The Honorable Alice L. Lee, Chair and Chief Procurement Officer  
Maui County Council  
Wailuku, HI 96793

Dear Chair Lee:

SUBJECT: NOTICE OF REQUEST FOR SOLE SOURCE

Pursuant to Hawaii Revised Statutes §103D-306 and Hawaii Administrative Rules Chapter 3-122, Subchapter 9, the Office of the County Clerk requests sole source approval to purchase the following:

1. Describe the goods, services or construction:

   The Office of the County Clerk is seeking sole source approval for continued usage of a fully integrated solution to enable the Maui County Council to receive live captioning of Council meetings.

2. Vendor/ Contractor/ Service Provider: Granicus, Inc.

3. Amount of Request: 22,750.50 + tax

4. Term of Service From: 1/1/2022 – 12/31/2022

5. Explain, in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

   The Office of the County Clerk seeks continued usage of an integrated, enterprise enabled solution that is designed to maximize our use of Granicus’ webcasting platform and existing infrastructure. To our knowledge, at least Hawaii and Kauai Counties currently utilize Granicus for captioning services. Continuing this service offered by Granicus will enable the Office of the County Clerk to provide captioning services of meetings without expending additional unnecessary resources. The investment of resources necessary to procure a different vendor via competitive means would not be advantageous. The Office of the County Clerk has invested significant time and resources in infrastructure and training to learn the Granicus platform, and eliminating operational
inefficiencies would allow the Office of the County Clerk to solely focus on
the public benefit and accessibility that may be created through
captioning.

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service
or construction:

The following are believed to be unique to the solutions provided by
Granicus:

Live captioning that can be directly integrated into our existing
infrastructure and equipment without expenditure of additional time or
resources.

Captioning transcripts in Microsoft Word that can be provided
immediately through Media Manager following a meeting, which may
assist in our production of meeting minutes (verbatim transcripts).

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

Compliance with any accessibility provisions of the Americans with
Disabilities Act and issued by the Federal Communications
Commission will enable the Office of the County Clerk to provide
superior service and accessibility to the public.

Seamless integration of the services from the same vendor will allow the
Office of the County Clerk to provide captioning to the public without
the unnecessary operational challenges involved with integrating and
launching a new solution.

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:
For years, the Office of the County Clerk has evaluated captioning solutions, including open and closed captioning platforms, automated or live captioning solutions, and encoders and other equipment provided by various vendors.

This caption service is integrated into other existing infrastructure provided by the same vendor, allowing for both ease of use by the Office of the County Clerk and seamless use by the public.

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

The Office of the County Clerk has investigated various live caption providers, post meeting caption solutions, and automated captioning equipment.

Automated captioning has a lower accuracy and readability rate, as opposed to live captioning, and other services don't allow for seamless integration into existing equipment and infrastructure.

9. Identify the primary responsible staff persons conducting and managing this procurement:

<table>
<thead>
<tr>
<th>Name</th>
<th>Kathy Kaohu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Office of the County Clerk</td>
</tr>
<tr>
<td>Phone Number</td>
<td>808-270-7748</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:county.clerk@mauicounty.us">county.clerk@mauicounty.us</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>James Krueger</th>
</tr>
</thead>
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The Office of the County Clerk shall ensure adherence to applicable administrative and statutory requirements, including Hawaii Administrative Rules Chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

All requirements, approvals, and internal controls for this expenditure are the responsibility of the Office of the County Clerk.
I certify that the information provided above is, to the best of my knowledge, true and correct.

Kathy L. Kohn

Department Head Signature

02/07/2022

Date
Submit written objection to this notice for sole source approval within seven calendar days or as otherwise allowed from date notice posted to:

Chief Procurement Officer
Office of the County Clerk
200 South High Street, Room 708
Wailuku, Hawaii 96793

Chief Procurement Officer (CPO) Comments:

☐ Approved
☐ Disapproved
☐ No Action Required

Chief Procurement Officer Signature    Date
Granicus Budgetary Proposal for Maui County Clerk’s Office HI

Please note: This is not an invoice. This is a budgetary proposal that outlines the products and fees associated with the subscription renewal. Please inform the Granicus Contact listed below if you wish to issue a PO against this budgetary proposal.

ORDER DETAILS
Prepared By: Olive Nofzinger
Phone: 
Email: olivia.nofzinger@granicus.com
Order #: Q-160449
Prepared On: 10/18/2021
Expires On: 12/31/2021

ORDER TERMS
Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription End Date: 12/31/2021
Period of Performance: 01/01/2022 - 12/31/2022
PRICING SUMMARY

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

<table>
<thead>
<tr>
<th>Solution</th>
<th>Billing Frequency</th>
<th>Quantity/Unit</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring Captioning Services</td>
<td>Annual</td>
<td>150 Hours</td>
<td>$22,750.50</td>
</tr>
</tbody>
</table>

**SUBTOTAL:** $22,750.50
TERMS & CONDITIONS

- The terms and conditions set forth in the Agreement effective 01-01-2020 are incorporated herein by reference.
- 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 Maui County Clerk's Office HI to provide applicable exemption certificate(s).
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Client will be invoiced for use of any product or service measured or capped by volume or amount of usage that exceeds the permitted amount set forth in this Quote at the same cost or rate set forth herein.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.