

## BID AWARD RECOMMENDATION

To: Council Chair  
Through: Dave Somers, County Executive  
From: Purchasing Division

Date: Tuesday, July 21, 2026

RFP No: RFP-26-0752JM-C

General Legislative Session: Monday, July 27, 2026

Owner/User Department: Information Technology

Product/Service: *Subscriptions, Peak Agenda*

Funding: General Fund

### BRIEF DESCRIPTION:

A competitive Request for Proposals – Software (RFP-C) was issued for software licenses related to peak agenda management. The Snohomish County Health Department currently employs Granicus's Peak Agenda Management software, which previously was competed under ITB 038-21SB, in accordance with SCC 3.04.140 (5). The previous bid award expires effective September 30, 2026, necessitating a new competition for these licenses.

This RFP-C establishes a new master agreement for Granicus Agenda PE. The initial award term will be for five (5) years, ending September 30, 2031, with the option to extend for additional five-year terms for the life of the product's use by the County. Total expenditure for the initial five-year term is anticipated to be approximately \$100,000.00.

In accordance with RFP-26-0752JM-C, proposals were ranked using the following evaluation criteria:

- Price/cost
- Adherence to RFP requirements

### PROPOSERS:

1. AV Capture All
2. **Granicus, LLC**

**Granicus, LLC** is the highest ranked proposer and is recommended for award and master agreement.

### AWARD AUTHORITY:

This purchasing award recommendation is before the County Council for approval to award in accordance with Snohomish County Code section 3.04.120, "Formal sealed bidding," and section 3.04.140(11), "Award, execution, by whom," which establish the County Council as the award authority for approval of contracts for services greater than \$50,000. The County Council approves this purchasing award recommendation and authorizes the County Executive or designee to execute Agreements and subsequent amendments for the products described above.

### AWARD RECOMMENDATION:

The Information Technology Department Director endorses this award recommendation.

The Purchasing Manager, or designee, has electronically recommended this bid award on ECAF 2026-1886.

The County Executive, or designee, has electronically recommended this bid award on ECAF 2026-1886.

### APPROVED:

---

Council Chair

Date