

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**A RESOLUTION** authorizing an increase to the contract with Legal Files Software of Springfield, IL, for the furnishing of a test environment user license for the Legal Files Case and Matter Management System for use by the Information Technology Department, at an additional cost to the County not to exceed \$1,500.00.

**RESOLUTION NO.18013**, October 29, 2012

**INTRODUCED BY** Scott Burnett, County Legislator

WHEREAS, by Resolution 17684, dated September 26, 2011, the Legislature did award a contract for Legal Files Case and Matter Management System services for use by the Office of County Counselor to Legal Files Software, of Springfield, Illinois, as a sole source purchase, at a cost to the County not to exceed \$67,914.00; and,

WHEREAS, by Resolution 17874, dated April 2, 2012, and Resolution 17982, dated September 24, 2012, the Legislature did authorize the purchase of additional licenses and related services because the Office of the County Counselor increased its staff, at an additional cost to the County not to exceed \$7,526.00; and,

WHEREAS, the Office of the County Counselor is in final preparations to convert to the new software system; and,

WHEREAS, it was determined by the Information Technology Department that an additional license is needed for its use as a test environment for the efficient operation of the software system, at an additional cost to the County not to exceed \$1,500.00; now therefore,

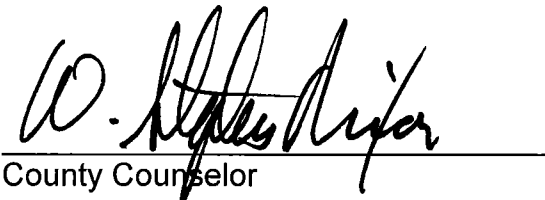
BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the increase to the contract with Legal Files Software of Springfield, Illinois, in the amount of \$1,500.00, for the furnishing of a test environment user license for use by the Information Technology Department is hereby authorized, and that the Director of Finance and Purchasing be and is hereby authorized to execute for the County any documents necessary for the accomplishment of the increase, in a form to be approved by the County Counselor; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing be and hereby is authorized to make all payments, including the increase and final payment on the contract.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

  
Chief Deputy County Counselor

  
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 18013 of October 29, 2012, was duly passed on October 29, 2012 by the Jackson County Legislature. The votes thereon were as follows:


Yeas 9

Nays 0

Abstaining 0

Absent 0

10/29/12  
Date

  
Mary Jo Spino, Clerk of the Legislature


There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 001 1101 56661

ACCOUNT TITLE: General Fund  
County Counselor  
Software Purchase

NOT TO EXCEED: \$1,500.00

October 29 2012  
Date

  
Director of Finance and Purchasing

**REQUEST FOR LEGISLATIVE ACTION**

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 18013

Sponsor(s): Scott Burnett

Date: October 29, 2012

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>A Resolution authorizing an increase to the contract with Legal Files Software of Springfield, IL, for the furnishing of an additional user license for the Legal Files Case and Matter Management System for use by the County Counselor's Office, at an increased cost to the County not to exceed \$1,500.00.</u></p>												
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$1500.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$7,526.00</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$9,026.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM :</td> <td>FROM ACCT 001-1101-56661</td> </tr> <tr> <td colspan="2">General Fund, County Counselor, Software</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable):  Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$1500.00	Amount previously authorized this fiscal year:	\$7,526.00	Total amount authorized after this legislative action:	\$9,026.00	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM :	FROM ACCT 001-1101-56661	General Fund, County Counselor, Software	
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General Fund, County Counselor, Software													
<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): R. 17982, dated 9/24/12 and 17874, dated 4/2/2012</p>												
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone):</p>												
<p><b>REQUEST SUMMARY</b></p>	<p>Resolution 17684, dated September 26, 2011, the Legislature did award a contract for Legal Files Case and Matter Management System services for use by the Office of County Counselor to Legal Files Software, of Springfield, Illinois, as a sole source purchase, at a cost to the County not to exceed \$67,914.00. The Office of County Counselor is now in final preparations to convert to this new system. As part of these final preparations for the conversion on November 2, 2012, it was determined that an additional license was needed for a test environment for use by the Information Technology Department. The cost of an additional license is \$1,500.00.</p>												
<p><b>CLEARANCE</b></p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>												
<p><b>ATTACHMENTS</b></p>	<p>License Agreement</p>												

REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i> <i>Alibon S Ball</i>	Date: <i>10-29-12</i>
	Division Manager: <i>[Signature]</i>	Date: <i>10/25/12</i>
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



Res. 18013

Managing what matters to you.

801 S. Durkin Drive  
Springfield, IL 62704  
Phone: 217/726-6000 Fax: 217/726-7777

### Purchase for Additional Software-Services

Jackson County hereby agrees to pay for the additional services listed below. Jackson County will be billed upon installation-completion of the services. The costs for any services (if applicable) do not include reasonable travel expenses incurred by Legal Files that are billed back to the client at cost.

Quantity	Description	Cost
1	Legal Files Test Environment	\$1,500.00
<b>Total Cost</b>		<b>\$1,500.00</b>

\* Plus Travel Expenses

W. Stephen Nixon  
(Authorized Signature)  
W. STEPHEN NIXON  
(Print Name)

10/25/2012  
(Date)

Jackson County  
(Name of Organization)

415 E. 12<sup>th</sup> St., Ste. 200, Kansas City, MO 64106  
(Billing Address)

ATTEST:

By: \_\_\_\_\_  
Mary Jo Spino,  
Clerk County Legislature

## REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$1,500.00 which is hereby authorized.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Finance and Purchasing  
Account No.001-1101-56661

