



Agenda Action Form Overview

The Board is requested to authorize the County Manager to approve an amendment of \$30,740.16 to the Westaff staffing contract to continue the contracted services of a junior software developer, increasing the total contract amount to \$54,993.76. This contract will be funded from IS&T's FY 2022-23 operational budget.

Background/Justification

The Board is requested to authorize the County Manager to approve an amendment of \$30,740.16 to the Westaff staffing contract to continue the contracted services of a junior software developer. Using IS&T's current fiscal year, 2022-2023 operational budget this will increase the total contract to \$54,993.76.

This junior developer will continue to work with IS&T senior developers to assist in the implementation of an enterprise Public Records Request solution for Durham County Government. This project focuses on raising the visibility of public records requests, enhancing automation, and reporting capabilities, and improving the end user experience for Durham County citizens. Further, this resource will provide software development support on other County software applications being developed.

Durham County's new public records request system has been purchased from a company called NextRequest. NextRequest makes public records requests friendlier for the public and easier for governments. Government agencies of all types and sizes use NextRequest to accept, coordinate, and fulfill record requests all in one place. The company's public records software works cross-departmentally to streamline requests so that no request goes unanswered. NextRequest protects the flow of sensitive information with best-in-class security, compliance, and data protection for its customers including mapping to CJIS & HIPAA Security Rule controls and a SOC 2 security audit.

The junior software developer is contracted through Westaff Staffing Agency. Westaff is a temporary resourcing agency with a local office located in Durham, North Carolina.

Policy Impact

This contract will not have an impact on policy.

Procurement Background

This request is a to amend an existing contract needed for the purpose of implementing a new software application and a temporary technical resource for support of the software implementation and additional development efforts.

Type of purchase

- ☐ Goods
- ☒ Services



☐ Construction Work

Did this request for purchase go through a bid process? Yes ☐ No ☒

Goods: Bids required if $\geq \$30,000$, BOCC approval if $\geq \$90,000$

Services: Bids required if $\geq \$30,000$, BOCC approval if $> \$40,000$

Construction/Repair work: Bids required if $\geq \$30,000$, BOCC approval if $\geq \$500,000$

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☒ Contract is an amendment to an existing contract
- ☐ Other (please explain)

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☒ No ☐

If no, why?

Fiscal Impact

This contract extensions will be funded out of the 2022-2023 IS&T operating budget.

Recommendation

The Board is requested to authorize the County Manager to approve an amendment of \$30,740.16 to the Weststaff staffing contract to continue the contracted services of a junior software developer. Using IS&T's current fiscal year, 2022-2023 operational budget this will increase the total contract to \$54,993.76.