



County of El Dorado

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Legislation Details (With Text)

File #: 21-0256 **Version:** 1
Type: Agenda Item **Status:** Approved
File created: 2/10/2021 **In control:** Board of Supervisors
On agenda: 2/23/2021 **Final action:** 2/23/2021
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 2021 calendar year, pursuant to the requirement of El Dorado County Policy C-17, Procurement Policy for an annual amount of \$10,825.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Perpetual Agreement Summary, 2. B - WebQA Agreement #252-S1611, 3. C - Web QA 2021 Invoice

| Date | Ver. | Action By | Action | Result |
|-----------|------|----------------------|----------|--------|
| 2/23/2021 | 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 2021 calendar year, pursuant to the requirement of El Dorado County Policy C-17, Procurement Policy for an annual amount of \$10,825.

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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 Contract 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 and the invoice attached to this item for 2021 is \$10,825. The \$565, 5.5%, increase from the prior year is within the 8% increase limit as outlined in the agreement with

WebQA.

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. 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.

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 2020-21 budget.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

David A. Livingston, County Counsel