

STAFF REPORT

BOARD MEETING DATE: May 13, 2025

CATEGORY: Consent Calendar 26

SUBJECT: Approve a renewal agreement with OpenGov for an online eProcurement system.

DEPARTMENT: Support Services

SUPERVISORIAL DISTRICT #: All

DEPARTMENT CONTACT: Monica Fugitt, Director of Support Services, (530) 225-5515

STAFF REPORT APPROVED BY: Monica Fugitt, Director of Support Services

<u>Vote Required?</u>	<u>General Fund Impact?</u>
Simple Majority Vote	No Additional General Fund Impact

RECOMMENDATION

Approve a renewal agreement with OpenGov for an online eProcurement system in an amount of \$53,393 per year for the period of July 1, 2025, through June 30, 2028.

DISCUSSION

OpenGov is a cloud based online eProcurement system that is being utilized by Purchasing for competitive procurements and contract management. Utilizing OpenGov simplifies the procurement process for both vendors and County staff to increase efficiencies. OpenGov allows the County to prepare solicitations, process internal reviews and approvals, release/receive responses, and evaluate responses seamlessly. The contracts module serves as a database and repository and allows for alerts regarding contract expirations to ensure renewals are processed timely.

Vendors may register to receive automated notifications of procurements, upload responses electronically, and receive award notifications. There are currently over 2,000 vendors directly registered to receive notifications from Shasta County, and thousands of vendors registered nationwide. Additionally, vendors are automatically notified when their insurance documents are up for expiration, allowing them to provide current certificates, reducing liability to the County.

Local vendors are encouraged to register at <https://procurement.opengov.com/portal/shastaca>.

ALTERNATIVES

The Board may choose not to approve the Agreement. This is not recommended because the increased efficiencies allow Purchasing to support County departments in a timely manner. The Board could propose alternative methods of managing the procurement process or request additional information from staff.

OTHER AGENCY INVOLVEMENT

County Counsel has approved the agreement as to form. Risk Management has approved the agreement. The Chief Information Officer has approved the agreement. The recommendation has been approved by the County Administrative Office.

FISCAL IMPACT

There is no additional General Fund impact from this agreement. The funds involved with this agreement have been included in the FY 25-26 Proposed Budget and will be included in future budgets.

ATTACHMENTS:

1: Renewal Agreement - OpenGov