Ordinance No. 24 - 4462

ORDINANCE AUTHORIZING AND APPROVING AN ORDER FORM AND AGREEMENT BETWEEN THE VILLAGE OF BARRINGTON AND GRANICUS FOR USE OF AND SUBSCRIPTION TO CERTAIN SOFTWARE PROVIDED BY GRANICUS FOR PURPOSES OF ON-LINE PERMIT APPLICATIONS, CODE ENFORCEMENT, AND OTHER SMARTGOV APPLICATIONS

WHEREAS, the Corporate Authorities of the Village of Barrington (the "Village") have determined that it is in the best interests of the Village and its residents to enter into an agreement with Granicus (sometimes referred to as "SmartGov") for licensing and use of municipal software application as specified in the attached Order Form No. Q-370292 dated October 4, 2024; and

WHEREAS, the Granicus Order No. Q-370292 dated October 4, 2024 in the total not-to-exceed amount of $61,835.15, which includes the one-time charges for software and related services (i.e., $34,409.15) as well as the annual fees for the first year ($27,426.00) and the related Agreement with Granicus, which costs include licensing, subscriptions, and the implementation of municipal software and related services, a copy of which Granicus Quote Q-370292 is attached hereto as part of Group Exhibit A and thereby made a part hereof:

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Barrington, Cook and Lake Counties, Illinois, pursuant to the authority of this Village as a Home Rule unit, as follows:

SECTION 1: The Corporate Authorities find that the facts set forth in the preamble to this Ordinance are true and correct and are hereby incorporated by reference as fully as if set forth herein.

SECTION 2: The Corporate Authorities hereby authorize the Village Manager to terminate the Village's existing municipal software agreement with Cloudpermit.

SECTION 3: The Corporate Authorities of the Village do hereby approve the Order Form and related Agreement between the Village of Barrington and Granicus (the "Agreement"), copies of which are attached hereto as Group Exhibit A, for municipal software and related services, in accordance with and as set forth on the Granicus Order Form No. Q-370292.

SECTION 4: The Village President, or her designee, is hereby authorized on behalf of the Village to accept and execute, and the Village Clerk is hereby authorized to attest thereto, and to deliver to Granicus the Granicus Order Form No. Q-370292 and the related Agreement as set forth therein, and any other documents necessary to implement the transaction with Granicus contemplated herein by the Village and to do all things necessary and essential, including the execution and delivery of any other documents necessary or appropriate to implement the Granicus municipal software as herein authorized, and pursuant to Section 1-6A-6 of the Barrington Village Code, the Corporate Authorities also hereby waive any and all requirements for competitive

bidding or alternative proposals as may otherwise be required by law or by ordinance with respect to said Order Form and Agreement with Granicus.

SECTION 5: This Ordinance shall be in full force and effect from and after its passage as provided by law.

PASSED THIS 25 DAY OF NOVEMBER, 2024, BY ROLL CALL VOTE AS FOLLOWS:

AYES: Trustees Lohmeyer, Sheen, Wondrasek, Duncan, Moran, Prigge and President Darch

NAYS: NONE

ABSENT: NONE

RECUSE: NONE

APPROVED THIS 25 DAY OF NOVEMBER, 2024

Karen Y Darch

Karen Darch, Village President

ATTESTED AND FILED THIS
25 DAY OF NOVEMBER, 2024

Tony Ciganek

Tony Ciganek, Village Clerk

Village of Barrington CORPORATE SEAL Cook & Lake Counties, IL

GROUP EXHIBIT A

Granicus Software Order Form and the Related Agreement

Granicus Proposal for Barrington, IL

ORDER DETAILS

Prepared By: Brian Ondrako
Phone:
Email: brian.ondrako@granicus.com
Order #: Q-370292
Prepared On: 04 Oct 2024
Expires On: 31 Oct 2024

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance. Granicus will invoice this quote on or after 01 Jan 2025.)

Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 12 months.

Terminating Subscriptions		
Solution	**Quantity/Unit**	**Prior Annual Fee**
Municipal Community Development Service	0 Each	$13,608.74
SUBTOTAL:		**$13,608.74**

Upon the signing of this Agreement, annual fees for the terminating subscription(s) shall cease. Any pre-paid fees for the terminating subscription(s) after the signing of this Agreement will be prorated from the signing of this Agreement to the end of the Client's then-current billing term, credited, and such credit applied to the annual fees for new subscriptions.

Client will continue to have access to and use the terminating solution until the new subscription(s) is/are deployed.

Upon the deployment of Client's new solution as determined at Granicus' sole discretion, Granicus shall remove access to the Client's terminating subscription(s).

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**One-Time Fee**
SmartGov Training	Upon Delivery	1 Each	$2,896.00
SmartGov Custom Implementation	Upon Delivery	1 Each	$0.00
Existing Merchant Connector Configuration	Upon Delivery	1 Each	$1,500.00
Project Management - SmartGov	Upon Delivery	1 Each	$4,488.15
Map Connector Configuration	Upon Delivery	1 Each	$1,250.00
Parcel Connector Configuration	Upon Delivery	2 Each	$6,250.00
Portal Configuration	Upon Delivery	1 Each	$1,250.00
Fees Configuration (Pages)	Upon Delivery	1 Each	$531.00
General Config	Upon Delivery	1 Each	$2,500.00
Workflow template customization	Upon Delivery	1 Each	$8,844.00
Custom Reports	Upon Delivery	5 Each	$2,500.00
Custom Migration	Upon Delivery	1 Hours	$900.00
BlueBeam Connector Configuration	Upon Delivery	1 Each	$1,500.00
		SUBTOTAL:	**$34,409.15**

New Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
SmartGov - Enterprise	Annual	1 Each	$24,682.00
SmartGov Code Enforcement	Annual	1 Each	$0.00
SmartGov Licensing	Annual	1 Each	$0.00
SmartGov Permitting	Annual	1 Each	$0.00
SmartGov Connector Merchant	Annual	1 Each	$1,372.00
SmartGov Connector BlueBeam	Annual	1 Each	$1,372.00
		SUBTOTAL:	**$27,426.00**

PRODUCT DESCRIPTIONS

Solution	Description
SmartGov - Enterprise	Annual subscription to SmartGov software for: Permitting, Licensing, and Code Enforcement. Subscription includes the Public Portal.
SmartGov Code Enforcement	Annual subscription for SmartGov Code Enforcement Module for managing service requests and complaints.
SmartGov Licensing	Annual subscription for SmartGov Licensing Module for contractor registration, rental registration, business licensing.
SmartGov Permitting	Annual subscription for SmartGov Permitting Module for building and planning permits, inspections, and contacts.
SmartGov Connector Merchant	Connection to one merchant in the back office and/or portal from a list of available options. Subscriber remains responsible for the relationship with the provider.
SmartGov Training	Includes up to two (2) hours of User Acceptance Training to prepare primary users for Validation, focused on navigation and testing best practices. Go-Live training will span a one (1) week period, provided in three (3) hour sessions focused on Permit/Application Intake, Review, Inspections and Code Enforcement processes (as needed).
SmartGov Custom Implementation	SmartGov Configuration based on implementation options selected.
Existing Merchant Connector Configuration	Configure merchant connection. Test and troubleshoot connection during test process. Subscriber to provide the required linking information for Company to complete the setup. These will often include connection URLs, Login IDs, and Transaction Keys. Requirements vary slightly depending on the selected Merchant. SmartGov will not test in Production environments.

Solution	Description
Project Management - SmartGov	Project Management: Company Project Manager will act as an extension of the Subscriber's team and manage the implementation from start to finish. The Subscriber will have access to a personalized timeline which will be reviewed on a regular cadence. The Project Manager will partner with the Subscriber to coordinate all services, management of the project timeline, and help identify risks and/or issues. Project Management Services include: • Project planning and kickoff meetings. • Project schedule developed and maintained according to the SOW tasks, deliverables, dependencies, and resource assignments. • Status reporting and coordination of status meetings, bi-weekly, or as required. • Schedule monitoring and scope management. • Risk Management planning to identify, analyze, and mitigate risks. • Action Item and decision tracking, as well as resolving and escalating issues. • Change control management and issue tracking. • Company project resource management. • Verify product and deliverable acceptance with Subscriber. • Facilitating transition to Support. • Company's Project Manager will serve as the single point of contact for the project related to this SOW.

Solution	Description
Map Connector Configuration	Configure subscribers ESRI GIS layers into SmartGov Troubleshooting the incoming data Train client on how to maintain the service in SmartGov. MAP/GIS Connector: Company will connect to ESRI Map Service provided by Subscriber and secured by a publicly trusted certificate issued by a Certificate Authority. Subscriber is responsible for contracting separately with ESRI map service provider and ESRI configuration. SmartGov Requirements for Map Connector Integration: ArcGIS for Server 10.4 or ArcGIS for server Enterprise Standard 10.7.1 (OR) ArcGIS Online. Subscriber Map Service must be publicly accessible and require no user authentication of any kind. The Map Service must include a parcel layer with a designated field having parcel numbers that exactly match those provided in the Parcel Connector source data (this layer may be the same as that provided for the Parcel Connector if no authentication is required for access). Support for Feature, Tiled, and Web Map Services is not included. Custom base maps are not supported. Base maps from the ESRI base map library will be available for use. The following base maps are currently included (subject to change): Imagery Imagery Hybrid Streets Topographic Navigation Streets (Night) Terrain with Labels Light Gray Canvas Dark Gray Canvas Oceans National Geographic Style Map Open Street Map Charted Territory Map Community Map Navigation (Dark Mode) Newspaper Map Human Geography Map Human Geography Dark Map Modern Antique Map Mid-Century Map Nova Map Colored Pencil Map Firefly Imagery Hybrid

Solution	Description
	USA Topo Maps

Solution	Description
Parcel Connector Configuration	Company will configure EITHER a Delimited Parcel Job OR ARCGIS Parcel Job on behalf of the Subscriber. Configure Subscribers parcel fields into SmartGov. Troubleshooting the incoming data and providing recommendations for Subscriber to resolve data gaps. Train Subscriber on how to maintain the service in SmartGov. Delimited File – A delimited file may be uploaded to the job at runtime. The delimited file option supports a single address for each individual parcel. Subscriber must use the template provided by Company. Parcel Layer – A parcel layer must be accessible by URL through an ESRI REST service. A secondary address-only layer may also be provided for parcels that have more than one address. The layer(s) must be publicly accessible and may be secured with a username and password. Subscriber is responsible for obtaining, cleaning, and maintaining all parcel data within the delimited file and/or ESRI Rest service. The configured parcel job will be available for Subscriber to run on-demand after go-live. The Parcel Layer Job can be set to run daily, weekly, monthly, or annually defined by how often Subscriber intends to update the Rest Service. Parcel source data (delimited file or parcel layer) must include the following fields, at a minimum: Parcel Number Primary Situs Address Primary Situs City Primary Situs State Primary Situs Zip Code Owner Name Owner Street Address Owner City populated for USA addresses only Owner State populated for USA addresses only Owner Zip Code populated for USA addresses only International Indicator with a value of "Y" for any owner address outside of the USA International line including the full regional equivalent of the city, state and zip code for any owner address outside of the USA Inclusion of the following additional fields is recommended: Parcel center point latitude in decimal degrees Parcel center point longitude in decimal degrees If using a secondary address layer with the ARCGIS Parcel job, the address layer must contain the following fields: Parcel Number

Solution	Description
	Secondary Situs Address Secondary Situs City Secondary Situs Zip Code Inclusion of the following additional fields is recommended for the secondary address layer: Address point latitude in decimal degrees Address point longitude in decimal degrees
Portal Configuration	Company will customize Subscriber's Portal by: • Loading Subscriber logo. • Exposing all permits/business licenses identified in Configuration workbook in which citizens will have access. • Advising on best practices for public release timeline and access code configuration. • Load Subscriber custom verbiage into limited fields. • Provide the access URL (Uniform Resource Locator) for Subscriber to add link to jurisdiction web pages. Includes consultant-led end-to-end walkthrough and demonstration of UAT/Validation process to Subscriber to confirm functionality meets configuration requirements.
Fees Configuration (Pages)	Subscriber Fees configured based on provided Fee schedule and according to Configuration Workbook. Based on Subscriber fee schedule, defined in the Order Form, Company will: • Setup Subscriber fee code calculations. • Load Subscriber FMS (Financial Management System) / GL (General Ledger Code) (according to Configuration Workbook). • Load Subscriber Valuation table (according to Configuration Workbook or ICC (International Chamber of Commerce) table). Setup Subscriber fixture costs (according to Configuration Workbook). • Load other Subscriber custom attributes / details as required for Subscriber fee calculations (according to Configuration Workbook).

Solution	Description
General Config	General Configuration: As part of the General Configuration, Company will: • Create Subscriber database with best practice defaults. • Provide Validation environment access to Subscriber. • Load Subscriber users with Company standard permissions (according to Configuration Workbook). • Configure system values (locality, time zone, header and footer detail, standard report settings). • Load Client Code References/Violation types (according to Configuration Workbook). • Set up General Ledger accounts. • Load Subscriber logo. • Provide access to over 100 reports and output document templates. Subscriber receives credentials for environment when initial configuration items under General Configuration deliverable are completed.
Workflow template customization	Workflow Template Configuration: Company will configure process templates as defined in the Business Process Analysis phase for each department in scope: Building/Permits, Code Enforcement, Licensing and/or Recurring Inspections. Company will: Load Subscriber Code References/Violation types (according to Configuration Workbook). Load custom attributes/details within the limited fields available (not associated with fees, according to Configuration Workbook). Configure workflow to meet business requirements defined in Configuration Workbook. Consultant-led end-to-end walkthrough and demonstration of UAT/Validation process to Subscriber to confirm functionality meets configuration requirements. Completed upon configuration according to documentation in the Configuration Workbook Percentage: 100%
Custom Reports	Custom scoped work for custom reports outside of the scope of the standard reports offered.

Solution	Description
Custom Migration	Load a single file with limited fields in Excel or CSV format. One permit per row and must contain fields for the parcel number and permit number. Data will be stored in one of the two following areas: • Note on a parcel (no documents only tabular data). • Historical read only permit area of SmartGov.
SmartGov Connector BlueBeam	The SmartGov Bluebeam connector provides the ability to check out documents for plan review and markup using the subscriberÕs Bluebeam subscription. Bluebeam Studio_is the repository for Bluebeam Projects and Sessions. Only one_license/subscription is required for each jurisdiction. It_is available in the following editions:_ Bluebeam Studio Prime_(Compatible with_SmartGov) Ð Cloud-based (allows third party integrations with the Bluebeam Studio API), additional Bluebeam cost_ Bluebeam Studio_(Not Compatible with_SmartGov) Ð Cloud-based, included with the Bluebeam Revu user license at no additional Bluebeam cost_ Bluebeam Studio Enterprise_(Not Compatible with_SmartGov)_Ð On-Premises__ Bluebeam Revu is the client-side software that provides the tools necessary to review and mark up documents._This software must be installed on each client computer that will be used to perform review and mark up tasks._Revu is available in the following editions:_ Revu Standard (Compatible with_SmartGov) Ð Standard tool set_ Revu CAD_(Compatible with_SmartGov)_Ð Includes_all of_the standard tools, along with plugins for 2D and 3D PDF creation_ Revu_eXtreme_(Compatible with_SmartGov)_Ð Includes_all of_the standard tools and CAD plugins, with additional features like Optical Character Recognition (OCR) and batch processes._ The Revu user license includes access to Bluebeam Studio, but Bluebeam Studio is not sufficient for integration with_SmartGov. Each_SmartGov_user that will be checking projects in and out of Bluebeam or performing review and mark up tasks must also be a member of the Bluebeam Studio Prime account._

Solution	Description
BlueBeam Connector Configuration	Assist Subscriber in configuring Bluebeam connection. Testing connection with Subscriber. Training provided on SmartGov check-out and check-in process only. The service and subscription for this connector does NOT include a subscription to Bluebeam or training on how to install or use the Bluebeam software. Subscriber is responsible for providing an active subscription to Bluebeam Studio Prime with REVU 21 to use the SmartGov Bluebeam Connector. Each user that will be checking permits out to Bluebeam from SmartGov or accessing the submittal documents from SmartGov for review in Bluebeam will need to be a member of the Studio Prime account. Bluebeam Software is comprised of a document management component, known as Studio, and a client-side application, Revu. Each component has three (3) editions with various features. Bluebeam Studio is the repository for Bluebeam Projects and Sessions. Only one license/subscription is required for each jurisdiction. It is available in the following editions: Bluebeam Studio Prime (Compatible with SmartGov) – Cloud-based (allows third party integrations with the Bluebeam Studio API), additional Bluebeam cost Bluebeam Studio (Not Compatible with SmartGov) – Cloud-based, included with the Bluebeam Revu user license at no additional Bluebeam cost Bluebeam Studio Enterprise (Not Compatible with SmartGov) – On-Premises Bluebeam Revu is the client-side software that provides the tools necessary to review and mark up documents. This software must be installed on each client computer that will be used to perform review and mark up tasks. Revu is available in the following editions: Revu Standard (Compatible with SmartGov) – Standard tool set Revu CAD (Compatible with SmartGov) – Includes all of the standard tools, along with plugins for 2D and 3D PDF creation Revu eXtreme (Compatible with SmartGov) – Includes all of the standard tools and CAD plugins, with additional features like Optical Character Recognition (OCR) and batch processes. The Revu user license includes access to Bluebeam Studio, but Bluebeam Studio is not sufficient for integration with SmartGov. Each SmartGov user that will be checking projects in and out of Bluebeam or performing review and mark up tasks must also be a member of the Bluebeam Studio Prime

Solution	Description
	account.

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at https://granicus.com/legal/licensing, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-370292 dated 04 Oct 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- 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 Barrington, IL to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		**Purchase Order Required?**	[ ] - No [ ] - Yes
Billing Address:		**PO Number:** *If PO required*	
Billing Email:		**Billing Phone:**	

If submitting a Purchase Order, please include the following language:
The pricing, terms, and conditions of quote Q-370292 dated 04 Oct 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Barrington, IL	
Signature:	Karen Y. Darch
Name:	Karen Darch
Title:	Village President
Date:	November 25, 2024