



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Community Relations

To: City Council

From: City Manager & Staff

Council Meeting Date: November 21, 2016

Re: WebQA Open Records Tracking Software - Contract

Executive Summary

To enhance the efforts of the City of Columbia to be responsive to records request from citizens, media and others, the City desires to enter into a contract with WebQA/GovQA to provide software services to respond, track and report open records requests.

Discussion

The mission of the City of Columbia is to serve the public through democratic, transparent and efficient government. Providing information and efficiently responding to records request to our engaged citizens and media is tantamount to being transparent. Early in 2016, the City Council amended Chapter 2 of the Code of City Ordinances to reinforce efforts to process records requests per Chapter 610 RSMo. Continuing those efforts to respond, provide and track requests in an efficient and timely fashion, the City of Columbia seeks to automate the process of records requests by utilizing software provided by WebQA/GovQA. The software will assist in responsiveness to records request as well as archive all social media sites operated by the City of Columbia.

Fiscal Impact

Short-Term Impact: \$21,680 year one; \$16,680 year two

Long-Term Impact: \$16,680 annually

Vision & Strategic Plan Impact

[Vision Impacts:](#)

Primary Impact: Governance & Decision Making, Secondary Impact: Community Character, Tertiary Impact: Education

[Strategic Plan Impacts:](#)

Primary Impact: Operational Excellence, Secondary Impact: Social Equity, Tertiary Impact: Not Applicable

[Comprehensive Plan Impacts:](#)

Primary Impact: Mobility, Connectivity, and Accessibility, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable



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Legislative History

Date	Action
N/A	N/A

Suggested Council Action

Staff recommends entering into the contract with WebQA.