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COMMISSION

AGENDA MEMORANDUM Item No. 8g

ACTION ITEM Date of Meeting September 27, 2022

DATE: September 16, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Krista Sadler, Director Technology Delivery

SUBJECT: Everbridge Emergency Notification Software Contract Authorization

Contract Value: \$400,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute a contract extension with Everbridge for Emergency Notification software for a period not-to-exceed five years in an amount not-to-exceed \$400,000 over the five-year period. There is no funding request associated with this authorization.

SUMMARY

The Everbridge system was procured in 2013 via a competitive procurement for a Port-wide emergency notification system. It is used extensively by Emergency Preparedness, Aviation Operations, Police and Fire Departments, and Information and Communications Technology (ICT) to notify targeted groups or mass audiences of operational issues, support call-outs, or emergency information. The system enables Port and external individuals to set up multiple contact options and captures responses to track successful notifications. Over the last nine years, the Port has significantly enhanced workflows for efficient communication within the Everbridge system that supports monthly usage comprised of approximately 500 notifications to over 67,000 recipients.

This authorization will extend the current contract through October 2027. Annual costs are budgeted in the ICT Operating Budget.

There are no attachments to this memo.

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