



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY COUNSEL

File #: 16-671

Board Meeting Date: 10/31/2017

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: John C. Beiers, County Counsel

Subject: Resolution authorizing an amendment with Logik Systems, Inc to provide Logikcull eDiscovery software and to extend the contract end date to October 30, 2018 and to increase the amount by \$60,400.00 to an amount not to exceed \$135,400

RECOMMENDATION:

Adopt a resolution authorizing an amendment to the agreement with Logik Systems, Inc to provide Logikcull eDiscovery software by extending the contract end date to October 30, 2018 and increasing the amount by \$60,400 to an amount not to exceed \$135,400.

BACKGROUND:

Electronic discovery ("eDiscovery") refers to the modern practice of gathering and producing legal-matter-related materials in an electronic format as opposed to paper documents. The practice is often required in litigation and can be, at times, more efficient in responses to Public Records Act requests. In 2016, the County Counsel's Office contacted four vendors it had identified as providing this service and obtained a summary of their functionalities and costs. It was a challenge to compare the solutions to determine which would be most cost-effective as each had different pricing structures (based, in part, on number of users, storage and functions). The Office's required functionality included the identification of duplicate documents, the application of Optical Character Recognition (OCR), and the ability to mark documents as responsive or unresponsive to a particular request. The primary goal was to use paralegal and attorney time more effectively. The Office identified Logikcull as the most cost-effective system based on expected usage for a pilot. The system continues to be used for production and storage of legal documents.

DISCUSSION:

The Office has found that the system meets business needs and wishes to continue use of Logikcull. To date, the system has saved over 500 staff hours by eliminating duplicate documents and applying OCR in order to allow searching by key terms. The proposed amendment increases the license count from 20 to 25 and adds 100 Gigabytes of storage for a new total of 250 Gigabytes.

This agreement contributes to all of the Shared Vision 2025 outcomes by providing the County

Counsel's Office with the eDiscovery capabilities needed to support all County departments.

FISCAL IMPACT:

The value of the amendment is \$60,400.00. Sufficient appropriations have been included in the County Counsel's FY 2017-18 Adopted Budget and FY 2018-19 Recommended Budget.