

## CITY COUNCIL REGULAR SESSION

Resolution authorizing execution of Amendment No. 5 to the customer service agreement with Thomson Reuters, for software maintenance to ProLaw (Civil version), a case management system, for a period of four (4) years, in an amount not to exceed \$32,518.33 plus all applicable taxes, for a total not to exceed contract value of \$115,532.68. The executed Amendment shall be substantially in the form of the Amendment in the Council Library.

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*City Attorney's Office*

## EXECUTIVE SUMMARY

This Resolution will authorize the execution of an amendment to the customer service agreement with Thomson Reuters, for software maintenance of the Civil Version of Prolaw, a case management system used by the City Attorney's Office.

## RECOMMENDATION

Move to adopt Resolution No. 9881

## BACKGROUND/ANALYSIS

Since 2007, the City Attorney's Office has relied on the ProLaw case management system (a Thomson Reuters product) as a digital tool to centralize and organize legal case records in an easily accessible platform. The system is used daily by attorneys, paralegals and legal assistants to assist with functions such as deadline calendaring, autogenerating legal templates, and secure storage of all legal documents and data.

The City Attorney's Office has two contracts with Thomson Reuters; one for a civil case management system and another for a prosecution case management system. As per these two customer service agreements, the City Attorney's Office is charged for yearly maintenance and support fees. With the 2021 fees, the total contract value for the civil case management system would exceed \$90,000. As per the Bellevue City Code, Council approval is needed when the total contract costs are over \$90,000. The amendment contemplates the costs for the next four years in maintenance, which is in an amount of \$32,518.33, in the total not to exceed value of the contract of \$115,532.68. The amendment does not obligate the City to pay this amount at this time, instead the annual maintenance fees of approximately \$7,544.64 (plus appropriate taxes) will be paid, as long as, the City Attorney's Office continues to use this platform.

## POLICY & FISCAL IMPACTS

### Policy Impact

Bellevue City Code

BCC 4.28.040 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to award the contract where the cost exceeds \$90,000.

### **Fiscal Impact**

This amendment authorizes an expenditure of no more than \$32,518.33, plus all applicable taxes for four years. Sufficient funds are available in the 2021-2022 City Attorney's Office operating budget for these first two years. Additional funding will be requested in subsequent budgets and will be subject to budget appropriation.

### **OPTIONS**

1. Adopt the Resolution authorizing execution of Amendment No. 5 to the customer service agreement with Thomson Reuters, for software maintenance to ProLaw (Civil version), a case management system, for a period of four (4) years, in an amount not to exceed \$32,518.33 plus all applicable taxes, for a total not to exceed contract value of \$115,532.68. The executed Amendment shall be substantially in the form of the Amendment in the Council Library.
2. Do not adopt the Resolution and provide alternative direction to staff.

### **ATTACHMENTS & AVAILABLE DOCUMENTS**

Proposed Resolution No. 9881

### **AVAILABLE IN COUNCIL LIBRARY**

Amendment No. 5 to the customer service agreement with Thomson Reuters