



# City of San Antonio Contract Summary Sheet

Date: 11/21/2013  
Agenda Item: 13-853

**Name/Title (Caption as shown on agenda):**

**Annual Contract for Open Records Module Support for Freedom of Information Act (FOIA) 6100003122 WF**

**Brief Description of Item(s) and Use:**

This contract will provide the Department of Communications & Public Affairs with maintenance and support of its advanced open records tracking system. Each City department will have access to this FOIA for tracking their open record requests.

These items are being purchased as Sole Source according to the provisions of Texas Statutes Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. Vendor acknowledges, with his/her signature, that all items offered are considered a Sole Source.

<b>Total \$:</b>	\$30,000.00 year one; \$94,000.00 contract period
<b>Contract Period:</b>	November 25, 2013 through November 24, 2014 with two, one year renewal options
<b>Method of Procurement:</b>	Sole Source
<b>Price Trend:</b>	3% increase
<b>Contract Info:</b>	Formal <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Support Maintenance <input type="checkbox"/> Lease <input type="checkbox"/>
<b>Recommended Contractor(s):</b>	<b>WebQA, Inc., 900 S Frontage Road, Suite 110, Woodbridge, IL 60517 (NON-LOCAL)</b>
<b>Previous Contractor(s):</b>	WebQA, Inc., 900 S Frontage Road, Suite 110, Woodbridge, IL 60517
<b>Comments:</b>	N/A
<b>Anticipated Future Requirements and Action:</b>	N/A
<b>Procurement Alternative:</b>	Should this contract not be approved, the City would have to use a less advanced and limited tracking system developed in house.

**Using**

**Department(s):**

Communications & Public Affairs