



## Legislation Details (With Text)

**File #:** 23-0822      **Version:** 1

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

**File created:** 4/13/2023      **In control:** Board of Supervisors

**On agenda:** 5/9/2023      **Final action:** 5/9/2023

**Title:** County Counsel recommending the Board approve and authorize the chair to sign Amendment II to Agreement for Services 485 to reflect the acquisition of GovQA, LLC by Granicus, LLC and the addition of a PST Email Extractor application to the currently provided central, web-based platform service to track Public Records Act requests, for an additional annual cost of \$3,000.00, subject to a maximum 8% annual price increase.

FUNDING: General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - GovQA\_Agreement\_-\_AMD\_II\_.pdf, 2. B - Granicus Proposal\_Schedule A1.pdf, 3. C - Granicus\_-\_Blue Route.pdf, 4. Executed Agreement 485

Date	Ver.	Action By	Action	Result
5/9/2023	1	Board of Supervisors	Approved	Pass

County Counsel recommending the Board approve and authorize the chair to sign Amendment II to Agreement for Services 485 to reflect the acquisition of GovQA, LLC by Granicus, LLC and the addition of a PST Email Extractor application to the currently provided central, web-based platform service to track Public Records Act requests, for an additional annual cost of \$3,000.00, subject to a maximum 8% annual price increase.

**FUNDING:** General Fund.

### DISCUSSION / BACKGROUND

The County is required to comply with the California Public Records Act (CPRA) under Government Code Section 7920.000 et seq. The applications provided by GovQA 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.

The Board initially approved perpetual Agreement 485 (previous Agreement #252-S1611) on January 26, 2016. On June 28, 2022, the Board approved Amendment 1 to the Agreement to reflect the vendor's corporate name change from WebQA, Inc. to GovQA LLC and to authorize continuation of the agreement for the annual amount of \$11,240 for 2022. The 2023 invoice is in the amount of \$12,219.40, which falls within the contract terms for increase. Amendment 2 to the Agreement addresses GovQA's acquisition by Granicus LLC and also amends the Scope of Services to include

the addition of a PST Email Extractor application to the current services. The PST Email Extractor application will allow records to be more universally accessible by requestors. The additional cost for the PST Email Extractor application is \$3,000.00 annually. The Agreement allows for a maximum 8% annual price increase.

### **ALTERNATIVES**

The Board may choose to not amend the 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 perpetual agreement on January 26, 2016 (Legistar #16-0008). The Board has authorized continuation of the perpetual agreement for the following calendar years:  
2017 (2/3/2017; Legistar #16-0008 version 2)  
2018 (1/23/2018; Legistar #18-0026)  
2019 (1/8/2019; Legistar #18-1909)  
2020 (1/28/2020; Legistar #20-0038)  
2021 (2/23/21; Legistar #21-0256)  
2022 (6/8/2022; Legistar #22-1062)

### **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 2022-23 Budget and FY 2023-24 Budget.

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

N/A

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

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