

RESOLUTION 2026-49

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING AN AGREEMENT WITH CIVICPLUS FOR THE IMPLEMENTATION OF THE NEXTREQUEST PUBLIC RECORDS REQUEST MANAGEMENT SOFTWARE; AUTHORIZING A SOLE SOURCE PROCUREMENT DETERMINATION; AUTHORIZING EXECUTION OF ALL RELATED DOCUMENTS; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; DETERMINING CIVICPLUS TO BE A SOLE SOURCE VENDOR FOR PROPRIETARY SERVICES; PROVIDING FOR ADOPTION OF REPRESENTATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee has experienced a significant increase in public records requests during 2026, including complex electronic records and PST email file productions; and

WHEREAS, the increased volume of requests has created operational challenges in responding to public records requests; and

WHEREAS, the City seeks to implement a centralized software solution to improve efficiency, tracking, transparency, compliance, and workflow management for public records requests; and

WHEREAS, CivicPlus offers the NextRequest platform, a proprietary public records request management system designed to automate intake, tracking, review, and response processes; and

WHEREAS, the City Commission finds that NextRequest provides integrated review and redaction functionality, secure document handling, and enhanced management of electronic records including PST files; and

WHEREAS, the Agreement, attached hereto as Exhibit "A", provides for an initial term commencing upon execution and a renewal structure unless terminated in accordance with contract terms; and

WHEREAS, the City Commission finds that CivicPlus and its NextRequest platforms are sufficiently unique and proprietary in nature to constitute a sole source vendor which is exempt from competitive bidding pursuant to Article VII, Section 2-272(4)(c) of the City of Pahokee Code of Ordinances; and

WHEREAS, the Agreement, attached hereto as Exhibit "A", outlines the scope of services and costs associated with the migration and hosting services, including

Fiscal Year 2025–2026 costs to include \$5,491 in subscription fees and a \$1,000 one-time implementation fee, with future annual costs of \$5,988 subject to a 5% annual increase; and

WHEREAS, the City Commission finds it to be in the best interest of the City to approve the Agreement with CivicPlus.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing “Whereas” clauses are hereby ratified and confirmed as being true and the same are hereby made a specific part of this Resolution.

Section 2. Approval and Authorization. The City Commission of the City of Pahokee, Florida hereby approves the Agreement with CivicPlus, attached hereto as Exhibit “A”, as a sole source provider for implementation of the NextRequest public records request management software. The Mayor is hereby authorized to execute the Agreement.

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 25th day of August, 2026.

Keith W. Babb, Jr., Mayor

ATTESTED:

Nylene Clarke, CMC, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Mayor Babb	_____ (Yes)	_____ (No)
Vice Mayor McDonald	_____ (Yes)	_____ (No)
Commissioner Cowan-Williams	_____ (Yes)	_____ (No)
Commissioner McPherson	_____ (Yes)	_____ (No)
Commissioner Scott	_____ (Yes)	_____ (No)

EXHIBIT "A"

**AGREEMENT
(ATTACHED)**