



## Legislation Details (With Text)

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<b>Type:</b>	Action Item	<b>Status:</b>		Passed	
<b>File created:</b>	6/3/2022	<b>In control:</b>		City Council	
<b>On agenda:</b>	6/23/2022	<b>Final action:</b>		6/23/2022	
<b>Title:</b>	Actions pertaining to purchase of document management software for the City Attorney's Office: 1. Approve the finding that Innovative Computing Systems, Inc., is uniquely qualified; 2. Approve a Master Service Agreement with Innovative Computing Systems, Inc., for \$128,840, and annual renewals up to \$20,000 per year for document management software; and 3. Approve an End User Software License Agreement with iManage LLC				
<b>Sponsors:</b>	City Attorney's Office				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. M-Georgeanne White CM re UniquelyQualified Finding-Innovative Computing Systems Inc..pdf, 2. Fresno City Attorney's Office - iManage End User Software License(16280196.19).pdf, 3. ICS MSA w Exhibit 5-2-22v2.pdf				

Date	Ver.	Action By	Action	Result
6/23/2022	1	City Council	ADOPTED	Pass

## REPORT TO THE CITY COUNCIL

**FROM:** Rina Gonzales  
Interim City Attorney

### SUBJECT

Actions pertaining to purchase of document management software for the City Attorney's Office:

1. Approve the finding that Innovative Computing Systems, Inc., is uniquely qualified;
2. Approve a Master Service Agreement with Innovative Computing Systems, Inc., for \$128,840, and annual renewals up to \$20,000 per year for document management software; and
3. Approve an End User Software License Agreement with iManage LLC

### RECOMMENDATION

Staff recommends that City Council approve the finding that Innovative Computing Systems, Inc., (ICS) is uniquely qualified and approve a Master Service Agreement with ICS for \$128,840, and annual renewals up to \$20,000 per year for the iManage document management system and the associated end user software license agreement and authorize the City Attorney's Office to execute and administer the agreements.

### EXECUTIVE SUMMARY

Due to an increasing need for efficiency in document management and increasingly digital workflow, the City Attorney requires a legal document management system to house and organize files used in

providing legal services. The Master Service Agreement addresses the migration and ongoing storage and management of City Attorney documents to the iManage document management system as well as ongoing maintenance for the same. No additional funding is required for this Fiscal Year.

## **BACKGROUND**

The City Attorney's Office serves as the in-house law firm for the City. In recent years, the office has realized a greater need for efficient document management and explored potential mechanisms to address the need. 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 unique needs of the CAO, nor does it accomplish the efficiencies that a more specialized law firm-oriented software program can.

With input from ISD, CAO interviewed three firms that provide document management services and 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 and retrieval functions. Furthermore, iManage provides an up-to-date user-friendly interface mirroring modern online search engines which makes implementation easier for new users. iManage will also integrate into Prolaw, the City Attorney's Office'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. ISC 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.

The City Manager has determined that ISC is uniquely qualified to provide the services needed due to its specialized expertise in implementing the iManage legal document management which has a unique search and storage design suitable for government law offices.

If approved, the contracts will take effect in Fiscal Year (FY) 2022-23, and are contingent upon approval of funding via the FY 2022-23 budget. The agreements have been approved as to form by the City Attorney's Office. The agreements would be administered by the City Attorney's Office.

## **ENVIRONMENTAL FINDINGS**

Pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378, this item is not a project for the purposes of CEQA.

## **LOCAL PREFERENCE**

Local preference was not implemented because none of the interviewed firms qualify as a local business.

## **FISCAL IMPACT**

If approved this item should not impact the General Fund; the total contract amount of \$128,840 has been programmed into the City Attorney's Office's FY 2022-23 budget proposal and is supported by the Mayor's proposed budget. Renewals of the software license are estimated to cost \$15,360 annually and will need to be appropriated in future City Attorney's Office budgets.

**Attachments:**

Memo re: Uniquely Qualified Finding

Innovative Computing Systems Master Service Agreement

iManage End User Software License Agreement