

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18891

Sponsor(s): Scott Burnett

Date: July 27, 2015

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transferring \$1,390.00 within the Counselor's Office budget and authorizing the purchase of an additional software license for the Legal Files Case and Matter Management System for the County Counselor's Office from Legal Files Software of Springfield, Illinois in the amount of \$1,390.00 as a Sole Source.</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>\$ 1,390.00</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>\$ 1,390.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$ 1,390.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>Transfer from: 001-1101-56790 General Fund, Counselor's Office, Other Contractual Services</td> <td>\$ 1,390.00</td> </tr> <tr> <td>Transfer to: 001-1101-56661 General Fund, Counselor's Office, Software Purchases</td> <td>\$ 1,390.00</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:	\$ 1,390.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$ 1,390.00	Amount budgeted for this item * (including transfers):	\$ 1,390.00	Source of funding (name of fund) and account code number:		Transfer from: 001-1101-56790 General Fund, Counselor's Office, Other Contractual Services	\$ 1,390.00	Transfer to: 001-1101-56661 General Fund, Counselor's Office, Software Purchases	\$ 1,390.00
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): #17874, April 2, 2012, #18013, Oct. 29, 2012 Prior resolutions and (date): 18247, August 26, 2013, #18247, August 26, 2013, #17684 Sept 26, 2011</p>														
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>														
<p>REQUEST SUMMARY</p>	<p>Resolution No. 17684 was approved on September 27, 2011 authorizing a contract for a Legal Files Case and Matter Management System for the County Counselor's Office to Legal Files Software of Springfield, Illinois 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.</p> <p>The County Counselor's Office requires an additional license for the Legal Files Case and Matter Management System due to a new staff position.</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 an additional license for the Legal Files Case and Matter Management System for use by the County Counselor's Office from Legal Files Software of Springfield, Illinois in the amount of \$1,390.00 as a Sole Source. The Director of Finance and Purchasing has determined that this software license can only be obtained from one source.</p> <p>The Director of Finance and Purchasing also requests the transfer of \$1,390.00 within the Counselor's budget as follows:</p>														

		FROM:	TO:
	001-1101-56790 General Fund, Counselor's Office, Other Contractual Services	\$1,390.00	
	001-1101-56661 General Fund, Counselor's Office, Software Purchases		\$1,390.00
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	Resolutions No. 17684, 17874, 17982, 18013 and 18247		
REVIEW	Department Director:	<i>Judy Hadenfarver</i>	Date:
	Finance (Budget Approval): <i>If applicable</i>	<i>Mary Rasmussen</i>	Date: <i>7/15/15</i>
	Division Manager:	<i>Mary Lou Brown</i>	Date: <i>7/21/15</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.

Legal Files Software, Inc.
 801 S. Durkin Drive
 Springfield, IL 62704

Res. 18891

Invoice

Invoice Number:
7804

Invoice Date:
Jun 29, 2015

Voice: 217-726-6000
 Fax: 217-726-7777

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Sold To:
 Jackson County, MO
 Attn: Steve Nixon
 415 E. 12th Street, Ste. 200
 Kansas City, MO 64106

Ship to:

Customer ID		Customer PO		Payment Terms	
JACKSON01				Net 30 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
22					7/29/15
Quantity	Item	Description	Unit Price	Extension	
1.00		Legal Files User License	1,190.00	1,190.00	
1.00		Prorated Maintenance and Support	200.00	200.00	

Subtotal	1,390.00
Sales Tax	
Total Invoice Amount	1,390.00
Payment/Credit Applied	
TOTAL	1,390.00

Check/Credit Memo No

After 30 days, a 1.5% per month late fee (18% per annum) will be assessed.