



CITY OF DEL REY OAKS

650 CANYON DEL REY BLVD., DEL REY OAKS, CALIFORNIA 93940
PHONE (831) 394-8511 FAX (831) 394-6421

DATE: September 22, 2026

TO: Honorable Mayor and City Council

FROM: John Guertin, City Manager

SUBJECT: Approval of contract with CivicPlus for Public Records Act Request Management Services

CEQA: This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378 as it is an organizational activity of the City that will not result in direct or indirect physical changes in the environment.

RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to execute a contract with CivicPlus for Public Records Act request management services, with an initial term cost of \$11,099.30 and annual recurring services of \$12,684.92.

BACKGROUND

The City of Del Rey Oaks receives requests for public records pursuant to the California Public Records Act (PRA). Processing these requests requires staff to receive and track requests, coordinate searches for responsive records, communicate with requestors, monitor applicable response deadlines, and maintain documentation regarding the City's response. Use of a dedicated public records management system assists City staff in maintaining an organized and consistent process for responding to requests and provide improved tracking of requests and associated deadlines.

DISCUSSION

The proposed contract includes an initial term cost of \$11,099.30. After the initial term, annual recurring services are \$12,684.92.

Because execution of the contract requires City authorization, staff is requesting that the City Council approve and authorize the City Manager to execute the contract.

FISCAL IMPACT

The initial term cost for the CivicPlus Public Records Act subscription is \$11,099.30 and is appropriated in the FY 2026-27 annual budget. Future annual subscription costs will be incorporated into the City's annual budgeting process, subject to City Council appropriation.

ATTACHMENTS:

1. CivicPlus Contract and Quote

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Contract
Quote #:
Date:
Customer:



Q-124405-1
4/27/2026 2:47 PM
DEL REY OAKS CITY,
CALIFORNIA

QTY	DESCRIPTION
1.00	NextRequest Standard with up to 10 Admin-Publisher Users and 2TB of Storage
1.00	Year 1 Annual Fee Discount
Annual Recurring Services - Initial Term	
USD 11,099.30	
Annual Recurring Services - (Subject to Uplift)	
USD 12,684.92	

1. This renewal Statement of Work ("SOW") is between City of Del Rey Oaks, CA ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").

2. This SOW shall remain in effect for an initial term starting at the Customer's next renewal date of 7/1/2026 and running for twelve months ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to an annual increase of 5% each Renewal Term.

4. Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

5. Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

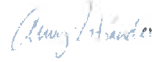
Acceptance of Quote # Q-124405-1

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Authorized Client Signature

CivicPlus



By (please sign):

By (please sign):

Printed Name:

Amy Vikander

Printed Name:

Title:

Senior Vice President of Customer Success

Title:

9/14/2026

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)