

36497

Date: October 16, 2013

To: The Honorable Board of Acquisition and Contract

From: John B. McCaffrey
Chief Information Officer

Robert F. Meehan
County Attorney

Re: **Resolution authorizing the County of Westchester (the “County”) to enter into an agreement (IT-1320) with Law Manager, Inc. for the provision of Law Manager Matter Management System programming as well as updating and maintenance services of the same for a two (2) year period commencing November 1, 2013 and terminating October 31, 2015, at a total cost to the County not-to-exceed One Hundred Forty-Four Thousand Six Hundred Fifty-Three (\$144,653.00) Dollars, subject to appropriation**

Transmitted herewith is a resolution which, if approved by your Honorable Board, will authorize the County of Westchester (the “County”) to enter into an agreement with Law Manager, Inc. for the provision of Law Manager Matter Management System programming as well as updating and maintenance services of the same for a two (2) year period commencing November 1, 2013 and terminating on October 31, 2015, at a total cost to the County not-to-exceed One Hundred Forty-Four Thousand Six Hundred Fifty-Three (\$144,653.00) Dollars, payable pursuant to an approved budget and subject to appropriation.

The proposed Agreement, if authorized by your Honorable Board, would provide for programming and updates to the Law Department Family Court Bureau’s automated Law Manager Matter Management System in order to further streamline the current case management system and to provide the attorneys with ready access to case management information and to allow the County’s Department of Social Services to access the system to directly obtain Family Court information and documentation in a timely fashion. In addition, these upgrades will enable the Law Manager Matter Management System to operate on the upcoming Microsoft Windows 7 Operating System.

Authority to exempt this Agreement from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xxi thereof has been requested from your Honorable Board in accordance with a separate resolution of even date herewith.

The goals and objectives of this proposed Agreement are to provide programming and updates to the Law Department's Family Court Bureau's automated Law Manager Matter Management System in order to further streamline the current case management process and to provide the attorneys with ready access to case management information. The proposed agreement will serve a public purpose by assisting the County in providing legal services to County residents as well saving both money and time associated with copying, finding, and storing files. The agreement shall be tracked by the County's daily usage of the Law Manager Matter Management System.

Accordingly, I recommend that your Honorable Board approve the attached resolution authorizing the Agreement with Law Manager, Inc.

JBM/RFM/jpi
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/21/2013 - JOMARY VIERA, SECRETARY

RESOLUTION

Upon a communication from the County's Chief Information Officer and the County Attorney, be it hereby:

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement (IT-1320) with Law Manager, Inc. for the provision of Law Manager Matter Management System programming as well as updating and maintenance services of the same for a two (2) year period commencing November 1, 2013 and terminating October 31, 2015, at a total cost to the County not-to-exceed One Hundred Forty-Four Thousand Six Hundred Fifty-Three (\$144,653.00) Dollars, payable pursuant to an approved budget and subject to appropriation; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right either to terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the that the County Executive or his duly authorized designee is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Agreement IT-1320

Account to be Charged/credited	Year	Fund	Agency	Capital Project Or Org	Object/ Sub Object	Trust Account	Activity	Dollars
	2013	101	16	6450	4070		1000	\$ 54,082.00
	2014	101	16	6450	4070		1000	\$ 74,907.00
	2015	101	16	6450	4070		1000	\$ 15,664.00

Budget Funding Year(s) 2013-15
(must match resolution)

Start Date November 1, 2013 End Date October 31, 2015

Funding Source Tax Dollars \$144,653.00

State Aid _____

\$144,653.00

(must match resolution) Federal Aid _____

Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/21/2013 - JIMMY VIKIRA, SECRETARY