



Department Source: Community Relations

To: City Council

From: City Manager & Staff

Council Meeting Date: April 17, 2017

Re: Addendum B to contract with GovQA/WebQA for Open Records Management System

## Executive Summary

In January of 2017 with council approval, the City of Columbia entered into an annual contract with WebQA to provide a cloud based subscription provided by GovQA to intake, process, manage and report on Open Records requests through all departments. This contract addendum is to purchase the Invoice Module which was not included in the original contract.

## Discussion

In an effort to better manage and support Open Records request across all departments, the City Council in January of 2017 authorized a contract with WebQA to provide cloud based contractual services to manage records requests. At the time of purchase, it was not believed that the invoice module, used to collect and refund fees as allowed under RsMO 610, would be needed. After soft implementation of the GovQA product for the past two months, it has been determined that to provide proper and professional accounting of monies received and monies refunded for records requests, the invoice module will be needed after all.

## Fiscal Impact

Short-Term Impact: \$4,750.00 (\$1,750 for the remainder of 2017 and \$3,000 in 2018 for the invoice module.

Long-Term Impact: \$3,000 annually for the invoice module.

## Vision & Strategic Plan Impact

### Vision Impacts:

Primary Impact: Governance & Decision Making, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

### Strategic Plan Impacts:

Primary Impact: Operational Excellence, Secondary Impact: Economy, Tertiary Impact: Not Applicable

### Comprehensive Plan Impacts:

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



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

## Legislative History

Date	Action
11/21/2016	R-171-16 A Resolution authorizing the City Manager to execute an agreement with WebQA for software services related to open records requests.

## Suggested Council Action

Staff recommends council approve the addendum to the contract with WebQA.