



CITY OF MENIFEE

SUBJECT: Agreement with CivicPlus, LLC for Public Records Response Software System "NextRequest"

MEETING DATE: November 6, 2024

TO: Mayor and City Council

PREPARED BY: Edna Aguilar, Management Analyst

REVIEWED BY: Stephanie Roseen, Acting City Clerk

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute a one-year software agreement with CivicPlus, LLC for public records response software system "NextRequest," in an amount not-to-exceed \$10,788.00 through December 17, 2025; and
2. Authorize the City Manager to execute two one-year extensions in an amount not-to-exceed \$23,221.17.

DISCUSSION

The City Clerk Department oversees the management of public records requests ensuring compliance with the Public Records Act and public transparency. Since incorporation, the volume of public records requests has steadily increased. In response, the City issued Request for Proposals (RFP) No. 2020-4 in 2019, to procure a comprehensive Public Records Act Response System. Following a comprehensive evaluation process, the agreement was awarded to NextRequest; who presented the most comprehensive, user-friendly, and effective solution for the City's current and future Public Records Act compliance and response management needs. With the existing agreement set to expire on November 30, 2024, staff is seeking renewal of the agreement for a period of one-year extending through December 17, 2025, for a total cost not-to-exceed \$10,788.00.

NextRequest is a Freedom of Information Act ("FOIA") management software powered by CivicPlus that allows agencies to receive records requests through a modern online portal, route them to staff automatically, and release records to individuals. As it stands today, NextRequest has proven capable in streamlining the management of the growing volume of public records requests as well as supporting compliance with regulatory requirements, making it a valuable

asset to the City. Since NextRequest was implemented in 2020, staff have been able to efficiently manage and respond to over 3,000 public records requests.

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

The proposed agreement with CivicPlus for NextRequest is currently budgeted within the Fiscal Year (FY) 2024/2025 budget under Cloud Based Subscriptions/Licenses in the IT fund (1110-ITD-OPER-651353) in the total amount of \$10,788.00. The total not-to-exceed amount over the three-year period with two extensions is \$34,009.17.

Funding for the upcoming FY 2025/2026 and 2026/2027 optional extensions would be budgeted as part of the respective year's budget. No additional budget appropriations are required. A breakdown of the cost by fiscal year is show in Table 1.

TABLE 1 – ALLOCATIONS BY FISCAL YEAR

Fiscal Year	Description	Amount
FY 2024/2025	Contract	\$10,788.00
FY 2025/2026	Extension 1	\$11,327.40
FY 2026/2027	Extension 2	\$11,893.77
	Total:	\$34,009.17

ATTACHMENTS

1. Agreement with CivicPlus for NextRequest