



Legislation Text

File #: 1876-2021, **Version:** 1

BACKGROUND:

This legislation will authorize the Director of the Department of Technology, on behalf of the Columbus City Attorney, to enter into an agreement with Matrix Pointe Software, LLC for the purchase and implementation of the MatrixCivil software case management system for the City Attorney's Office. This platform will assist the office in civil case records management and will be an additional module in their current Matrix case records management platform.

MatrixProsecutor was authorized by Ordinance No. 1528-2015, passed May 15, 2015 with the original agreement (EL017301) and has assisted the office in the management of prosecution records. MatrixCivil suite will continue their migration to a singular case records management platform. The total cost to purchase and implement the MatrixCivil software case management system is \$464,000.00 (which includes Matrix Civil licenses (\$195,000.00), OCR licenses (\$6,000.00), Professional/Installation services (\$43,200.00), Training (\$21,800.00) and Prolaw and Access Databases Migration (\$198,000.00)). The coverage term period of this contract agreement is from September 1, 2021 through November 30, 2022.

The MatrixCivil software case management system is a web-based, comprehensive civil case management system that will assist the City Attorney's Office automate processing and store information related to legal matter assigned to their office. It will provide the office with a single solution that meets all case and work flow requirements from case intake through appeal. The system will help to automate the key functions of the civil operation enabling attorneys and support staff to be more effective and efficient. The MatrixCivil software case management system will provide integration across the entire justice system increasing productivity, decreasing operating costs and accelerating the timely case disposition.

This ordinance will authorize a waiver of competitive bidding, in accordance with the provisions of Chapter 329 of the Columbus City Code, since the City Attorney's Prosecutors Office currently utilizes Matrix Pointe Software. Therefore, it is in the City's best interests to utilize the same computer systems for continuity between the City divisions.

This ordinance authorizes the transfer of authority appropriation and cash between projects within the Information Services Bond Fund, to accommodate the expenditure authorized by this ordinance.

EMERGENCY:

There is an immediate need for the purchase and implementation of the MatrixCivil software case management system. Emergency designation is being requested to avoid interruption in the performance of services necessary in the usual daily operation, and to facilitate prompt contract execution and related payment for services.

FISCAL IMPACT:

Approval of this ordinance will allow total funding in the amount of \$464,000.00 with funds for this expense coming from the Department of Technology, Information Services Division, Capital Improvement Bond Fund by transferring \$214,000.00 in appropriation and cash from the Data Center Facility Upgrades project, project # P470031-100000 with \$214,000.00 going to the CA Case Management System project, project # P240100-100000, these funds will be reimbursed during a future bond sale. An amendment to the 2020 Capital Improvement Budget is necessary. Sufficient funding in the amount of \$464,000.00 for this expense has been identified coming from the Department of Technology, Information Services Division, Capital Improvement Bond Fund (P240100-100000).

CONTRACT COMPLIANCE:

Vendor Name: Matrix Pointe Software, LLC; CC#: 27-0616884; Expiration Date: 6/30/2022
DAX/City Vendor Acct. No. 002774

To authorize the transfer of appropriation and cash between projects; to amend the 2020 Capital Improvement Budget; to authorize the Director of the Department of Technology, on behalf of the Columbus City Attorney, to enter into an agreement with Matrix Pointe Software, LLC for the purchase and implementation of a case management system; to waive the competitive bidding provisions of the Columbus City Code; to authorize the expenditure of \$464,000.00 from the Bond Fund-HR and City Attorney Fund, Capital Improvement Bond Fund; and to declare an emergency. (\$464,000.00)

WHEREAS, it is necessary to authorize the Director of the Department of Technology, on behalf of the Columbus City Attorney, to enter into an agreement with Matrix Pointe Software, LLC for the purchase and implementation of a case management system. The initial cost to purchase and implement the system is quoted at a total amount of \$464,000.00 and;

WHEREAS, the total cost to purchase and implement the MatrixCivil software case management system is \$464,000.00 (which includes Matrix Civil licenses (\$195,000.00), OCR licenses (\$6,000.00), Professional/Installation services (\$43,200.00), Training (\$21,800.00) and Prolaw and Access Databases Migration (\$198,000.00)). The coverage term period of this contract agreement is from September 1, 2021 through November 30, 2022; and

WHEREAS, the MatrixProsecutor case management system was authorized by Ordinance No. 1528-2015, passed May 15, 2015 with the original agreement (EL017301) and has assisted the City Attorney's Office in the management of prosecution records. MatrixCivil suite will continue their migration to a singular case records management platform; and

WHEREAS, it has been determined that it is in the City's best interests to waive the competitive bidding provisions of Chapter 329 of the Columbus City Code so that the same vendor is used for both divisions to provide continuity between the offices; and

WHEREAS, it is necessary to authorize the transfer of appropriation and cash between projects within the Department of Technology, Information Services Bond Fund; and

WHEREAS, it is necessary to amend the 2020 Capital Improvement Budget; and

WHEREAS, an emergency exists in the daily operation of the Columbus City Attorney's Office in that it is immediately necessary to authorize the Director of the Department of Technology, on behalf of the Columbus City Attorney, to enter into an agreement with Matrix Pointe Software, LLC for the purchase and implementation of the MatrixCivil software case management system to avoid interruption in the performance of services necessary in the usual daily operation, for the immediate preservation of the public health, peace, property and safety.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

SECTION 1: That the Director of the Department of Technology, on behalf of the Columbus City Attorney, be and is hereby authorized to enter into an agreement with Matrix Pointe Software, LLC for the purchase and implementation of a MatrixCivil software case management system. The total cost to purchase and implement the MatrixCivil software case management system is \$464,000.00 (which includes Matrix Civil licenses (\$195,000.00), OCR licenses (\$6,000.00), Professional/Installation services (\$43,200.00), Training (\$21,800.00) and Prolaw and Access Databases Migration (\$198,000.00)). The coverage term period of this contract agreement is from September 1, 2021 through November 30, 2022.

SECTION 2: That the City Auditor is hereby authorized and directed to transfer cash and appropriation within the

Information Services Bonds Fund as follows (**Please see 1876-2021 EXP**):

SECTION 3: That the 2020 Capital Improvement Budget authorized by Ordinance 2521-2020 is amended as follows:

Project Number/Project Name/ Funding Source/ Current Authority/Revised Authority/ Change

P470031-100000/Data Center Facility Upgrades/Info Service Carryover/ \$1,457,663/ \$1,243,663/ (\$214,000)

P240100-100000/Case Management System/ Info Services Carryover/ \$0/ \$214,000/\$214,000

P470031-100000/Data Center Facility Upgrades/Councilmanic SIT Supported/ \$0/ \$214,000/ \$214,000

SECTION 4: That the expenditure of \$464,000.00 or so much thereof as may be necessary is hereby authorized to be expended from the Department of Technology, Information Services Division, Capital Improvement Fund as follows (**Please see 1876-2021 EXP**):

SECTION 5: That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications associated with this ordinance.

SECTION 6: That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

SECTION 7: That the City Auditor is hereby authorized to transfer the unencumbered balance in a project account to the unallocated balance account within the same fund upon receipt of certification by the Director of the Department administering said project that the project has been completed and the monies are no longer required for said project.

SECTION 8: That this council finds it in the City's best interest to waive the competitive bidding provisions of the Columbus City Code, Chapter 329 to enter into this agreement.

SECTION 9: That for the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the mayor, or ten days after passage if the mayor neither approves nor vetoes the same.