



Board of County Commissioners

Health & Human Services Committee

**RESOLUTION AUTHORIZING A CONTRACT WITH CIVIC PLUS TO PROVIDE SOCIAL MEDIA ARCHIVING TO THE SALEM COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**WHEREAS,** social media records in New Jersey are subject to the Open Public Records Act (OPRA), which defines records as "paper written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file... or that has been received in the course of his or its official business by any such officer, commission, agency, or authority of the State or of any political subdivision thereof, including subordinate boards thereof. By this definition, information posted to social media and the comments received on those posts constitute records under New Jersey's OPRA; and

**WHEREAS,** the Board of County Commissioners of the County of Salem wishes to enter into a contract with Civic Plus to provide social media archiving to the Salem County Department of Health and Human Services in order to comply with the New Jersey Social Media Records Policy; and

**WHEREAS,** Civic Plus will archive the social media of the Salem County Department of Health and Human Services up to 12 accounts and 1.6k records per month.

**NOW, THEREFORE, BE IT RESOLVED** by the Salem County Board of County Commissioners that:

1. The Director of the Board of County Commissioners of the County of Salem and the Clerk of the Board are hereby authorized to execute a contract with the said Civic Plus for a period of 3 years in an amount not to exceed \$13,064.00.
 

a. Initial term- Year 1	\$4,688.00
b. Annual Recurring Services- Year 2	\$4,188.00
c. Annual Recurring Services- Year 3	\$4,188.00
  
2. This contract shall be for services beginning November 2, 2023, and ending November 1, 2026, with an additional one year renewal option thereafter, at a 1% increase, unless 60 days notice is provided prior to renewal date.

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DANIEL S. TIMMERMAN Commissioner  
Chair, Health & Human Services Committee

I hereby certify the foregoing to be a true resolution adopted by the Salem County Board of County Commissioners on November 1, 2023.

  
 STACY L. PENNINGTON  
 Clerk of the Board

RECORD OF VOTE

COMMISSIONER	RESOLUTION MOVED	RESOLUTION SECOND	AYE	NAY	ABSTAIN	ABSENT
E. Ramsay		✓	✓			
C. Taylor			✓			
D. Timmerman						✓
G. Ostrum Jr.	✓		✓			
B. Laury			✓			

✓ Indicates Vote

Department Initials MP

I, **Kelly A. Hannigan, CFO** of the County of Salem, hereby certify in accordance with **Section 5:34-5 of the Local Public Contracts Guidelines and Local Public Contracts Regulations** that adequate funds for the contract listed below are available and are contained in the **OFFICIAL BUDGET** of the County of Salem.

  
 Kelly A. Hannigan, CFO

<b>AMOUNT:</b> \$13,064.00	<b>DATE:</b> 11/1/23
<b>ACCOUNT # G-02-41-756-23N-303 and NAME:</b> Enhancing Local Public Health Infrastructure	
<b>FOR:</b> Health and Human Services	
<b>VENDOR:</b> CIVIC PLUS	