



CITY COMMISSION STAFF REPORT

DEPARTMENT: Clerk's Office

DATE: April 14, 2026

SUBJECT: Motion to Approve BW2026-11 for Public Records Request Software With JustFOIA, Inc. In The Amount of \$41,575.17 For The Initial Three Year Term And The Approved Fiscal-Year Budgeted Amount For Each Renewal Term.— **Clerk's Office**

CITY MANAGER RECOMMENDATION:

The City Manager recommends that the City Commission approve the award of BW2026-11 to procure public records request software from JustFOIA, Inc., in the amount of \$41,575.17 for the initial three-year term and the approved fiscal-year budgeted amount for each renewal term.

BACKGROUND OF ITEM:

The City Clerk's Office currently uses NextRequest by CivicPlus to handle public records requests. Although it works, the platform offers limited automation, customization, and integrating options, which limits efficiency and growth as the number and complexity of requests increase.

To address these limitations, the Clerk's Office has evaluated alternative solutions and identified JustFOIA as a modern, cloud-based platform designed specifically for government records request management. The proposed solution provides enhanced automation, integrated redaction tools, improved reporting capabilities, and direct integration with the City's planned Laserfiche document management system.

ANALYSIS:

The proposed JustFOIA platform offers a complete, end-to-end solution for handling public records requests, covering intake, routing, tracking, communication, and reporting. Key operational advantages include:

- Automated workflow routing across departments
- Integrated redaction and document management tools
- Public-facing request portal with tracking capabilities
- Reporting and audit tools to support compliance with Chapter 119, Florida Statutes
- Direct integration with Laserfiche for records storage and retrieval

Market research by the Clerk's Office found that while alternative solutions are available, many require per-user licensing, lack government-grade hosting and compliance standards, or do not provide the same level of configurability and integration. The current system also lacks the advanced features needed to support long-term records management goals.

JustFOIA is specially designed for government use, with unlimited user licenses, built-in redaction features, and secure hosting on Microsoft Azure Government Cloud. Its compatibility with Laserfiche also supports the City's broader digital records management plan and helps reduce duplicate efforts.

PROCUREMENT:

It is in the City's best interest to waive competition and award Contract No. BW2026-11 for public records request software to JustFOIA, Inc. due to insufficient time, the nature of the goods or services, or other factors. Approval of this non-competitive purchase is in the best interest of the City due to JustFOIA's unique combination of functionality, configurability, and direct alignment with municipal records management operations. JustFOIA, Inc. provides a modern cloud-based records request tracking solution that better aligns with the City Clerk's operational needs, statutory compliance requirements, and long-term digital records management strategy. The award of this contract will significantly improve processing efficiency, reduce manual workload, enhance transparency, and strengthen compliance with Chapter 119, Florida Statutes. Additionally, JustFOIA, Inc. offers direct integration with Laserfiche, which is critical given the City's ongoing transition to Laserfiche as its enterprise document management system. This interoperability ensures seamless records transfer, improved retention compliance and reduced duplication of effort. Unlike the current platform, JustFOIA, Inc. provides a scalable solution that supports expanding records management needs across multiple departments beyond public records requests; these capabilities establish JustFOIA, Inc. as uniquely qualified to meet the City's operational and strategic objectives.

This contract will be awarded pursuant to Section 2-258(i) of Cooper City Procurement Code.

FISCAL IMPACT:

\$12,600 is budgeted in FY26 for our Public Records Request Platform. The budget shortage of \$588 will be covered by a budget amendment from The General Fund Contingency Fund as outlined in the grid below. The Amended Budget Amount is the Amended Budget After this transaction.

The proposed contract term is three (3) years, with annual costs as follows:

- Year 1: \$13,188
- Year 2: \$13,847.40
- Year 3: \$14,539.77

A one-time implementation cost of approximately \$1,120 applies; however, a competitive replacement promotion reduces the initial cost to services only.

<u>Description</u>	<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Amended Budget Amount</u>
General Fund - Contingency	001-190-599000-519	\$848,235.75	-\$588	\$847,647.75
Public Records Request Platform in Professional Svcs.	001-120-531100-510	\$12,600	\$588	\$13,188

ATTACHMENTS:

1. BW2026-11 – Piggyback Agreement – JustFOIA, Inc.
2. BW2026-11 – Non-Competitive Purchase Request Form
3. BW2026-11 – Quote – JustFOIA
4. Budget Amendment