



AGENDA STAFF REPORT

Control: 26001450

MEETING DATE: 06/23/2026

LEGAL ENTITY TAKING ACTION: Board of Supervisors

BOARD OF SUPERVISORS DISTRICT(S): All Districts

SUBMITTING AGENCY/DEPARTMENT: County Executive Office

DEPARTMENT CONTACT PERSON(S): Jessica Witt, 714-834-7250
Molly Nichelson, 714-834-7218

SUBJECT: Approve Retroactive Amendment No. Three to Contract for GovDelivery

CEO CONCUR	COUNTY COUNSEL REVIEW	CLERK OF THE BOARD
Concur	Approve agreement to form	DISCUSSION
		3 Votes Board Majority

Budgeted: N/A	Current Year Cost: N/A	Annual Cost: FY 2026-27 \$188,024
Staffing Impact: No	Funding Source: GF: 100%	Sole Source: Yes
Current Fiscal Year Revenue: N/A		County Audit in Last 3 years: No
Levine Act Review Completed? Yes		
Prior Board Action: N/A		

RECOMMENDED ACTION(S):

Retroactively authorize the County Procurement Officer or Deputized designee to execute Amendment No. Three to renew and amend Subordinate Contract with Carahsoft Technology Corp for Email Subscription Management Services (GovDelivery) in an amount of \$188,024 commencing on May 1, 2026, through April 30, 2027, for a new cumulative Contract total value of \$340,115.

SUMMARY:

Retroactive approval of Amendment No. Three to renew and amend the Subordinate Contract with Carahsoft Technology Corp. for Email Subscription Management Services (GovDelivery) is requested to ensure continuity of Countywide digital communications and public notifications.

BACKGROUND INFORMATION:

GovDelivery has been in use by the County since May 2011 and provides a centralized platform for public notifications, subscription-based digital communications, emergency messaging, and community outreach across multiple departments.

The contract history is summarized in the table below:

Approved Date	Amendment Number or Contract	Contract Term	Contract Amount	Approved Contract Renewal and Contract Assignment
N/A	Regional Cooperative Agreement RCA-017-25010020	2/24/2025 – 12/31/2027		Administratively approved, established the Regional Cooperative Agreement for Software Solutions and Services.
N/A	Subordinate Contract MA-017-25011394	5/1/2025 – 4/30/2026	\$153,530.86	Administratively approved, initial Subordinate Contract issued per RCA and contractor Quote #44313471.
N/A	Amendment One	Follows original term	\$171,230.86	Administratively approved, added Volume Overages per contractor Quote #55778002.
N/A	Amendment Two	Follows original term		Administratively approved, replaced Attachment A, Scope of Work, in its entirety.

Amendment No. Three is required to renew the contract for one year and incorporate updated County IT Terms and Conditions, Security Provisions, the Business Associate Agreement, and updated contractor documents. These updates include replacing prior Quote #44313471 with Quote #59797858 and adding revised Granicus service level and licensing documents.

Additional time was required to finalize all revisions, including security requirements, privacy provisions, and contractor-submitted materials. As a result, the amendment was not fully executed prior to May 1, 2026, renewal date, and retroactive Board approval is necessary to ensure continuous access to GovDelivery services .Prior to contract expiration, the department plans to conduct a solicitation to continue services.

The proposed contract is a sole source contract. GovDelivery is a proprietary, cloud-based, commercial off-the-shelf communication platform provided through Carahsoft Technology Corp. and supported by Granicus. The County relies on the multi-tenant GovDelivery platform, and there are no alternative vendors available under the Regional Cooperative Agreement who can provide the same subscription-based communication system or authorized support for this solution.

This contract does not currently include subcontractors or pass through to other providers.

The Orange County Preference Policy is not applicable to this contract renewal. Additionally, the County Executive Office routed the subordinate amendment to renew to the Professional Standards Division for Human Resources Services analysis review in order to comply with AB339. The County Executive Office also notified the County Procurement Office of the retroactive subordinate contract effective date and have completed the required Ethics training. Furthermore, the County Executive Office is coordinating with County Procurement Office on the development and timing of the associated Request for Proposals consistent with ongoing procurement planning and status updates.

FINANCIAL IMPACT:

Appropriations for this Contract are included in County Executive Office, Budget Control 017 FY 2026-27 Budget.

STAFFING IMPACT:

N/A

REVIEWING AGENCIES/DEPARTMENTS:

N/A

ATTACHMENTS:

Attachment A - MA-017-25011394 - Amendment No. Three - Renewal

Attachment B - MA-017-25011394 - Contract Summary Form