



OFFICE OF THE  
**DISTRICT ATTORNEY**  
EL DORADO COUNTY, CALIFORNIA

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**VERN PIERSON, DISTRICT ATTORNEY**

**M E M O R A N D U M**

**TO :** **Honorable Board of Supervisors**

**FROM :** **Vern Pierson** VRP  
VRP (Nov 20, 2024 08:50 PST)  
**District Attorney**

**DATE :** **November 12, 2024**

**SUBJECT :** **Retroactive Subscription Renewal:  
#9213 with Momentive Inc. (Survey Monkey)**

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The purpose of this memorandum is to provide an explanation regarding the retroactive renewal for the District Attorney's Office annual Survey Monkey subscription.

During prior fiscal year 2023-2024, the department's Victim Witness Unit expressed the need for a Survey Monkey subscription for the purpose of obtaining statistics and demographic data related to several different grant programs they participate in. Grant programs, particularly those servicing victims and witnesses, benefit from the collection of demographic details in relation to clients served. The best approach to meeting these grant reporting requirements was to obtain full access to Survey Monkey so that staff can efficiently collect data. The prior year was the initial purchase for the subscription via a Purchase Order (#24000279), in the annual amount of \$2,700 for three users. Unfortunately, at the time of procurement, it was unnoticed that the card used for purchase would be auto-charged for annual renewal. The subscription renewed on September 29, 2024.

Being that this subscription will auto-renew on an annual basis, year after year, the department is requesting the Procurement Division establish a purchase contract, to allow for better tracking of the subscription. Additionally, further analysis will be conducted to determine whether this subscription includes a perpetual term.

Under these circumstances, the department is planning to present the abovementioned retroactive subscription maintenance renewal agreement to the Board of Supervisor's for approval on the December 10, 2024 scheduled Board meeting; item 24-2036.

Thank you for your consideration.











# Memo -Retroactive Survey Monkey Renewal - 11.12.24

Final Audit Report


2024-11-20


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