

Kenai Peninsula Borough Clerk's Department

MEMORANDUM

TO: Charlie Pierce, Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*
Johni Blankenship, Borough Clerk *JB*
Ben Hanson, IT Director *BH*
Brandi Harbaugh, Finance Director *BH*

FROM: Michele Turner, Deputy Borough Clerk & Records Manager *(MT)*
Sean Kelley, Borough Attorney *SK*

DATE: May 26, 2022

RE: Requesting Mayor Approval for Authorizing a Sole Source for Public Records Request Software

The Kenai Peninsula Borough Clerk's Office and Legal Department request a sole source procurement of software provided by GovQA that will facilitate more efficient responses to public record request requests. GovQA has helped nearly 800 government agency customers complete millions of public record requests using its compliance automation platform.

A sole source procurement is requested due to the fact that GovQA, a software solution provided by Granicus which currently provides an email subscription management system and meeting governance software for the Kenai Peninsula Borough, will be able to effectively integrate with current software deployed by the Clerk's Office. GovQA is an important and powerful addition to the Granicus platform that will amplify the Borough's ability to support added transparency, engagement and connection with the community while ensuring the Borough remains compliant with state regulations.

Over the last eight years, the Borough has developed a solid working relationship with Granicus. Granicus has timely delivered workable, secure, software products and services. The seamless and secure integration of GovQA into current Granicus software systems deployed by the Borough is the primary reason for this sole source request. As a benefit to the Borough, and largely due to the current working relationship with Granicus, GovQA offered a 50% discount on the price for this software and services. The Clerk's Office, Legal Department, and IT Department have all vetted in this software platform and believe it is in the best interests of the Borough to move forward with this purchase.

Page -2-

May 26, 2022

To: Mayor Charlie Pierce

RE: Request for Sole Source Approval - GovQA

The time and resources expended responding to public record requests continue to increase year after year. In recent history there have been many voluminous public record requests that require commitment of staff time from the responding department, the IT Department, and the Legal Department. In addition, the Clerk's Office initiates each request, communicates with the requestor, routes the request, communicates with the applicable department and, when applicable, the Legal Department, then collates, finalizes, and provides the responsive records to the requestor.


This purchase is in the best interests of the Borough because it is cost effective, will result in significant time and resource savings, and will be obtained through a leading provider in the industry with a well-established track record providing the Borough with secure and functional software services.

This will be a three-year contract at the following rates:

Year 1:	\$10,000.00
Year 2:	\$10,700.00
Year 3:	<u>\$11,449.00</u>
Total:	\$32,149.00

The Legal Department and the Clerk's Office will share the cost of the first three-year contract on a 50/50 basis. There are funds available to pay for year 1 in the FY22 budgets for both departments, thus no additional appropriation or budget revision is required at this time.

APPROVED:  DATE: 5/26/2022
Charlie Pierce, Mayor

FINANCE DEPARTMENT FUNDS/ACCOUNT VERIFIED	
Account:	<u>100.11310.00000.43019 - \$5,000</u>
Account:	<u>100.11140.00000.43019 - \$5,000</u>
By: <u></u>	Date: <u>5/25/2022</u>
Funding is available in these accounts for FY2022.	