



DOUGLAS T. SLOAN
City Attorney

June 3, 2022

MEMORANDUM

TO: Georgeanne White, City Manager
FROM: Raj Singh Badhesha, Assistant City Attorney
RE: Unique Qualifications of Innovative Computing Systems, Inc. (ICS) to provide installation, maintenance services, setting up file structures, and workflow efficiencies relating to iManage document management software

The Office of the City Attorney (CAO) serves as the in-house law firm for the City and provides services to all City offices and departments. In recent years, the office has realized a greater need for efficient document management and explored potential mechanisms to address the need. Concurrently, the Information Services Department (ISD) has been rolling out software aimed at creating similar efficiencies city-wide. The CAO and ISD examined the viability of using currently available City software to address CAO's needs and have jointly determined that available software does not address the very unique needs of the CAO nor accomplishes the efficiencies that a more specialized law firm-oriented software program could perform.

Thereafter, with input from ISD, CAO interviewed three firms which provide document management services/software to law firms. The selection committee determined ICS provided the best value to the City because of its use of the iManage document management software and its' unique storage, retrieval functions, interface, and integration into CAO's Prolaw software. Furthermore, iManage provides an up-to-date user-friendly interface mirroring modern online search engines which makes implementation easier for new users. Also, iManage will integrate into Prolaw, the CAO's current calendaring and assignment processing system.

iManage is designed to be used by law offices to store and manage documents and is used by at least 70 government law offices across the United States, including: the US Federal Labor Relations Authority, State of Tennessee, State of Kansas Attorney General's Office, California Office of State Public Defenders, City of Henderson, City of Corona, City of Santa Ana, and the Los Angeles Department of Water and Power. Innovative Computing Systems, Inc. (ICS), provides installation and maintenance services relating to iManage, including setting up file structures and workflow efficiencies. Therefore, ICS is uniquely qualified to provide document management software and services.

Approves: _____ Deny: _____

A handwritten signature in blue ink, appearing to read "G. White", is written over a horizontal line.

Georgeanne White
City Manager