

County of Passaic

Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

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Date: Mar 26, 2024 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE PURCHASE OF GRANICUS SOFTWARE FROM SHI INTERNATIONAL, CORP. TO MANAGE GOVERNMENT RECORDS REQUESTS UNDER THE OPEN PUBLIC RECORDS ACT, PURSUANT TO N.J.S.A. 40A:11-10

THIS RESOLUTION WAS REQUESTED BY:
ADMINISTRATION

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	3/26/2024
Introduced Date	3/18/2024
Adopted Date	
Agenda Item	6.
CAF#	4-01-20-102-001-233
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

RESOLUTION AUTHORIZING THE PURCHASE OF GRANICUS SOFTWARE FROM SHI INTERNATIONAL, CORP. TO MANAGE GOVERNMENT RECORDS REQUESTS UNDER THE OPEN PUBLIC RECORDS ACT, PURSUANT TO N.J.S.A. 40A:11-10

WHEREAS, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

WHEREAS, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

WHEREAS, pursuant to the Open Public Records Act (“OPRA”), N.J.S.A. 47:1A-1, et seq., government records shall be readily accessible for inspection, copying, or examination by the citizens of the State of New Jersey, with the exceptions outlined therein; and

WHEREAS, the Passaic County Deputy Administrator, Marc E. Seemon, is the Custodian of Records responsible for overseeing OPRA matters in the County; and the Passaic County Administrator’s Office is in need of software to facilitate the management of OPRA requests; and

WHEREAS, pursuant to N.J.S.A. 40A:11-10, et seq., the governing bodies of two or more contracting units may provide by joint agreement for the provision and performance of goods and services for use by their respective jurisdictions; and

WHEREAS, the County is a member of the Bergen County Cooperative Purchasing System, CO-OP No. 11BCCPS (“BCCPS”), a joint cooperative pricing system offering competitive pricing for various goods and services; and

WHEREAS, in compliance with the law, BCCPS issued and awarded Computer Equipment & Peripherals, NJCPA Contract CK-04, 22-24 to multiple vendors, including SHI International Corp.; and

WHEREAS, the Passaic County Administrator is recommending to purchase Granicus software from SHI International Corp. pursuant to a quote dated February 13, 2024, which is attached hereto and made part of this Resolution, in the amount of fifty-three thousand one hundred thirty-three dollars and thirty-eight cents (\$53,133.38), which is being recommended to the Board for approval; and

WHEREAS, pursuant to N.J.S.A. 52:32-60-1, et seq., SHI International, Corp. executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying the vendor is not involved in prohibited activities in Russia and Belarus, and the County confirmed SHI International, Corp. is not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

WHEREAS, funds are available in Account No. 4-01-20-102-001-233, or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2024 and/or subsequent County budget(s), which is attached hereto and made part of this Resolution; and

WHEREAS, this matter was discussed at the March 13, 2024 Administration and Finance Committee meeting, and is being recommended to the Board for approval; and

NOW, THEREFORE, LET IT BE RESOLVED, pursuant to N.J.S.A. 40A:11-10, et seq., the Board of County Commissioners of the County of Passaic authorizes the purchase of Granicus software from SHI International Corp. to facilitate the management of OPRA requests, in an amount not to exceed fifty-three thousand one hundred thirty-three dollars and thirty-eight cents (\$53,133.38), pursuant to the quote dated February 13, 2024.

LET IT BE FURTHER RESOLVED, that the Clerk of the Board, County Counsel, County Administrator, Purchasing Agent, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.

