



City of Galveston

OFFICE OF THE CITY SECRETARY
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August 2, 2019

To: Hon. Mayor and City Council Members
Brian Maxwell, City Manager

From: Janelle Williams, City Secretary

RE: Consider for approval a contract between the City of Galveston and WebQA for software subscription costs for GovQA FOIA Applications, the City's management system for public information requests. The contract is for a three-year period with two optional one-year renewals. The cost is \$9,860.00 annually. The funding source is the Records Management line item.

I. Background

- A. The City of Galveston entered into a Professional Services Agreement with WebQA on October 1, 2014, with an ending date of September 30, 2017. The City extended the contract for the period of October 1, 2017 through September 30, 2018, and again for the period of October 1, 2018 through September 30, 2019.
- B. This system allowed staff to move from a manual process and has provided numerous benefits to automation, including reducing staff time, tracking and collecting fees, maintaining process consistency, ensuring compliance with the law, and managing deadlines.

II. Current Situation

- A. The current contract is set to expire on September 30, 2019. Staff recommends entering into a new three-year contract with two optional one-year renewals which requires City Council approval.
- B. The software includes FOIA Services, Social Media Archive Service, and Redaction Licenses. A new social media tool was added in January 2017 as an extension to the original contract.





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III. Issues

- A. Cost – the total cost is \$9,860.00. This cost includes \$5,885.00 for the annual software subscription costs, \$2,025.00 for the social media archiving tool, and \$1,950.00 for the redaction licenses.
- B. Timing – approval is needed prior to October 1, 2019.

IV. Recommendation

Staff recommends approval of the contract between the City and WebQA for a three-year period with two optional one-year renewals.

V. Fiscal Impact Report

Requested by:	Janelle Williams, City Secretary
Funding Source:	City Secretary - Records Management Line Item Acct #114300-0100-114300-531012-411000
Estimated annual M&O costs:	\$9,860.00

Respectfully Submitted,

Janelle Williams
City Secretary

