



CITY COUNCIL AGENDA STATEMENT



June 18, 2019

File ID: 19-0331

TITLE

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHULA VISTA AUTHORIZING AGREEMENTS WITH KARPEL SOLUTIONS FOR SOFTWARE, SUBSCRIPTION, AND LICENSING SERVICES

RECOMMENDED ACTION

Council adopt the resolution.

SUMMARY

Staff recommends that the City Council authorize the City Attorney to finalize negotiations and enter into software and licensing agreements with Karpel Solutions to provide a comprehensive case management system to be used by the City Attorney's Office.

ENVIRONMENTAL REVIEW

The activity is not a "Project" as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION

Not applicable.

DISCUSSION

In March 2019, the City of Chula Vista hired a designated City Prosecutor to establish a criminal prosecution unit in the City Attorney's Office. One of the primary responsibilities of the City Prosecutor is to pursue businesses that are operating in the City illegally. The City Prosecutor was tasked with identifying what would be necessary for the unit to function effectively. One of the needs identified was a comprehensive case management system. A case management system would be necessary to effectively and efficiently manage cases being reviewed and handled by the City Attorney's Office.

The City Prosecutor reached out to potential vendors and reviewed overviews and summaries of various programs. The City Attorney's Office conducted program demos for three different products. They also explored trial versions of two other products. They included input from attorneys, staff, and the IT department in evaluating the different products. While the main priority in evaluating the programs was the prosecution unit needs, the potential utility for other City Attorney functions, such as litigation, was also

considered and weighed. Costs were also compared and considered. This process was determined to be the one that would best serve the City’s interests, in that, it was targeted to solicit the most appropriate candidates for providing the identified needs.

Below is a comparison of the approximate costs associated with all of the programs considered (assuming 10 users/licenses):

Abacus	\$985.00	\$1,899.72	\$22,796.64	\$114,968.20
Karpel	\$46,415.00		\$7,250.00	\$75,415.00
Clio		\$1,090.00	\$13,080.00	\$65,400.00
<i>Aderant</i>			<i>\$27,000.00</i>	<i>\$135,000.00</i>
<i>LegalEdge</i>	<i>\$20,670.00</i>	<i>\$650.00</i>	<i>\$7,800.00</i>	<i>\$47,970.00</i>
<i>ActionStep</i>	<i>\$3,000.00</i>	<i>\$600.00</i>	<i>\$7,200.00</i>	<i>\$39,000.00</i>

Ultimately, it was decided that “PROSECUTORbyKARPEL” would be the best case management system for the department’s needs.

Karpel Solutions has over 20 years of experience working with the judicial system. Karpel has successfully implemented PROSECUTORbyKarpel in over 335 agencies in 28 states. The program is used by 23 different District Attorney’s Offices and two City Attorney’s Offices in the State of California.

Highlights and features of the program include:

1. Document generation and management
2. Cross-referencing of individuals and their legal history
3. Calendar and email integration
4. Comprehensive financial and time tracking
5. Case management
6. Investigation services tracking
7. eDiscovery
8. Workflow management
9. Evidence tracking
10. Paperless capabilities
11. Reports and statistics
12. Integration with other parties and agencies
13. Secure, hosted cloud and technical support

Karpel Solutions’ knowledge and experience enables PROSECUTORbyKarpel to come “out of the box” prepared to meet the data entry, reporting, tracking, documenting, and other needs of the City Prosecutor, but can also be customized to the Department’s specific workflows and preferences. The program can be used on almost any device, anywhere, improving access to information. Daily tasks can be streamlined with built-in workflows and collaboration features which will save time and resources and allow attorneys to effectively manage caseloads. The program will be able to handle both prosecution and civil litigation needs.

In order to implement PROSECUTORbyKarpel, the City will need to enter into agreements with Karpel Solutions for the software licensing, installation, and on-going hosting and technical support. The proposed agreements with Karpel would cover the initial set-up and first year costs for eight users, plus on-going support for so long as the City uses the PROSECUTORbyKarpel. Karpel Solutions has provided the City with proposed agreements, which the City Attorney is currently reviewing. Thus, staff is requesting that the City Council authorize the City Attorney to negotiate the terms of the agreements, and enter into them on behalf of the City.

DECISION-MAKER CONFLICT

Staff has reviewed the decision contemplated by this action and has determined that it is not site-specific and consequently, the real property holdings of the City Council members do not create a disqualifying real property-related financial conflict of interest under the Political Reform Act (Cal. Gov't Code § 87100, et seq.).

Staff is not independently aware, and has not been informed by any City Council member, of any other fact that may constitute a basis for a decision-maker conflict of interest in this matter.

CURRENT-YEAR FISCAL IMPACT

There will be no net fiscal impact to the General Fund for this fiscal year.

ONGOING FISCAL IMPACT

The total first year cost for eight users is \$40,465. This cost includes licensing, installation and configuration, project management, document conversion, onsite training, and support services. Future annual support services for eight users would cost \$5,900. Annual support services include program updates, unlimited eDiscovery, and hosting services.

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