



## Legislation Text

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**File #:** 18-0026, **Version:** 1

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County Counsel recommending the Board authorize the continuation of the current Perpetual Agreement 252-S1611 with WEBQA, which provides a central, web-based platform to capture and track responses to Public Records Act requests, for the 2018 calendar year, pursuant to the requirement of El Dorado County Policy C-17, Procurement Policy.

**FUNDING:** General Fund.

### **DEPARTMENT RECOMMENDATION**

County Counsel recommending the Board authorize the continuation of the current Perpetual Agreement 252-S1611 with WEBQA, which provides a central, web-based platform to capture and track responses to Public Records Act requests, for the 2018 calendar year, pursuant to the requirement of El Dorado County Policy C-17, Procurement Policy.

### **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. captures all requests received via letter, website, fax, or walk-in 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. This includes 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 our homepage under "Online Services" as the Public Records Act Request.

We are bringing this matter before your Board pursuant to the requirement of El Dorado County Policy C-17, Procurement Policy, so that you have the opportunity to be made aware of Agreement 252-S1611 which was approved by a prior Board on January 26, 2016 (Legistar File # 16-0008). The cost for access to this platform was \$11,900 in 2016 and \$8,760 in 2017. The anticipated cost for 2018 is \$9,210.

We have also provided you with information as to the termination requirement of this Agreement. This Agreement is of value to the County, its operation and County Counsel recommends its continued use.

### **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.

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

Although all County Departments use this online service it is paid for by County Counsel and administered by the Clerk of the Board.

**CAO RECOMMENDATION**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT**

This agreement is funded in the County Counsel's FY 2017-18 budget so there is no change to Net County Cost.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Notify County Counsel to submit a request to the Procurement and Contracts Office to increase the contract by the amount of \$9,210 and review and approval all invoices upon receipt and forward them to the Auditor/Controller for payment.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Michael J. Ciccozzi, County Counsel