

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
**For Inclusion on Board Agenda**

\_\_\_\_\_ Resolution or Ordinance (Blue) \_\_\_\_\_ *Waiver of First Requested*  
 \_\_\_\_\_ Recommendations of Boards, Commissions & Committees (Green)  
  X   Other Business (Pink)

**TO:** PRESIDENT AND BOARD OF TRUSTEES

**FROM:** Scott Niehaus, Village Manager

**DATE:** March 28, 2023 (COW)(B of T) April 6, 2023

**TITLE:** Motion to Waive Bids and Approve a 3 Year Agreement with Granicus in the amount of \$36,681.09 for software to process Freedom of Information Act requests.

**SUBMITTED BY:** Kevin Goethals, IT Manager

**FISCAL IMPACT:**

Amount of Award: Total cost: \$36,681.09 Year 1 Cost: \$11,431.23. Year 2 Cost: \$12,198.00. Year 3 Cost: \$13,05186  
 Account #: 101.110.103.73910

**BACKGROUND/POLICY IMPLICATIONS:**

The Freedom of Information Act (FOIA) is the United States federal freedom of information law that requires the full or partial disclosure of previously unreleased or uncirculated information and documents controlled by the U.S. government, state, or other public authority upon request. Over the last 3 years, the Village has averaged approximately 1,300 FOIA requests per year. A breakdown of how many requests over the last three years across the three different departments can be seen below.

	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>3 Yr Average</b>
<b>Village Hall</b>	430	516	453	466
<b>Police</b>	594	763	795	717
<b>Fire</b>	125	101	122	116

As seen in the table above, The Village processes a lot of FOIA requests throughout the year. The requests can vary in the amount of time it takes to fulfill, some taking a great deal of staff time to complete, which takes away time from being able to complete other necessary tasks. The Village does not currently have a software platform that allows staff to efficiently receive, track, store, process, or respond to FOIA requests. Much of the current process is very manual, very time consuming, and requires using multiple applications in order to completely fulfill the request.

The recommended solution from Granicus meets all the requirements for allowing staff to efficiently process FOIA requests. All the steps for processing the request are done within the application and many of the steps are automated in order to allow staff to complete requests more efficiently, but also to allow the requestor to stay more informed on the status of their request. In order to provide both transparency and

quick access for the public, an online portal will be available through the Village website allowing the public to create and track their FOIA requests. The public will also be able to view previous FOIA requests that have been completed, and meet privacy requirements of being posted publicly, which will help reduce duplicate requests and reduce staff time needed to respond to those requests.

While Village staff looked at multiple FOIA platforms, the solution from Granicus provided the best solution that staff feels best meets the needs of the Village. The recommended solution will improve staff efficiency and greatly reduce staff time spent for processing requests. Staff is requesting a Waiver of Bids since the Village already has an existing relationship with Granicus for other solutions that would integrate with the recommended FOIA solution.

**RECOMMENDATION:**

Staff recommends the Village Board of Trustees approve the attached 3 Year Agreement with Granicus in the amount of \$36,681.09, for software to process Freedom of Information Act requests.

Review (as necessary):

Village Attorney X _____	Date _____
Finance Director X _____	Date _____
Village Manager X _____	Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.