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# **Board of Supervisors**

## **Budget & Finance Committee**

**#19 – Amendment to Professional Services Contract with  
WCG, Inc. (West Coast Consulting Group) for  
Development of the New Legislative Management System**

**July 23, 2025**



# #19 – Amendment to Professional Services Contract with WCG, Inc. (West Coast Consulting Group) for Software Development of the New Legislative Management System

## Background:

- **Current Contractor.** WCG, Inc. (West Coast Consulting Group)
- **Current Not-To-Exceed (NTE) Amount.** \$1,190,476
  - \$1,000,000 of the current NTE was approved and funded by COIT
- **Contract Term.** May 22, 2024 to August 31, 2028 with two options to renew the Agreement for a period of five (5) additional years each
- **Local Business Entity (LBE) Subcontracting Requirement.** 16%
- **Potential to Generate Revenue to the City.** Ordinance 93-25 approved by the Board and signed by the Mayor authorized the sale of licenses to the New Legislative Management System to other governments.

## Motion:

- **Additional COIT Funding.** COIT approved and provided one-time funding of \$2,000,000 in FY 2025-26 for the New Legislative Management System for phase 2
- **The motion requests approval to increase the contract NTE by \$2,000,000 from \$1,190,476 to \$3,190,476**



# **#19 – Amendment to Professional Services Contract with WCG, Inc. (West Coast Consulting Group) for Software Development of the New Legislative Management System**

## **Project Status:**

- **A legislative management system has been built to replace the City’s existing legacy legislative management system.**
- The Office of the Clerk of the Board is conducting end-to-end testing in parallel with the legacy system
- The first release of the new Legislative Management System is scheduled for October 2025

## **Plan for Phase 2:**

- Phase 2 will add necessary innovations to the New Legislative Management System requested by City Departments and the public including –
  - Confidential Legislative Drafting Tool for City Departments
  - Heat Map for the Public to Track Legislative Items before the Board
  - Boards and Commissions for City Departments to automate their Legislative Processes
- The innovations from Phase 2 will increase the attractiveness of the New Legislative Management System to other governments.
- Phase 2 is underway as requirements gathering has begun