

Introduced by: City Manager Nathan Mai-Lombardo

AN ORDINANCE OF THE CITY OF BERKELEY, MISSOURI, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH NEXTREQUEST

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BERKELEY, MISSOURI, AS FOLLOWS:

Section 1. The City Manager is hereby authorized to enter into and execute an agreement with NextRequest to install and maintain an all-in-one platform for managing records request and an annual subscription.

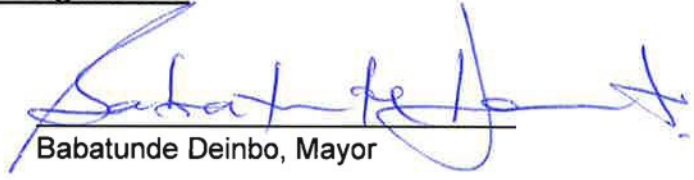
Section 2. The agreement will be attached and hereby incorporated herein and made a part of this ordinance, as if fully set out herein.

Section 3. This Ordinance shall be in full force and effect from and after its date of passage.

1st Reading this 17th day of July 2023

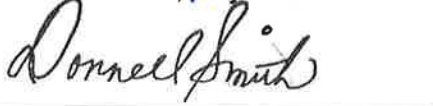
2nd Reading this 17th day of July 2023

3rd Reading, PASSED and APPROVED, this 21st day of August 2023


Babatunde Deinbo, Mayor

ATTEST:


Deanna L. Jones, City Clerk



Approved as to Form:
Donnell Smith, City Attorney

Final Roll Call:

Councilwoman Verges	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Williams	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilman Hoskins	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Anthony	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilman Hindeleh	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman-at-Large Crawford-Graham	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Mayor Deinbo	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>

NextRequest for City of Berkeley, MO

What do I get with NextRequest?

An all-in-one platform for managing records requests across your entire agency. It's an annual subscription and includes:

- Workflow Tools, Document Hosting & Management, Dashboards, Custom Reporting, Request Diversion, and Regular Product Improvements and Feature Updates

Security?

We protect your information using:

- SOC 2 Security Audit, Encryption, and Threat/Uptime Monitoring. See a full overview at: nextrequest.com/security

Technical Requirements?

NextRequest is entirely web based and software-as-a-service

- Everything in the cloud - no downloads or installations and works on all modern web browsers

Customer	City of Berkeley, MO	Start Date	7/24/2023
Account URL(s)*	cityofberkeleymo.nextrequest.com <i>* Account URL cannot be altered once created</i>	Invoice Date	8/22/2023
Primary Contact Name	Deanna Jones	Renewal Date	7/24/2024
Email and Phone	cityclerk@berkeleymo.us (314) 524-3313 (main) / (314) 400-3756 (direct)		
Address	8425 Airport Rd, Berkeley, MO, 63134		

Service Agreement: Welcome to NextRequest! Thanks for using our platform. This Service Agreement ("Agreement") is entered between NextRequest, LLC, with a place of business at 212 W Main Street, Suite 500, Durham, NC 27701 ("NextRequest"), and the Customer listed above ("Customer"), as of the Effective Date. This Agreement includes the above subscription and support (the "Services") and incorporates the above Order Form as well as the Terms and Conditions and Service Level Agreement available at <https://www.nextrequest.com/terms-conditions> and which contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.


Renewals: Pricing may be subject to a standard 5% annual increase to account for application improvements, new features and inflation.

Name	Price	QTY	Subtotal
NextRequest Standard License (monthly pricing, billed annually) Unlimited Staff Users, Up to 10 Admin-Publisher Users, and Up to 2 TB of Storage Core Features: Public Request Portal, Public Reading Room, Premier Security Package, Email Monitoring Suite, Email notifications, Automatic Reminders, Task assignment and tracking, and Time Tracking Payments: Invoicing and Online Payments (*Approved payment processors) Review and Redaction Features: Redaction with unlimited users, RapidReview (Batch and Draft Redaction), and OCR (Optical Character Recognition) IT & Compliance Features: Retention, Single Sign-On, Agency Specific Portal URL, SOC 2 Type II Audit, CJIS Attestation Available, and HIPAA Compliance Available with BAA	\$899.00	12	\$10,788.00
Standard Set Up & Onboarding (one-time) Dedicated Onboarding Team, 1 Kickoff Call, 1 Dedicated Admin Training (60 minutes), Go-Live Success Plans, Weekly Group Training Webinars, In-app Training, Video Tutorials, Knowledge Base Articles, and Service Level Agreement	\$1,500.00	1	\$1,500.00
		Subtotal	\$12,288.00
		Total	\$12,288.00

*Pricing is Valid for 60 Days from the Current Date

City of Berkeley, MO

NextRequest, LLC

Signature: 
 Name & Title: Nathan Mai-Lombardo, City Manager
 Date: 08/23/2023

Signature: 
 Name & Title:
 Date:

Accounts Payable Info

Name: Deanna L. Jones, City Clerk
 Email: cityclerk@berkeleymo.us

Phone: 314-400-3756
 Will issue PO? Yes: No:

Download our W-9 at: <https://www.civicplus.com/verify> (password: foiasoftware)