings. This system must also have the capability to present related documents, such as agendas and written testimony, and link them to the corresponding video segment. In addition to this, the system must have the capability to take public input on agenda items.

2. Vendor/Contractor/Service Provider Name: Granicus	3. Amount of Request: \$4,600 plus \$999 per month
4. Term of contract (shall not exceed 12 months), if applicable: From: 6/15/2014 To: 6/14/2015	5. Prior SPO-001, Sole Source (SS) No.:

6. Describe in detail the following:
a. The unique features, characteristics, or capabilities of the goods, service or construction.
Please see attached

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department
Please see attached

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

Granicus is currently in use by the Legislature through a partnership with Olelo. We were able to see first hand the range of services that Granicus is currently providing and implemented by the Legislature. After gathering this information, we researched and found some other sources that also serve government, but in evaluating their offerings, none of them could even come close to the integration of documents, indexing, and citizen input capabilities of Granicus.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

Accordent Technologies, DaCast, Onstream Media, and Discover Video were all investigated, but none of these sources were able to provide comparable comprehensive services geared specific to government proceedings.

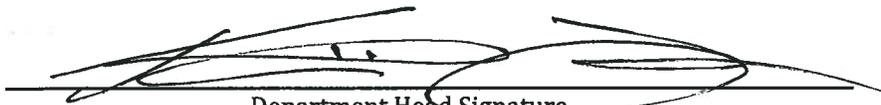
9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Donn Yabusaki	DCCA/ISCO	587-7410	dyabusaki@dcca.hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided is to the best of my knowledge, true and correct.**


Department Head Signature

5/12/14
Date

For Chief Procurement Officer Use Only

Date Notice Posted: 5-15-14

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

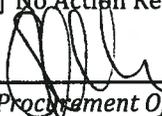
Approval is granted for the period of 6/15/14 - 6/14/15 and is based on the department's representation that Granicus is the only source to provide a video encoding system and webcasting services because of its unique features. This approval is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112 shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting System. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Donn Tsuruda-Kashiwabara at 586-0565 or donna.tsuruda-kashiwabara@hawaii.gov.

Approved

Disapproved

No Action Required



Chief Procurement Officer Signature

6/19/14

Date

Attachment to "Notice & Request for Sole Source"; DCCA 05/12/2014

6. Describe in detail the following:
 - a. The unique features, characteristics, or capabilities of the goods, services or construction.

Granicus has over 14 years of government focused experience in providing a complete end-to-end legislative management solution that focuses solely on government. They have existing clients on all levels of government in all 50 States and Canada. This level of experience does not exist with any other potential providers.

The Granicus system has several features that are unique to their system. This system will ensure that all meeting records are searchable by Agenda Topic, Minutes, and the spoken word, which makes it easier for the general public to go right to the point on the recording which contains the specific subject matter that they are interested in. This eliminates the need to sift through several hours of content in order to find the discussion on the subject or topic that they are interested in. In addition to this, the session recording can also be indexed to the agenda document. This allows the user to view the agenda and click on the specific agenda item, and the recording will start to play from the beginning of the discussion about that specific agenda item.

As part of this package, Granicus is providing unlimited storage and retention for an unlimited number of Boards and Commissions proceedings, which is also unique to their offering, with no additional service costs. Also unique to this solution is access to the Granicus API which will allow for integration into third party or in-house solutions, facilitating the integration of the system into our existing workflows.

In addition to webcasting, Granicus will also be providing each Board with the ability to allow their customers to comment on agenda items prior to the meeting to allow those who can't make it to a public meeting in person the chance to still have their voice be heard. Granicus is the only vendor that provides a webcasting solution with this unique capability. Furthermore, as part of this system, we will have access to the Granicus APP Platform which is the only government-to-government APP Platform where Government Only APPs are available for research.

Another unique solution included with the suite will give the department the ability to implement a paperless solution for the Board or Commission members by utilizing wireless devices for the annotation or bookmarking of agendas. In addition to this, a survey and polling solution can be implemented for specific Boards or Commissions.

Granicus will also be providing a future platform path, supplying a unique suite of tools that assist in the management of these proceedings. Included in this suite is a webcasting/minutes annotation solution that is integrated with Microsoft Office which allows the minutes document to be built in Microsoft Word while embedding the indexed point of the recording into the minutes document for reference. A similar annotation tool

can also create the minutes document in a PDF format with embedded links to the recorded session.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department to accomplish its work.

Because the DCCA's core mission and responsibilities impact every resident in the State, these Boards and Commission proceedings need to be more transparent to allow for increased public scrutiny and input. The Granicus system will allow the department to leverage technology to raise the level of government transparency that will be available to the general public. Simply streaming these proceedings live over the internet, which is what other vendors can provide, will not accomplish this. The Department realizes that these proceedings need to be available in an easy to use manner.

The Granicus system makes it very easy and straight forward for the general public to utilize this resource by simply looking at an agenda and clicking on the agenda item that they are interested in. Since the content will also be archived and kept available, an individual is free to view these proceedings at any time rather than have to view the entire proceeding when it's being streamed live. Also, the ability for citizens to comment on agenda items even if they cannot make it to a public meeting will allow for increased input into the Department's proceedings.

Increasing the level of transparency in these proceedings is just the first step of many that the Department is taking. Without this initial effort to leverage technology and provide more transparency, it will be very difficult to empower the public and give them a voice in the Department's proceedings.