## OFFICE OF THE CITY MANAGER LITTLE ROCK, ARKANSAS

## BOARD OF DIRECTORS COMMUNICATION JUNE 19, 2018 AGENDA

Subject:	Action Required:	Approved By:
An ordinance to authorize expenditures for a Case Management, Document Management, Time Management Program for the City Attorney's Office	√ <b>Ordinance</b> Resolution Approval	
Submitted By:		
City Attorney's Office		Bruce T. Moore City Manager
SYNOPSIS	To approve the purchase, integration, installation and training, necessary to a Case Management, Time Management and Document Management System for the City Attorney's Office.	
FISCAL IMPACT	Cost to purchase is not to exceed \$155,983.98, and will be expensed in the City Attorney's Account 101801-72450. Although there are costs to purchase and install the contract, once installed it should actually prove to be more cost effective.	
RECOMMENDATION	Approval of the ordinance	
BACKGROUND	The City Attorney's Office is in need of up-to-date Case Management, Time Management and Document Management Systems. These systems deal with ordinances, resolutions, contracts, litigation and other matters handled by the City Attorney. In addition, it permits the preparation of periodic reports to determine the work load of the office, the requirements that are placed upon the office by various Departments within the City and data to be able to plan for further improvements within the office. A recent study conducted for the City Attorney suggested that this was a top priority for the more efficient operation of the office.	

## BACKGROUND CONTINUED

After considerable research, it was determined that such a system which combined iManage, Create and Law Base technology would best serve the needs outlined above, and many of these purchases are available through Sate Contract. To the extent that all, or portions, of some services are not available, this ordinance permits their use pursuant to a sole source agreement. It is really unfeasible and impractical to bid when, for example, that would mean to bring in a third company for just a portion of the work that could be done more effectively and at less cost by the program that has been outlined.