BOARD OF SUPERVISORS

KUYLER CROCKER
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

EDDIE VALERO
District Four

DENNIS TOWNSEND
District Five

Sheriff's Office
COUNTY OF TULARE
AGENDA ITEM

AGENDA DATE: January 29, 2019

Public Hearing Required	Yes ☐	N/A ☒	
Scheduled Public Hearing w/Clerk	Yes ☐	N/A ☒	
Published Notice Required	Yes ☐	N/A ☒	
Advertised Published Notice	Yes ☐	N/A ☒	
Meet & Confer Required	Yes ☐	N/A ☒	
Electronic file(s) has been sent	Yes ☒	N/A ☐	
Budget Transfer (Aud 308) attached	Yes ☒	N/A ☐	
Personnel Resolution attached	Yes ☐	N/A ☒	
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes ☐	N/A ☒	

CONTACT PERSON: Ed Lardner, Grant Specialist   PHONE: (559) 802-9462

SUBJECT: Approve the payment of FY 18/19 vendor services.

REQUEST(S):

That the Board of Supervisors:

1. Approve the continuing vendor service and approve retroactive payment for County Purchase Order No. PO1924VE276 for the service provided by the vendor, Web QA Inc. for the period October 26, 2018 to October 25, 2019. The item is retroactive due to the service invoice not being routed by the vendor to the appropriate Sheriff's member for payment processing.

2. Approve the necessary budget adjustments per the attached AUD 308 (4/5ths vote required).

SUMMARY:

The Tulare County Sheriff's Office (TCSO) is requesting payment to the vendor WebQA Inc., Invoice No. 1218-181001, for services rendered by the vendor in support of the TCSO Records Unit. The TCSO Records Unit is responsible for the processing, distribution, and storage of department records to include media, governmental, and public request for information.

TCSO has been using WebQA Inc. "GovQA Freedom of Information Act" (FOIA) software for its Public Records Act (PRA) request since October 26, 2016. The software allows for online PRA requests under the FOIA, tracking of PRA requests, documentation of responses to PRA's, redaction of document wording, and storage of TCSO social media posts.

SUBJECT: Approve the payment of FY 18/19 vendor services.
DATE: January 29, 2019

FISCAL IMPACT/FINANCING:
The cost for the invoiced services in the amount of $20,535 will come from the Sheriff's Office FY 18/19 operating budget, accounting line item no. 001-240-2100-7021.

There will be no net County cost for this software as the required funds will come from the Sheriff's FY 18/19 operating budget.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:
The County's five-year strategic plan includes the Organizational Performance Initiative to provide infrastructure to support better service delivery. The services used were consistent with this initiative.

ADMINISTRATIVE SIGN-OFF:

Mike Boudreaux
Sheriff-Coroner

cc: County Administrative Office

Attachment – A WebQA Inc. Invoice No. 1218-181001
Attachment – B AUD 308

BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF APPROVE THE   )
PAYMENT OF FY 18/19 VENDOR   ) **Resolution No. _____**
SERVICES   ) **Agreement No. _____**

UPON MOTION OF SUPERVISOR _____,   SECONDED   BY

SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE

BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____

_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
             COUNTY ADMINISTRATIVE OFFICER/
             CLERK, BOARD OF SUPERVISORS

BY: _____
           Deputy Clerk

* * * * * * * * * * * * * * * * * * *

1. Approved the continuing vendor service and approve retroactive payment for County Purchase Order No. PO1924VE276 for the service provided by the vendor, Web QA Inc. for the period October 26, 2018 to October 25, 2019. The item is retroactive due to the service invoice not being routed by the vendor to the appropriate Sheriff's member for payment processing.

2. Approved the necessary budget adjustments per the attached AUD 308 (4/5ths vote required).

WebQA Inc.
d/b/a GovQA
Woodridge, IL 60517

Invoice

Date	Invoice #
10/1/2018	1218-181001

FID # 36-4389558

Bill To

Visalia Sheriff Business Office
2404 West Burrel
Visalia, CA 93291

	P.O. No.	Terms	Due Date
	Please Issue PO - Rene...	Due on receipt	10/1/2018

Description	Months	Cost	Amount
GovQA FOIA Services for Tulare County Sherrif's Office, CA - Billing Term 10/26/18 through 10/25/19	12	1,670.00	20,040.00
GovQA Social Media Archive Services - Billing Term 10/26/18 through 10/25/19 - Included	12	0.00	0.00
GovQA Redaction License - 2 Licenses @ $330/Year Each = $660/Annual Cost - Billing Term 1/24/19 to SYNC Date 10/25/19 (9 Months This Billing Only - Previous Billing Term 1/24/18 - 1/23/19 - Paid April 2018)	9	55.00	495.00
Data: 200GB of storage is included in the fees set forth above, with every additional 100GB of storage being assessed a fee of $20/month. Additionally, 500GB per month of document attachment retrieval is included. Every 500GB over the allotted 500GB of document retrievals per month will be assessed a $25 fee per month.			

For questions please contact Accounts Receivable at 630-985-1300 #3 or Accountsreceivables@govqa.com

Total	$20,535.00

AUD-308 - Budget Adjustment Form

7:55 AM

01/16/19		Document ID Number		07/19	2019
Date		Document ID Number		Accounting Period	Budget Fiscal Year

	Tulare County Sheriff's Office	Terrie Saenz	802-9450	
	Agency Name	Contact Person	Phone	Extension

Action** A,C,D	Fund	Dept	Appr #		LEVEL 1 Finish Here	Current Amount	Revised Amount	Inc / Dec Amt
C	001	240	240SSUP			8,704,272	8,704,272	-
								-
								-
								-
								-
								-
								-
								-

Appropriations Total					*Need Not Equal Zero*	8,704,272	8,704,272	-

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
C	001	240	240SSUP	2100	7021			60,000	81,000	21,000
C	001	240	240SSUP	2500	7007			1,258,120	1,237,120	(21,000)
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-

Line Total							*Must Equal Zero*	$ 1,318,120	$ 1,318,120	$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

To transfer funds within the Sheriff's operating budget for Web QA Inc. expenditure. There is no net county cost.

_____
Affected Dept Head Signature

_____
Other Affected Dept Head Signature

Checked By:_____
County Executive Office Action: No._____ Date:_____
(   ) Approved   (   ) Disapproved

By:_____
Board of Supervisors Action: No._____ Date:_____

Entered By:_____
Date: _____
Distribution: 1: BOS/CAO/Auditor

** Action Codes: A=Add, C=Change, D=Deactivate
* Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs
* Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa
* Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa