



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY COUNSEL

**File #:** 16-508

Board Meeting Date: 9/12/2017

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** John C. Beiers, County Counsel

**Subject:** Amendment with West Publishing Corporation doing business as Thomson Reuters Elite to provide ProLaw case management system software

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with West Publishing Corporation, doing business as Thomson Reuters Elite, to provide ProLaw case management system software by extending the contract end date to December 31, 2019 and increasing the amount by \$64,633.58 to an amount not to exceed \$164,136.58.

**BACKGROUND:**

In 2013, the County Counsel's Office considered five options in order to replace the aging County Law system with a modern case management system. The Office identified ProLaw as the most cost effective system. The system continues to be used for production and storage of legal documents in addition to client billing and expense tracking.

**DISCUSSION:**

The Office has found that the system meets case management business needs and wishes to continue use of ProLaw through calendar year 2019. The proposed amendment increases the license count and adds support hours for anticipated ProLaw version upgrades. This agreement contributes to all of the Shared Vision 2025 outcomes by providing the County Counsel's Office with the case management capabilities needed to support all County initiatives.

**FISCAL IMPACT:**

The value of the amendment is \$64,633.58. Sufficient appropriations have been included in the County Counsel's FY 2017-19 Approved Recommended Budget and will be included in the department's FY 2019-20 Recommended Budget.