

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.30
(ID # 22198)

MEETING DATE:
Tuesday, June 27, 2023


FROM : CLERK OF THE BOARD:

SUBJECT: CLERK OF THE BOARD: Approval of Amendment No. 6 to the Personal Service Agreement with Carahsoft Technology Corp. for Video Streaming Services; All Districts [Total Cost \$75,273; up to \$165,323 in additional compensation] 100% General Fund.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Amendment No. 6 to the Personal Service Agreement with Carahsoft Technology Corp. for Video Streaming Services to extend the period of performance for one (1) year through June 30, 2024, with the option to renew for two (2) additional one year periods through June 30, 2026, and add a maximum annual contract amount for FY 23/24 of \$75,273 increasing the total contract amount from \$784,798 to \$860,071, and authorize the Chair of the Board to sign the amendment on behalf of the County; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and approved by County Counsel to sign amendments that exercise the options of the agreement or make modifications to the scope of services that stay within the intent of the agreement, and sign amendments to the compensation provisions that do not exceed the sum total of \$165,323.

ACTION: Policy


Kimberly A. Rector, Clerk of the Board 6/19/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: June 27, 2023
xc: COB

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 75,273	\$ 75,273	\$ 0
NET COUNTY COST	\$ 0	\$ 75,273	\$ 75,273	\$ 0
SOURCE OF FUNDS: General Fund 100%			Budget Adjustment:	No
			For Fiscal Year:	2023/2024

C.E.O. RECOMMENDATION: Approve.

BACKGROUND:

Summary

This board action requests approval of Amendment No. 6 to the Personal Service Agreement with Carahsoft Technology Corp. for Video Streaming Services. This amendment will ensure that the Clerk of the Board department is able to maintain current agenda and media services.

Under the agreement Carahsoft Technology Corp. provides Civic Video Streaming, Automated Agenda Management (MinuteTraq), and real-time voting through Digital Board Room software. With the approval of this amendment all current services will be maintained and supported to insure performance of the software and uninterrupted service.

Along with the services provided to the Clerk of the Board, Carahsoft's services are used by many County departments for entry of agenda items to be heard before the Board.

Impact on Residents and Businesses

There will be no impact to residents and businesses.

Fiscal Information/Price Reasonableness

These services are competitively priced in comparison to services the vendor has provided to other governmental entities.

Description:	FY 23/24	FY 24/25 (Optional)	FY 25/26 (Optional)	Total
<i>Civic Streaming</i>	\$2,300.25	\$2,300.25	\$2,300.25	\$6,900.75
<i>Agenda & Minutes</i>	\$2,340.32	\$2,574.36	\$2,831.80	\$7,746.48
<i>Digital Boardroom</i>	\$1,632.14	\$1,795.34	\$1,974.88	\$5,402.36
Total Costs (Monthly)	\$6,272.71	\$6,669.95	\$7,106.93	\$20,049.59
Total Costs (Annual)	\$75,272.52	\$80,039.40	\$85,283.16	\$240,595.08

Contract History/Price Reasonableness

In November 2011 the Clerk of the Board worked with the Purchasing Agent to request formal bids for legislative management services that would provide for the video streaming of meetings

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

held in the CAC Board Chambers. As a result of this process the vendor that was chosen to provide this service was Carahsoft Technology Corporation.

Additional services have since been added to this agreement through three previous formal amendments and approved via the Purchasing Agent. The original approved agreement was for one year with the option for four (4) additional years and was set to expire on June 30, 2017. On June 20, 2017, Agenda Item 3.14, a fourth amendment was approved by the Board which extended the agreement an additional five (5) years. A fifth amendment was approved by the Board, June 21, 2022 to extend the agreement for one-fiscal year through June 30, 2023. The Clerk of the Board is seeking a sixth amendment to extend this agreement for an additional one (1) year term through June 30, 2024 with options to renew through June 30, 2026.

The County's Purchasing and Fleet Services department will collaborate with the Clerk of the Board & RCIT for future procurement solutions for this important service.

On June 4, 2013, using Purchasing Agent authority, Amendment No 1 was executed to extend the period of performance through May 1, 2014, amend the scope of services and maintain the maximum annual contract amount of \$32,700.

On April 27, 2016, using Purchasing Agent authority, Amendment No 2 was executed to extend the period of performance through June 30, 2016, amend the scope of services and increase the maximum annual contract amount from \$32,700 to \$66,300.

On April 27, 2016, using Purchasing Agent authority, Amendment No 3 was executed to extend the period of performance through June 30, 2017, amend the scope of services and increase the maximum annual contract amount from \$66,300 to \$82,200.

On June 20, 2017, Agenda Item 3.14, Amendment No. 4 was approved by the Board which extended the agreement an additional five (5) years and established a maximum aggregate contract amount for FY 17/18 – FY 21/22 of \$442,871.

On June 21, 2022, Agenda Item 3.5, Amendment No. 5 was approved by the Board which extended the period of performance through June 30, 2023 and increased the maximum aggregate contract amount for FY 17/18 – FY 22/23 to \$784,798.

This Amendment No. 6 seeks Board approval to extend the contract for an additional one (1) year term through June 30, 2024, for a maximum annual contract amount of \$75,273 thereby increasing the total contract amount from \$784,798 to \$860,071.


Suzanna Hackley, Assistant Director of Purchasing and Fleet Service 6/19/2023

AMENDMENT NO. 6 TO THE PERSONAL SERVICE AGREEMENT
FOR VIDEO STEAMING SERVICES BETWEEN COUNTY OF RIVERSIDE AND
CARAHSOFT TECHNOLOGY CORP.

Period of Performance (As Amended):	May 17, 2012 through June 30, 2024
Effective Date of Amendment No. 6:	Upon Execution or July 1, 2023
Contract ID (As Amended):	BDARC-84056-001-06/24

This Amendment No. 6 to the Personal Service Agreement for Video Streaming Services between County of Riverside and Carahsoft Technology Corp. (herein referred to as "Amendment No. 6") is made and entered into by and between the County of Riverside, a political subdivision of the state of California, (herein referred to as "COUNTY") and Carahsoft Technology Corp., a Maryland corporation, (herein referred to as "CONTRACTOR").

RECTIALS

WHEREAS, COUNTY and CONTRACTOR entered into that certain Personal Service Agreement for Video Streaming Services, executed May 17, 2012, (herein referred to as "Agreement"); and

WHEREAS, COUNTY and CONTRACTOR entered into that certain Amendment No. 1 to the Agreement, executed June 4, 2013, to extend the period of performance through May 1, 2014, amend the Contract ID, and amend Exhibit A, Scope of Services; and

WHEREAS, COUNTY and CONTRACTOR entered into that certain Amendment No. 2 to the Agreement, executed April 27, 2016, to extend the period of performance through June 30, 2016, increase the maximum annual contract amount from \$32,700 annually to \$66,300 annually, amend the CONTRACTOR's address in Section 18. Notices, amend Exhibit A, Scope of Services, and amend Exhibit B, Payment Provisions; and

WHEREAS, COUNTY and CONTRACTOR entered into that certain Amendment No. 3 to the Agreement, executed April 27, 2016, to extend the period of performance through June 30, 2017, increase the maximum annual contract amount from \$66,300 annually to \$82,200 annually, amend Exhibit A, Scope of Services, and amend Exhibit B, Payment Provisions; and

WHEREAS, COUNTY and CONTRACTOR entered into that certain Amendment No. 4 to the Agreement, approved June 20, 2017, Agenda Item 3.14, to extend the period of performance through June 30, 2022, establish the maximum aggregate contract amount for FY 17/18 – FY 21/22 of \$442,871, and amend Exhibit B, Payment Provisions; and

WHEREAS, COUNTY and CONTRACTOR entered into that certain Amendment No. 5 to the Agreement, approved June 21, 2022, Agenda Item 3.5, to extend the period of performance through June 30, 2023, establish the maximum annual contract amount for FY 22/23 at \$95,327, and amend Exhibit B, Payment Provisions; and

JUN 27 2023 3.30

AMENDMENT NO. 6 TO THE PERSONAL SERVICE AGREEMENT
FOR VIDEO STEAMING SERVICES BETWEEN COUNTY OF RIVERSIDE AND
CARAHSOFT TECHNOLOGY CORP.

WHEREAS, COUNTY and CONTRACTOR now desire to amend the Agreement to extend the period of performance through June 30, 2024, with the option to renew for two (2) additional years, establish the maximum annual contract amount for FY 23/24 at \$75,273, and amend Exhibit B, Payment Provisions;

NOW THEREFORE, the parties agree as follows:

1. **Recitals.** The above recitals are true and correct and are incorporated herein by reference.
2. **Period of Performance.** The first sentence of Subsection 2.1 of Section 2. Period of Performance is hereby amended to extend the period of performance for one (1) additional year commencing on July 1, 2023 and continuing in effect through June 30, 2024, with the option to renew for two (2) additional one year periods, as follows:

“This Agreement shall be effective upon signature of this Agreement by both parties and continues in effect through June 30, 2024, with the option to renew for two (2) additional one year periods by a written amendment signed by the authorized representatives of both parties, unless terminated earlier.”

3. **Compensation.** Subsection 3.1 of Section 3. Compensation is hereby amended to establish the maximum annual contract amount for FY 23/24 at \$75,273, as follows:

“The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, B-2, B-3, B-4, B-5 and B-6, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed \$32,700 annually from May 17, 2012 through June 30, 2015, \$66,300 annually from July 1, 2015 through June 30, 2016, \$82,200 annually from July 1, 2016 through June 30, 2017, \$442,871 in aggregate for the period of July 1, 2017 through June 30, 2022, \$95,327 annually from July 1, 2022 through June 30, 2023 and \$75,273 annually for the period of July 1, 2023 through June 30, 2024, including all expenses, based on the availability of fiscal funding. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specific amount of services or products. Unless otherwise specifically stated in Exhibit B, B-2, B-3, B-4, B-5 and B-6, COUNTY shall not be responsible for payment of any of CONTRACTOR’S expenses related to this Agreement.”


4. **Exhibit B-6.** Exhibit B-6, Payment Provisions, is hereby added to the Agreement as attached hereto and incorporated herein. All references to Exhibit B in the Agreement shall also refer to Exhibit B-6.
5. **Miscellaneous.** All other terms and conditions of the Agreement not modified herein shall remain unchanged and in full force and effect.

AMENDMENT NO. 6 TO THE PERSONAL SERVICE AGREEMENT
FOR VIDEO STEAMING SERVICES BETWEEN COUNTY OF RIVERSIDE AND
CARAHSOFT TECHNOLOGY CORP.

6. **Effective Date.** This Amendment No. 6 shall become effective upon signature of both parties or July 1, 2023, whichever should come first.
7. **Counterparts; Electronic Signatures.** This Amendment No. 6 may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this Amendment No. 6 agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Amendment No. 6. The parties further agree that the electronic signatures of the parties included in this Amendment No. 6 are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment No. 6.

COUNTY OF RIVERSIDE, a political
subdivision of the State of California

By: 
Kevin Jeffries, Chairman
Board of Supervisors

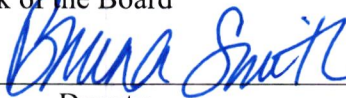
**CARAHSOFT TECHNOLOGY
CORP.**, a Maryland corporation

By: *Kristina Smith*
Kristina Smith
Secretary

Dated: 6/27/23

Dated: 5/24/2023

ATTEST:
Kimberly A. Rector
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM
County Counsel

By: *Danielle Maland*
Deputy County Counsel

RFP#BDARC-003
Form #116-311 Revision Date: 01/13/2016

3 of 4

Clerk of the Board - 4080 Lemon St. Riverside, CA 92501

JUN 27 2023 3.30

AMENDMENT NO. 6 TO THE PERSONAL SERVICE AGREEMENT
FOR VIDEO STEAMING SERVICES BETWEEN COUNTY OF RIVERSIDE AND
CARAHSOFT TECHNOLOGY CORP.

Exhibit B-6
Payment Provisions

	FY 23/24
Description	Monthly Cost
Ongoing support maintenance costs-Legislative Management-Civic Streaming	\$2,300.25
Ongoing support maintenance costs-Legislative Management-Agenda and Minutes	\$2,340.32
Ongoing support maintenance costs-Legislative Management-Digital Boardroom	\$1,632.14
Total Monthly Cost to County	\$6,272.71
Total Annual Cost to County	\$75,272.52



OFFICE OF
CLERK OF THE BOARD OF SUPERVISORS
1st FLOOR, COUNTY ADMINISTRATIVE CENTER
P.O. BOX 1147, 4080 LEMON STREET
RIVERSIDE, CA 92502-1147
Office: (951) 955-1060 FAX: (951) 955-1071

KIMBERLY A. RECTOR
CLERK OF THE BOARD
APRIL BOYDD
ASSISTANT CLERK OF THE BOARD

Date: April 11, 2023
From: Kimberly A. Rector, Clerk of the Board of Supervisors
To: Board of Supervisors/Purchasing Agent
Via: Alex Acosta, Sr. Administrative Services Analyst - CE, (951) 955-1062
Subject: Sole Source Procurement; Request for Legislative Management Services with Carahsoft Technology Corporation.

The below information is provided in support of my Department requesting approval for a sole source.

1. **Supplier being requested:** Carahsoft Technology Corporation, 11493 Sunset Hills Road, Suite 100, Reston, VA 20190
2. **Vendor ID:** 0000052924
3. Single Source **Sole Source**
4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department? (If yes, please provide the approved sole or single source number).**
 Yes No
SSJ# _____
- 4a. **Was the request approved for a different project?**
 Yes No
5. **Supply/Service being requested:**
Legislative Management Services which includes Civic Video Streaming, Automated Agenda Management, and real-time voting through Digital Board Room software.
6. **Unique features of the supply/service being requested from this supplier.**
There are other vendors that provide similar services but Carahsoft Technology Corporation was the only vendor capable of providing the unique services required by the Clerk of the Board. Full compatibility and integration of services was essential. These services include Civic Video Streaming, Automated Agenda Management, and real-time voting through Digital Board Room software. Carahsoft Technology Corporation provides integrated software capability which enhances current operations for the Board of Supervisors, Clerk of the Board and other county



OFFICE OF
CLERK OF THE BOARD OF SUPERVISORS
1st FLOOR, COUNTY ADMINISTRATIVE CENTER
P.O. BOX 1147, 4080 LEMON STREET
RIVERSIDE, CA 92502-1147
Office: (951) 955-1060 FAX: (951) 955-1071

KIMBERLY A. RECTOR
CLERK OF THE BOARD
APRIL BOYDD
ASSISTANT CLERK OF THE BOARD

agencies. These services include high-definition video streaming, real-time voting during meetings, and one-click agenda building and distribution.

7. Reasons why my department requires these unique features and what benefit will accrue to the county:

In November 2011 the Clerk of the Board worked with the Purchasing Agent to request formal bids for legislative management services that would provide for the video streaming of meetings held in the CAC Board Chambers. As a result of this process the vendor that was chosen to provide this service was Carahsoft Technology Corporation. Additional services have since been added to this agreement through three previous formal amendments. The original signed agreement was for one year with the option for four (4) additional years. This original agreement expired on June 30, 2017. On June 20, 2017, Agenda Item 3.14, a fourth amendment was approved by the Board which extended the agreement an additional five (5) years. On June 21, 2022, Agenda Item 3.5, a fifth amendment was approved by the Board which extended the agreement an additional one (1) year. The Clerk of the Board is seeking a sixth amendment to extend this agreement for an additional one (1) year term through June 30, 2024, with the option for two (2) additional years.

The Civic Streaming services provided by this vendor will facilitate the video streaming of meetings from the Board Chambers to the public as well as to other county agencies. The Agenda & Minutes as well as Digital Boardroom will assist the Clerk of the Board in the agenda process making the entire process more efficient and cost-effective.

8. Period of Performance: From: 07/01/2023 to 06/30/2026
(1 Fiscal Year with Option for Four (4) Additional Years)

Is this an annually renewable contract? No Yes
Is this a fixed-term agreement: No Yes

9. Identify all costs for this requested purchase. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)



OFFICE OF
CLERK OF THE BOARD OF SUPERVISORS
 1st FLOOR, COUNTY ADMINISTRATIVE CENTER
 P.O. BOX 1147, 4080 LEMON STREET
 RIVERSIDE, CA 92502-1147
 Office: (951) 955-1060 FAX: (951) 955-1071

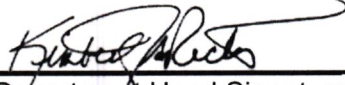
KIMBERLY A. RECTOR
 CLERK OF THE BOARD
 APRIL BOYDD
 ASSISTANT CLERK OF THE BOARD

Description:	FY 23/24	FY 24/25 (Optional)	FY 25/26 (Optional)	Total
Civic Streaming	\$2,300.25	\$2,300.25	\$2,300.25	\$6,900.75
Agenda & Minutes	\$2,340.32	\$2,574.36	\$2,831.80	\$7,746.48
Digital Boardroom	\$1,632.14	\$1,795.34	\$1,974.88	\$5,402.36
Total Costs (Monthly)	\$6,272.71	\$6,669.95	\$7,106.93	\$20,049.59
Total Costs (Annual)	\$75,272.56	\$80,039.46	\$85,283.11	\$240,595.13

10. Price Reasonableness:

The price charged to the County by Carahsoft Technology Corporation is competitively priced in comparison to the services that the vendor has provided to other governmental entities.

11. Projected Board of Supervisor Date (if applicable): 06/27/2023


 Department Head Signature (or designee) **Kimberly A. Rector, Clerk of the Board** 5/15/23
 Print Name Date



OFFICE OF
CLERK OF THE BOARD OF SUPERVISORS
 1st FLOOR, COUNTY ADMINISTRATIVE CENTER
 P.O. BOX 1147, 4080 LEMON STREET
 RIVERSIDE, CA 92502-1147
 Office: (951) 955-1060 FAX: (951) 955-1071

KIMBERLY A. RECTOR
 CLERK OF THE BOARD

 APRIL BOYDD
 ASSISTANT CLERK OF THE BOARD

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

Not to exceed:

One-time \$ _____

Annual Amount \$ _____ / per fiscal year through
 _____ (date) (If Annual Amount Varies each FY)

FY 23-24	:	\$ 75,272.56
FY 24-25	:	\$ 80,039.46
FY 25-26	:	\$ 85,283.11
FY _____	:	\$ _____
FY _____	:	\$ _____

Meghan Hahn
Purchasing Agent

5/16/23
Date

23-196
Approval Number
 (Reference on Purchasing Documents)

GOVERNMENT- PRICE QUOTATION



Granicus at Carahsoft



11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
 PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
 WWW.CARASOFT.COM | GRANICUS@CARASOFT.COM

TO: Alex Acosta
 Administrative Services Analyst II-C
 Riverside County Clerk of the Board of Supervisors
 Board of Supervisors
 4080 Lemon St
 Riverside, CA 92501 USA

FROM: Christine Wilt
 Granicus at Carahsoft
 11493 Sunset Hills Road
 Suite 100
 Reston, Virginia 20190

EMAIL: aacosta@rivco.org

EMAIL: Christine.Wilt@carahsoft.com

PHONE: (951) 955-1062

PHONE: (571) 662-3048

FAX: (703) 871-8505

TERMS: GSA Schedule No: 47QSWA18D008F
 Term: August 22, 2018 - August 21, 2028
 FTIN: 52-2189693
 Shipping Point: FOB Destination
 Credit Cards: VISA/MasterCard/AMEX
 Remit To: Same as Above
 Payment Terms: Net 30 (On Approved Credit)
 Cage Code: 1P3C5
 DUNS No: 088365767
 UEI: DT8KJHZXVJH5
 Business Size: Other than Small
 Sales Tax May Apply

QUOTE NO: 38133426
QUOTE DATE: 03/09/2023
QUOTE EXPIRES: 06/30/2023
RFQ NO:
SHIPPING: ESD
TOTAL PRICE: \$75,272.52

TOTAL QUOTE: \$75,272.52

LINE NO.	PART NO.	DESCRIPTION	GSA	QUOTE PRICE	QTY	EXTENDED PRICE
BASE RENEWAL						
1	GR-IQM2-AM	IQM2 - Agenda & Minutes each Annual Subscription-Renewable only Old SKU - SS60AA&MT11CO01-R5 Monthly Invoice Granicus - SAS-SE-ME-IQM2-AM Start Date: 07/01/2023 End Date: 06/30/2024	\$39,812.1914	\$2,340.32	GSA 12	\$28,083.84
2	GR-IQM2-CS	IQM2 - Civic Streaming each Annual Subscription-Renewable only Old SKU - SS60ACSTT11CO01-R5 Monthly Invoice Granicus - SAS-SE-ME-IQM2-CS Start Date: 07/01/2023 End Date: 06/30/2024	\$22,560.2418	\$2,300.25	GSA 12	\$27,603.00
3	GR-IQM2-DB	IQM2 - Digital Boardroom each Annual Subscription-Renewable only Old SKU - SS60ADBRT11CO01-R5 Monthly Invoice Granicus - SAS-SE-ME-IQM2-DB Start Date: 07/01/2023 End Date: 06/30/2024	\$22,560.2418	\$1,632.14	GSA 12	\$19,585.68
SUBTOTAL:						\$75,272.52
TOTAL PRICE:						\$75,272.52
TOTAL QUOTE:						\$75,272.52

Granicus at Carahsoft

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
WWW.CARAHSOFT.COM | GRANICUS@CARAHSOFT.COM

LINE NO.	PART NO.	DESCRIPTION	GSA	QUOTE PRICE	QTY	EXTENDED PRICE
----------	----------	-------------	-----	-------------	-----	----------------

Please reference the GSA Contract # on the PO
GSA MAS 8F: 47QSWA18D008F

For govDelivery Customers Only:
Potential Users are based on the greater of quarterly website visits to the domains covered by a license or the subscriber base multiplied by 12, less 20% to account for inactive subscribers.