

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19277

Sponsor(s): Dennis Waits

Date: October 3, 2016

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transferring \$11,295.00 within the County Counselor's budget and authorizing the purchase of additional Email Software for the Legal Files Case Management System from Legal Files Software of Springfield, IL in the amount of \$11,295.00 as a Sole Source Purchase.</u></p>														
<p>BUDGET INFORMATION <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>\$11,295.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$11,295.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$11,295.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>Transfer From: 001-1101-55010 General Fund, County Counselor, Regular Salaries</td> <td>\$11,295.00</td> </tr> <tr> <td>Transfer To: 001-1101-56661 General Fund, County Counselor, Software</td> <td>\$11,295.00</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</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:	\$11,295.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$11,295.00	Amount budgeted for this item * (including transfers):	\$11,295.00	Source of funding (name of fund) and account code number:		Transfer From: 001-1101-55010 General Fund, County Counselor, Regular Salaries	\$11,295.00	Transfer To: 001-1101-56661 General Fund, County Counselor, Software	\$11,295.00
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): _____ Prior resolutions and (date): 17684 9/26/11; 17874 4/10/12; 17982 9/24/12; 18013 10/29/12; 18247 9/3/13; 18891 7/25/15</p>														
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>														
<p>REQUEST SUMMARY</p>	<p>On September 27, 2011 Resolution No. 17684 was approved authorizing the purchase of Legal Case Files Management System for the County Counselor's Office from Legal Files Software of Springfield, IL as a Sole Source. The following Resolutions have been approved for additional purchases for this system:</p> <p>17874 approved April 10, 2012 for additional user licenses; 17982 approved September 24, 2012 for additional user licenses; 18013 approved October 29, 2012 for a test environment user license; 18247 approved September 3, 2013 for an email notification module; 18891 approved July 25, 2015 for additional user license.</p> <p>The County Counselor's Office would like to purchase the Document Email Download Module for their Legal Files Case Management System.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Director of Finance and Purchasing requests the authorization for an amendment to the contract for the purchase of a Document Email Download Module for use by the County Counselor's Office from Legal Files Software of Springfield, IL in the amount of \$11,295.00 as a Sole Source. The Director of Finance and Purchasing has determined that this software module can only be obtained from one source.</p> <p>The Director of Finance and Purchasing also requests the transfer of \$11,295.00 within the County Counselor's budget as follows:</p> <table> <thead> <tr> <th></th> <th>FROM</th> <th>TO</th> </tr> </thead> <tbody> <tr> <td>001-1101-55010 General Fund, County Counselor, Regular Salaries</td> <td>\$11,295.00</td> <td></td> </tr> <tr> <td>001-1101-56661 General Fund, County Counselor, Software</td> <td></td> <td>\$11,295.00</td> </tr> </tbody> </table>		FROM	TO	001-1101-55010 General Fund, County Counselor, Regular Salaries	\$11,295.00		001-1101-56661 General Fund, County Counselor, Software		\$11,295.00					
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CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	A copy of the Legal Files Software Quotation	
REVIEW	Department Director:	Date: 9/23/2016
	Finance (Budget Approval): <i>If applicable</i>	Date: 9/24/2016
	Division Manager: <i>Mary Jane Brown</i>	Date: 9/28/16
	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.



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

AMENDMENT TO END USER LICENSE AGREEMENT FOR LEGAL FILES CASE MANAGEMENT SOFTWARE BETWEEN LEGALFILES SOFTWARE, INC. ("LICENSOR") AND JACKSON COUNTY, MO ("LICENSEE") DATED OCTOBER 27, 2011.

The Agreement between Licensor and Licensee is hereby amended by adding to the Order Form to the Agreement the following software and services.

Licensee hereby agrees to pay for the additional software and services listed below. Licensee will be billed upon delivery of the software. 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	Document Email Download Module (System Wide Use) and M&S	\$11,295.00
1	Annual Maintenance & Support (\$1,999 for future years)	
Total Cost		\$11,295.00

* Plus Travel Expenses if applicable

 (Authorized Signature)

 (Date)

 (Print Name)

Jackson County, MO
 (Name of Organization)

415 E. 12th Street, Suite 200, Kansas City, MO 64106
 (Billing Address)