



CITY OF ALLENTOWN

No. _____

RESOLUTION

R 56- 2026

Introduced by the Administration on April 15, 2026

Authorization for Contract with Granicus LLC in the amount of \$270,329.42 to manage and support all public meetings conducted by City Council, authorities, boards, and commissions, as well as provide end-to-end meeting management services supported by a robust, fully accessible meeting software platform capable of handling agenda creation, document management, public engagement, and multi-platform live streaming. Three (3) proposals were received. However, one had to be rejected due to making modifications to the terms and conditions. Contract shall be for three (3) years with two (2) additional one (1) year renewals beyond the contract expiration period.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code (recodified as §5-21) requires City Council approval by Resolution for the award of contracts or engagement of professional services.

WHEREAS, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: Granicus LLC
2. Project or Contract Reference: RFP 2026-39 Professional Public Meeting Management Services and Comprehensive Meeting Software Platform
3. Description of Service(s): To manage and support all public meetings conducted by City Council, authorities, boards, and commissions. The selected vendor will provide end-to-end meeting management services supported by a robust, fully accessible meeting software platform capable of handling agenda creation, document management, public engagement, and multi-platform live streaming. All services and technologies must comply with the Americans with Disabilities Act (ADA), the Pennsylvania Sunshine Act, and all applicable federal, state, and local regulations.

NOW, THEREFORE, BE IT RESOLVED , on this the 15th day of April, 2026, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16
Project or Contract Reference: RFP 2026-39 Professional Public Meeting Management Services and Comprehensive Meeting Software Platform

TO: City Council, City Clerk, and Council Solicitor

FROM: Gerry Anthony, Department Head

DATE: April 6, 2026

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

- X The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

***CivicPlus, LLC**: 302 South 4th Street, Suite 500, Manhattan, KS 66502

eScribe Software USA, Inc: 5140 East Southport Road, #1012, Indianapolis, IN 46204

*Rejected due to making modifications to the terms and conditions.

- List the name and address of the **recommended** Contractor/Vendor, include the following:

Granicus LLC: 1152 15th Street NW, Suite 800 Washington, DC 20005

Contract Consideration: \$270,329.42

Funding Source: 000-07-0604-0030-50031

- Description of project or scope of services to be provided:

On February 10, 2026, the City advertised a solicitation seeking proposals from qualified firms to manage and support all public meetings conducted by City Council, authorities, boards, and commissions. The selected vendor will provide end-to-end meeting management services supported by a robust, fully accessible meeting software platform capable of handling agenda creation,

document management, public engagement, and multi-platform live streaming. All services and technologies must comply with the Americans with Disabilities Act (ADA), the Pennsylvania Sunshine Act, and all applicable federal, state, and local regulations. On March 10, 2026, a public opening was held for which three (3) proposals were received. However, one (1) proposal was rejected due to making modifications to the terms and conditions. The proposals were distributed to all committee members via Teams for evaluation. The Technical evaluation was held on March 19, 2026, all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points), Strength and completeness of the meeting management approach (10 Points), Capabilities and usability of the proposed software platform (25 Points), ADA compliance and accessibility features (20 Points), Experience with municipal clients (20 Points), and References and past performance (5 Points). The Cost Proposals were opened on March 19, 2026, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on March 24, 2026, all committee members were present. The committee discussed the Cost proposal (20 Points). The committee decided to move forward with Oral presentations with the top scoring firm, Granicus LLC. The oral presentation was held on March 27, 2026, all committee members were present. The committee discussed the Oral presentations (15 Points). The committee is recommending award to Granicus LLC.

- Contract Term:

The Contract term shall commence upon full execution and shall cease three (3) years thereafter.

- List any renewal term options and duration of each renewal, if any:

Upon written agreement from the City, this contract may be extended for up to two (2) additional one (1) year terms beyond the contract expiration period at the same annual terms of the initial term.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

\$65,304.52 annual fee per renewal totaling: \$400,938.46, if all renewals are utilized.

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

By: Gerry Anthony, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution