

Agenda Item B-8

MARIN EMERGENCY RADIO AUTHORITY

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DATE: November 18, 2015

TO: MERA Executive Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **B-8**: REPORT ON PUBLIC RECORDS ACT REQUEST –
SMARTPROCURE

Recommended Action: Receive and file the Report on Public Records Act Request by
SMARTPROCURE.

Background: On September 23 MERA received a PRA from SMARTPROCURE for MERA purchase order information dating back to January 1, 2010. SMARTPROCURE provides P.O. database software that “transforms government procurement and improves transparency”. It also offers a search engine to check on what other governments are buying and what they are paying. The company has approached other cities in California with similar requests.

On September 25, I sent a letter to the requestor stating MERA does not issue P.O.s nor do we have any vendor-issued P.O.s. The Quick Books reports generated for MERA by NFPD provide detailed payments by Fund and Check Detail Reports, which list check number, date, amount, vendor name, invoice, account number and a brief description. A copy of MERA’s Operating Budget was also provided.

On September 28, SMARTPROCURE made a second request for customized Quick Books reports with 25 data fields for MERA transactions for the last 6 years. SMARTPROCURE was advised that it would take approximately 1.5 hours of NFPD Finance Director Hom’s time to generate the customized reports, upon payment of the cost of compilation. A deposit of \$197.45 was requested which was subject to adjustment based on the actual time needed to generate the reports. SMARTPROCURE disputed the amount of estimated time, resulting in actually running the reports to confirm the time required.

Based on this information, SMARTPROCURE advised as follows:

“Typically government agencies provide SMARTPROCURE with the requested information at no cost, as we are not requesting physical copies. This is a new innovation in government procurement. It allows unprecedented opportunities for sharing information between government agencies for procurement of goods and services from vendors at the best possible price.

SMARTPROCURE operates on an expense-cost recovery model, and unfortunately, based on the cost quoted to fulfill the public records request, is unable to move forward based on the quote provided by your agency. Please consider this request withdrawn and we thank you for your time.”

Costs incurred in responding to this PRA are as follows:

Direct – Legal	5.7 hours	\$ 1,425.00
NFPD	1.5 hours	<u>197.45</u>
		\$ 1,622.45

Indirect – Executive Officer – estimated 4 hours