


**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager 

DATE: March 21, 2006

SUBJECT: Recommendation to Approve the Purchase of a Case Management System from CYCOM Data Systems for County Counsel's Office

ACTION REQUESTED

Approve the purchase of a Case Management System from CYCOM Data Systems (Long Beach, California) in the amount of \$66,090.00 including software, implementation services, and support, and authorize the Purchasing Manager to execute the appropriate documents.

BACKGROUND

The current database program utilized by the Office of County Counsel has limited automation capabilities. Many processes required to support their functions are manual or semi-automated, operating outside of their database. The IT Division of Administrative Services has recently assisted County Counsel with an extensive feasibility study to identify replacement databases and/or automated systems for improved data tracking and administrative productivity. Key factors in the evaluation included functionality applicable to government in-house counsel operations, ease of use, and compliance with the County's technological standards. Six (6) software products were evaluated. Of those, it was determined that the CountyLaw Case Management System best meets County Counsel's needs, with little or no customization.

CountyLaw is only available from the software publisher, CYCOM Data Systems. They have provided a cost proposal of \$66,090.00. This price includes the software, implementation services, and the first year of software support. Annual ongoing cost for support will be \$10,120.00 beginning in Year Two, which includes periodic software upgrades and unlimited remote assistance and support.

FISCAL IMPACT

County Counsel's Office has sufficient funds available for this project in the current fiscal year.

cc: Anthony LaBouff, County Counsel
Clark Moots, Director of Administrative Services

