

City Council Regular Meeting AGENDA ITEM

NUMBER: 9

SUBJECT:

Agreement for Legal Case Management Software, Licensing Subscriptions, and Related Services with Thomson Reuters in an Amount not to Exceed \$114,666 for a Three-Year Term. (Citywide) (For Possible Action; Recommendation - Approve)

REQUESTED BY:

Micaela Moore, City Attorney

WARD:

(Citywide)

RECOMMENDATION OR RECOMMEND MOTION:

That the City Council approve Agreement with Thomson Reuters in an amount not to exceed \$114,666 over a 3-year period for legal case management software, licensing subscriptions, and related services.

FISCAL IMPACT:

Amount: \$114,666

Explanation: Funds in the operating budget of the City Attorney's Office

ACCOUNT NUMBER:

00100-120155-430631

STAFF COMMENTS AND BACKGROUND INFORMATION:

The City Attorney's Office seeks to replace its current document/legal case management software program, Legal Files, with a more functional, integrated document and legal case management software that will facilitate and streamline documents that go through the City Attorney's Office.

After evaluating numerous products, Thomson Reuters' HighQ was selected for its versatility and user-friendly environment offering all-inclusive document management, fee tracking, enhanced analytics and reporting functions, case management, and a shared platform allowing for work-sharing, tracking, and enhanced workflow for staff attorneys, legal assistants and administrators.

Thomson Reuters' HighQ, will support the City Attorney's Office in handling its legal and administrative functions, allowing for a comprehensive view of work product distribution and status throughout the office and improved client services.

This agreement is exempt from competitive bidding requirements pursuant to NRS 332.115(1)(h).

CIP No.	Related Item:	
LIST CITY COUNCIL GOAL(S): Quality Municipal Services		
PREPARED BY:	Respectfully Submitted	MEETING DATE:
Micaela Moore, City Attorney	Ryann Juden, City Manager	September 21, 2022