



## Legislation Details (With Text)

**File #:** 22-1062      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 6/7/2022      **In control:** Board of Supervisors

**On agenda:** 6/28/2022      **Final action:** 6/28/2022

**Title:** County Counsel recommending the Board:  
 1) Authorize the continuation of the perpetual Agreement for Services 485 (previous Agreement 252-S1611) with WebQA, which provides a central, web-based platform to capture and track responses to Public Records Act requests, for the 2022 calendar year, pursuant to the requirement of El Dorado County Policy C-17, Procurement Policy for an annual amount of \$11,420;  
 2) Approve and authorize chair to sign Amendment 1 to Agreement for Services 485 to reflect a corporate restructuring and name change from WebQA, Inc. to GovQA, LLC; and  
 3) Authorize the Purchasing Agent to execute amendments or further documents that do not increase the amount of the agreement or alter the term.

FUNDING: General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - WebQA\_Agreement\_-\_AMD\_I\_.doc, 2. B - WebQA Agreement #252-S1611, 3. C - GovQA 2122 Invoice, 4. D - GovQA Countywide Electronic Fillable Amendment Request Form, 5. Executed WebQA Agreement #252-S1611

Date	Ver.	Action By	Action	Result
6/28/2022	1	Board of Supervisors	Approved	Pass

County Counsel recommending the Board:  
 1) Authorize the continuation of the perpetual Agreement for Services 485 (previous Agreement 252-S1611) with WebQA, which provides a central, web-based platform to capture and track responses to Public Records Act requests, for the 2022 calendar year, pursuant to the requirement of El Dorado County Policy C-17, Procurement Policy for an annual amount of \$11,420;  
 2) Approve and authorize chair to sign Amendment 1 to Agreement for Services 485 to reflect a corporate restructuring and name change from WebQA, Inc. to GovQA, LLC; and  
 3) Authorize the Purchasing Agent to execute amendments or further documents that do not increase the amount of the agreement or alter the term.

**FUNDING:** General Fund.

### DISCUSSION / BACKGROUND

The County is subject to the California Public Records Act (CPRA) under Government Code Section 6250 through 6276.48. The applications provided by WebQA, Inc. capture all requests received via letter, website, fax, or walk-in which is ideal for centralized public records. The features not only benefit the requester but also greatly increase efficiencies within the organization. The system is tailored to comply with State law and allows for archiving, reporting, and tracking. It also has the ability to post completed CPRA requests to the web for searching via the CPRA Public Archive portal. Information can be shared more easily with the public and internal staff can be more involved in the process. The application can be found on the El Dorado County homepage under "Online Services"

as the Public Records Act Request.

County Counsel is bringing this matter before your Board pursuant to the requirement of El Dorado County Policy C-17, Procurement Policy, to authorize the continuation of Agreement 485 (previous Agreement 252-S1611) which was initially approved by the Board on January 26, 2016 (Legistar File 16-0008) The cost for access to this platform was \$11,900 in 2016, \$8,760 in 2017, \$9,210 in 2018, \$9,720 in 2019, \$10,260 in 2020, \$10,825 in 2021, and the invoice attached to this item for 2022 is \$11,420. The current increase is approximately 5.5% and is within the 8% increase limit as outlined in the agreement with WebQA. Amendment 1 to the Agreement addresses the vendor's corporate restructuring and name change from WebQA, Inc. to GovQA, LLC.

### **ALTERNATIVES**

The Board may choose to terminate this perpetual agreement. As stated in the agreement, either party may terminate the agreement in whole or in part upon sixty (60) calendar days written notice by the County.

### **PRIOR BOARD ACTION**

The Board first approved the WebQA item, 16-0008, on January 26, 2016, and version 2 of this same item number was approved on February 3, 2017. Legistar item 18-0026 was approved by the Board on January 23, 2018. Legistar item 18-1909 was approved by the Board on January 8, 2019. Legistar item 20-0038 was approved by the Board on January 28, 2020. Legistar item 21-0256 was approved on February 23, 2021.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Clerk of the Board

### **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

### **FINANCIAL IMPACT**

Funding for this agreement is provided for in County Counsel's FY 2021-22 Budget and FY 2022-23 Budget.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

David A. Livingston, County Counsel