



## Legislation Details (With Text)

**File #:** 18-1909      **Version:** 1

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

**File created:** 12/6/2018      **In control:** Board of Supervisors

**On agenda:** 1/8/2019      **Final action:** 1/8/2019

**Title:** County Counsel recommending the Board authorize the continuation of the current Perpetual Agreement, Contract 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 2019 calendar year, pursuant to the requirement of El Dorado County Policy C-17, Procurement Policy.

FUNDING: General Fund

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Perpetual Agreements 18-19

Date	Ver.	Action By	Action	Result
1/8/2019	1	Board of Supervisors	Approved	Pass

County Counsel recommending the Board authorize the continuation of the current Perpetual Agreement, Contract 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 2019 calendar year, pursuant to the requirement of El Dorado County Policy C-17, Procurement Policy.

**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. captures 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 increases 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 the El Dorado County 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 Contract 485 (previous Agreement 252-S1611) which was approved by a prior Board on January 26, 2016 (Legistar File 16-0008) and again on January 23, 2018 Legistar File 18-0026. The cost for access to this platform was \$11,900 in 2016, \$8,760 in 2017, \$9,210 in 2018 and the invoice attached to this item for 2019 is \$9,720.

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.

### **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.

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

Clerk of the Board

### **CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

Funding for this agreement is provided in County Counsel's FY 2018-19 budget.

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

N/a

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Michael J. Ciccozzi, County Counsel