



Legislation Text

File #: 24-0870, **Version:** 1

Information Technologies (IT) Department recommending the Board:

- 1) Authorize the Purchasing Agent to execute Amendment III to Agreement 485 with Granicus, LLC, for California Public Records Act processing and management software, to transfer the Agreement from County Counsel to IT for future administration purposes;
- 2) Authorize the Director of IT, or the Assistant Director of IT, to sign any necessary documents to continue perpetual Agreement 485 for Fiscal Year 2024-25, in accordance with the terms of the agreement; and
- 3) Authorize the Purchasing Agent to execute any necessary future administrative amendments relating to this agreement that do not alter compensation, contingent upon approval by County Counsel and Risk Management.

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 County currently utilizes GovQA software through perpetual contract 485 with Granicus, LLC to facilitate compliance with this code and to streamline the process both for the County and for the public. 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 "Services" as the Records Request.

The Board initially approved perpetual Agreement 485 (previous Agreement #252-S1611) on January 26, 2016. On June 28, 2022, the Board approved Amendment I to the Agreement to reflect the vendor's corporate name change from WebQA, Inc. to GovQA LLC. On May 9, 2023, the Board approved Amendment II to the Agreement, addressing GovQA's acquisition by Granicus LLC, and modifying the Scope of Services to include the addition of a PST Email Extractor application. This perpetual agreement allows for a maximum 8% annual price increase and may be terminated by either party in whole or in part upon sixty calendar days written notice.

The contract is currently being administered by County Counsel. However, County Counsel has requested that Information Technologies assume administration for Granicus, LLC contract 485 for GovQA software services going forward. Amendment III transfers the Agreement from County Counsel to IT for ongoing administration purposes. Funds to continue this agreement are included in the IT budget for Fiscal Year 2024-25. It is anticipated that the 2024-25 cost will be approximately \$18,000, which will bring the total revised contract value to approximately \$90,641. IT will include this agreement in their annual presentation of perpetual agreements to the Board starting in Fiscal Year 2024-25.

ALTERNATIVES

The Board may choose to not amend the perpetual agreement, leaving the contract in place with County Counsel or invoking the termination clause in the contract.

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)
2023 (05/09/23; Legistar #23-0822)

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

Funding for this agreement is provided in the Information Technology's budget for Fiscal Year 2024-25.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

N/A

CONTACT

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