

**RESOLUTION APPROVING CIVICPLUS NEXTREQUEST STATEMENT OF WORK
FOR PUBLIC RECORDS REQUEST SOFTWARE**

RESOLUTION 26-

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The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, the Deputy Town Clerk has examined purchasing software to assist with public record requests (FOIL) and a platform that allows for a resident facing public portal, workflows and automation, review and bulk redaction, tracking and reporting, IT and compliance, and support; and

WHEREAS, this matter is excepted from procurement and public bidding rules and requirements by virtue of being a goods and services acquisition with a gross value under \$20,000 and meeting the exceptions of General Municipal Law § 103 and Town Procurement Policy sections V(i) (specialized or professional services) and V(iv) (specialized computer services); and

WHEREAS, CivicPlus NextRequest, is the selected provider and has submitted to the Town its Statement of Work Quote #Q-150370-1, which includes one-time standard implementation fee and recurring services, and the Public Records Request Software (NextRequest) Terms have been reviewed by the Town Attorney; and

WHEREAS, the cost for the initial term (9/21/26-12/31/27) which includes implementation (8-12 weeks) will be invoiced as follows: \$3,391.59 at time of signing, and \$8,091 on January 1, 2027; and

WHEREAS, the Town Clerk has sufficient funds to pay the \$3,391.59 for 2026 and the Town Clerk has budgeted funds in 2027 to cover the \$8,091 and, upon deliberation thereupon the Statement of Work is approved, and therefore be it

RESOLVED, that the Town Board approves such purchase of CivicPlus NextRequest software, and the Town Supervisor be and hereby is authorized to execute such Statement of Work and related documents by, for, and in the name of the Town of Lansing.