



## Legislation Text

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**File #:** 0478-2017, **Version:** 1

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**BACKGROUND:** The City Attorney's Office implemented a customized legal/case management software system known as ProLaw in 2012 to manage civil case file information. The project was completed in June, 2016. Due to the nature of the software, further customizations are needed from time to time to better utilize the functionality and capabilities of the software as well as better meet the needs of the office for record keeping, reporting and data collection. Therefore, the City Attorney entered into a contract with West Publishing in the amount of \$14,700.00 (PO-026976-1) to facilitate the continuing customizations as well as expand usage to accommodate environmental case file information.

This legislation authorizes the City Attorney to modify the current contract with West Publishing Corporation dba Elite, A Thomson Reuters business, for the continued customization of ProLaw. It further authorizes the expenditure of the necessary funds from the Environmental Fund.

A waiver of the competitive bidding provisions of Chapter 329 of Columbus City Code are being requested to allow the continuation of the updates and customizations currently in process. The GSA rate of \$210.00 per hour will be used.

The original contract was for \$14,700.00. This modification will authorize an additional \$21,000.00 from the Environmental Fund, bringing the total new maximum contract amount to \$35,700.00 and will further extend the term through February 28, 2018.

**EMERGENCY:** There is an immediate need to modify the existing contract so the use of the database and needed customizations can continue uninterrupted.

**FISCAL IMPACT:** This project is being funded from the Environmental Fund 2297, where there are adequate funds available.

**CONTRACT COMPLIANCE NUMBER:** West Publishing Corporation dba Elite, A Thomson Reuters business CC26973-102810, expires 08-23-18.

To authorize the City Attorney to modify a contract with West Publishing Corporation, dba Elite, A Thomson Reuters business, for the customization of the legal case/matter management software system; to authorize the expenditure of \$21,000.00 from the Environmental Fund; to waive the competitive bidding provisions of Chapter 329 of Columbus City Code ; and to declare an emergency. (\$21,000.00)

**WHEREAS,** the City Attorney's Office entered into a contract with West Publishing Company, dba Elite, A Thomson Reuters business, for the customization of the legal case/matter management software system in the amount of \$14,700.00; and

**WHEREAS,** continuing customizations are needed to incorporate environmental case file information into the system and better utilize the capabilities of the system; and

**WHEREAS,** it is in the best interest of the City to waive the competitive bidding provisions of the Chapter 329 of Columbus City Code to allow the continuation of the project; and

**WHEREAS**, it is necessary to authorize the City Attorney to modify the existing contract with West Publishing Company, dba Elite, A Thomson Reuters business, for an additional \$21,000.00 to extend the contract term through February 28, 2018; and

**WHEREAS**, it is necessary to authorize the expenditure of \$21,000.00 from the Environmental Fund 2297; and

**WHEREAS**, an emergency exists in the usual daily operation of the City Attorney's Office in that it is immediately necessary to authorize the expenditure of necessary funds and to authorize the foregoing contract modification so the project can continue uninterrupted and for the preservation of public peace, property, health, safety and welfare; now, therefore,

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

**SECTION 1.** That the City Attorney is authorized to modify a contract with West Publishing Corporation, dba Elite, A Thomson Reuters business, for the continued customization of ProLaw, a legal case/matter management software system, for the additional amount of Twenty-one Thousand Dollars (\$21,000.00) and extend the term through February 28, 2018.

**SECTION 2.** That this Council finds it in the City's best interests to waive the competitive bidding procedures of Chapter 329 of the Columbus City Code.

**SECTION 3.** That the expenditure of Twenty-one Thousand Dollars (\$21,000.00), or so much thereof as may be necessary, is hereby authorized to be expended from the Environmental Fund, fund number 2297, Object Class 03, per the accounting codes in the attachment to this ordinance.

**SECTION 4.** That the monies authorized in Section 3 shall be paid upon order of the Columbus City Attorney and that no order shall be drawn or money paid except by voucher, the form of which shall be approved by the City Auditor.

**SECTION 5.** 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 6.** 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 7.** 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.