



**Contra  
Costa  
County**

To: Contra Costa County Fire Protection District Board of Directors  
 From: Lewis T. Broschard III, Chief, Contra Costa Fire Protection District  
 Date: December 8, 2020

Subject: Service Agreement for Public Records Management Software

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to execute a service agreement with GovQA, LLC, in an amount not to exceed \$20,000, for public records management software for the period December 15, 2020, through December 14, 2021.

**FISCAL IMPACT:**

100% CCCFPD General Operating Fund. Budgeted in FY 2020-21.

**BACKGROUND:**

GovQA's Public Records Request Management software is designed to handle Public Records Act (PRA) requests from start to finish for state and local government organizations.

The software service will integrate with the Contra Costa County Fire Protection District's existing website to provide for efficient and comprehensive PRA administrative management, reducing administrative burden, simplifying customer access to information and reducing liability.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **12/08/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, Director  
 Candace Andersen, Director  
 Diane Burgis, Director  
 Karen Mitchoff, Director  
 Federal D. Glover, Director

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 8, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Steve Hill, Public  
Information Officer 925-941-3300

By: June McHuen, Deputy

cc:

It accomplishes these things by putting requests into a digitized workflow, deflecting requests that have already been answered or are answerable elsewhere, collecting

### BACKGROUND: (CONT'D)

detailed information requested and assembling proposed responses, facilitating redaction and eliminating the need to use inefficient paper, and digital media-based transfers of large amounts of data. It also contributes to efficient management of the PRA process by flagging and linking duplicate requests and reducing repetitive work currently being done in the District's paper-based, manual system.

The Service Agreement obligates each Party to fully indemnify and hold harmless the other for any and all costs, liabilities, losses, and expenses resulting from any claim, suit, action, or proceeding brought by any third party and arising out of such Party's performance of the Agreement.

### CONSEQUENCE OF NEGATIVE ACTION:

Currently, the District's manual PRA system can result in delays in answering the request, from requests being routed to the incorrect division, inefficient data transfers, or personnel duplicating work that has already been completed for other requests.