



# Snohomish County Council

## Legislation Details (With Text)

**File #:** 2023-1020      **Version:** 1

**Type:** Motion      **Status:** Approved

**File created:** 8/30/2023      **In control:** Administrative Session

**On agenda:** 10/17/2023      **Final action:** 10/17/2023

**Title:** Motion 23-452, approve and authorize execution of the Subscription Services Agreement with P.S. Technologies, Inc dba Legalserver for an electronic case management system

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Motion 23-452, 2. Agreement - SIGNED, 3. Staff Report, 4. Insurance 2023, 5. Insurance 2024, 6. Fiscal Worksheet, 7. Motion Assignment Slip

| Date       | Ver. | Action By              | Action   | Result |
|------------|------|------------------------|----------|--------|
| 10/17/2023 | 1    | Administrative Session | Approved | Pass   |

### Executive/Council Action Form (ECAF)

**ITEM TITLE:**

Motion 23-452, approve and authorize execution of the Subscription Services Agreement with P.S. Technologies, Inc dba Legalserver for an electronic case management system

**DEPARTMENT:** Information Technology

**ORIGINATOR:** Dee White

**EXECUTIVE RECOMMENDATION:** Approved by Ken Klein 10/13/23

**PURPOSE:** The purpose of this ECAF is to approve and execute the Subscription Services Agreement to provide an Electronic Case Management System for Office of Public Defense.

**BACKGROUND:** The County’s Office of Public Defense (OPD) currently uses two systems to track inmate information, which is not sufficient. SharePoint stores archival inmate information. Access DB tracks Inmate Information, Case Cards, Expert Fees, and Promissory Notes. Each service becomes a different set of records saved on SharePoint. There is no workflow available to link and track items that have the same Case Number, same inmate, etc. This causes users to have to open multiple windows or write down search results to compare to another location. Data is not transferred automatically, making data entry duplicate allowing for errors. The use of these systems has increased but the restriction of total records in SharePoint hinders the full ability to search for cases. Currently the County interviews over 20,000 cases annually that exceeds the view limit in SharePoint. An average of 5 to 10 minutes is spent on each interview, estimated at 111,500 Minutes or 1,858 Hours. This information is recorded on a hardcopy, then manually entered into the current SharePoint system. OPD staff re-enters inmate information into the Promissory Note Access DB separately, that is supported and maintained by the Snohomish County IT Department. The Department of IT averages about 50 hours annually, providing support to the Access DB, updating a Word template and making sure the database will convert to the ProPlus environment. The County published RFP-22-009SB to solicit proposals

for a new electronic case management system and LegalServer was selected by the Snohomish County evaluation committee as submitting the highest-ranking proposal to provide this new electronic case management system. The cost for the services, including initial implementation of the system, licenses and maintenance for five years, shall not exceed \$112,646 plus applicable sales tax over the initial five-year contract term. The Agreement then automatically continues unless terminated by either party. **Expedited handling is requested in order for OPD to begin implementation of the system immediately. The next available implementation window with LegalServer opens on November 2 and the signed contract must be in place by October 17, 2023 in order to assign project resources to the implementation.**

**FISCAL IMPLICATIONS:**

| <b>EXPEND:</b> FUND, AGY, ORG, ACTY, OBJ, AU | CURRENT YR | 2ND YR   | 1ST 6 YRS |
|--|------------|----------|-----------|
| 002-5321273101                               | \$10,650   | \$48,416 | \$112,646 |
| Plus applicable sales tax                    |            |          |           |
|  |            |          |           |
| <b>TOTAL</b>                                 | \$10,650   | \$48,416 | \$112,646 |

| <b>REVENUE:</b> FUND, AGY, ORG, REV, SOURCE | CURRENT YR | 2ND YR | 1ST 6 YRS |
|---|------------|--------|-----------|
|   |            |        |           |
|   |            |        |           |
|   |            |        |           |
| <b>TOTAL</b>                                |            |        |           |

**DEPARTMENT FISCAL IMPACT NOTES:** Funding required for implementation and maintenance costs incurred in 2023 is authorized in the 2023 adopted OPD budget. Anticipated costs for ongoing maintenance will be included in the OPD rates for 2024 forward.

**CONTRACT INFORMATION:**

ORIGINAL      X      CONTRACT# \_\_\_\_\_      AMOUNT      \$112,646 plus applicable sales tax

AMENDMENT    \_\_\_\_\_ CONTRACT# \_\_\_\_\_      AMOUNT      \_\_\_\_\_

**Contract Period**

ORIGINAL      START      Upon execution      END      5 years from execution

AMENDMENT    START      \_\_\_\_\_      END      \_\_\_\_\_

**OTHER DEPARTMENTAL REVIEW/COMMENTS:** PA approval 10/5/23. Reviewed/approved by Risk - Diane Baer 10/11/23 and Finance - Nathan Kennedy 10/12/23