



**Website:**  
[www.sanbenitocountyca.gov](http://www.sanbenitocountyca.gov)

**BOARD MEMBERS:**

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- DISTRICT 2 - Kollin Kosmicki
- DISTRICT 3 - Mindy Sotelo
- DISTRICT 4 - Angela Curro
- DISTRICT 5 - Ignacio Velazquez

COUNTY EXECUTIVE OFFICER:  
Esperanza Colio Warren

COUNTY COUNSEL:  
Gregory P Priamos

CLERK OF THE BOARD:  
Vanessa Delgado

**Agenda Item  
Special Meeting of the  
Board of Supervisors  
Tuesday, June 30, 2026**

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**Item Number: 1.H**

**MEETING DATE:** 06/30/2026  
**DEPARTMENT:** COUNTY EXECUTIVE OFFICE  
**AGENDA ITEM PREPARER:** Gracie Rodriguez  
**DEPT HEAD/DIRECTOR:** Esperanza Colio Warren

**SUBJECT:**

**COUNTY EXECUTIVE OFFICE - E. COLIO WARREN**

1. Ratify the execution of the Agreement between the County of San Benito and IPRO Tech, LLC for records management and Public Records Act software services; and
2. Authorize payment of Invoice No. INV290786 in the amount of \$25,660.80; and
3. Authorize the Chief Executive Officer (CEO), or designee, to remit payment to IPRO Tech, LLC in accordance with the Board's approval.

SBC FILE NUMBER: 119

**AGENDA SECTION:**

CONSENT AGENDA

**BACKGROUND/SUMMARY:**

In July 2023, the County entered into an agreement with IPRO Tech, LLC for the ZyLAB ONE Starter Package (Cloud), a records management and document discovery platform that supports the County's Public Records Act and records management functions. The agreement consisted of an initial one-year subscription term with two optional annual renewal terms. The agreement established pricing of \$22,000 for the initial term, \$23,760 for the first renewal, and \$25,660.80 for the second and final renewal.

Prior to execution of the agreement, former County Counsel staff presented the Board of Supervisors with an informational update regarding the increasing volume of Public Records Act requests and identified IPRO as a records management solution under consideration. The Board received the presentation and provided direction to staff; however, no action was taken to approve the agreement.

The agreement was subsequently executed administratively. At the time of execution, the position was titled County Administrative Officer (CAO). The position is now titled County Executive Officer (CEO). During processing of the current invoice, staff identified that the cumulative value of the agreement exceeded the CEO's delegated contracting authority and should have been presented to the Board of Supervisors for approval.

I PRO has continued to provide services in accordance with the agreement and submitted Invoice No. INV290786 in the amount of \$25,660.80 for the subscription period of July 25, 2025, through July 24, 2026.

The current invoice represents the second and final optional renewal under the agreement. Upon expiration of the subscription term on July 24, 2026, the agreement will conclude, and no additional renewals or future payments are anticipated.

Approval of the recommended action will ratify the prior execution of the agreement, authorize payment of the outstanding invoice, and bring the agreement into compliance with the County's contracting approval requirements.

### **FISCAL IMPACT:**

Approval of this item will authorize payment to I PRO Tech, LLC in the amount of **\$25,660.80**. Funding is available within the approved departmental budget 101.25.1210.1000.619.134.

The current invoice represents the final payment under the agreement. No additional renewals or future fiscal obligations are anticipated following the expiration of the agreement on July 24, 2026.

### **STAFF RECOMMENDATION:**

1. Ratify the execution of the Agreement between the County of San Benito and I PRO Tech, LLC for records management and Public Records Act software services; and
2. Authorize payment of Invoice No. INV290786 in the amount of \$25,660.80; and
3. Authorize the Chief Executive Officer (CEO), or designee, to remit payment to I PRO Tech, LLC in accordance with the Board's approval.

### **ATTACHMENTS:**

[Agenda Fact Sheet -I PRO Tech LLC Contract Ratification Executed Contract w I PRO San Benito I PRO - INV290786](#)