

Business Item

Management Committee



Committee meeting date: July 23, 2025

For the Metropolitan Council: July 23, 2025

Business Item: 2025-175 SW

Legistar Software System – Contract 25M030

District(s), member(s):	All
Policy/legal reference:	FM 14-2, Expenditures for the Procurement of Goods, Services, and Real Estate Policy; Minnesota Statutes 471.345
Staff prepared/presented:	Mee Cheng, Senior Manager, Administrative Services, 651-602-1222
Division/department:	Regional Administration

Proposed action

That the Metropolitan Council authorize the Regional Administrator to negotiate and execute contract 25M030 with Carahsoft, an authorized software reseller on State of Texas, Department of Information Resources Cooperative Contract DIR-CPO-5131 for Granicus' Legistar software system in an amount not to exceed \$768,000.

Background

The Metropolitan Council has 16 meeting bodies (Council/Committee of the Whole, standing committees, advisory bodies and METRO project meetings) that publish agendas and minutes for its public meetings, members and the general public. Currently, the meeting agendas and minutes heavily rely on the Council's website platform, Kentico, and Word templates.

The current mechanism to creating a public agenda and minutes is time-consuming, manual and requires staff to create separate files in different folders within their shared network drives to upload to Kentico while manually linking each file to each agenda item, which can lend itself to unintended errors. This process is outdated and would benefit from a modern and sophisticated software that can automatically generate meeting events, agendas and minutes and effectively manage the Council's many open public meetings.

Investment in modernization of the Council's legislative file management system will enhance the overall internal and external user experiences, starting with a sophisticated functionality to create accessible agendas, minutes and meeting packets in a matter of seconds. In addition, the timing of this procurement request aligns with the Council's plans for a website platform updates in the next few years.

Legistar is a cloud-based software which automatically creates meeting events, agendas and minutes. The software uses an encoder that supports livestreaming of meetings with captions and timestamps based on agenda items. This software can be easily integrated into the Council's public website and the Council's Audio and Visual (AV) system, where the Council has already invested in AV equipment. The return on investment will benefit all divisions across the Council.

Other local jurisdictions currently utilizing Legistar software system include the city of Saint Paul, as well as Hennepin, Ramsey and Dakota counties.

This request is for approval of a five-year contract and includes software licensing, professional implementation service, system integration and annual maintenance fees. To procure the software and cloud products, the Council will utilize State of Texas, Department of Information Resources Cooperative Contracts, which is a multi-vendor cooperative agreement for purchasing software through resellers. The Council has statutory authority under the Minnesota Statutes 471.345 to utilize such cooperative service agreements.

Rationale

The execution of a contract exceeding \$500,000 requires approved by the Council.

Thrive lens analysis

On Feb. 12, 2025, the Council adopted Imagine 2050, which builds on policy direction in Thrive MSP 2040. Under the Thrive lens, this action advances the outcome of Stewardship and Sustainability by ensuring reliability, resilience, security and cost-effectiveness of the Council's tools to support legislative files and agendas for the Council's public meetings.

Funding

Funding for the Legistar software application is included in the amended 2025 Unified Budget, which was approved by the Council on June 25, 2025.

Small business inclusion

The Office of Equity and Equal Opportunity did not establish a Metropolitan Council Underutilized Business (MCUB) goal as this contract will be procured utilizing State of Texas, Department of Information Resources Cooperative Contracts.

