



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY COUNSEL

**File #:** 18-1040

Board Meeting Date: 11/13/2018

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**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, 2020 and to increase the amount by \$150,800 to an amount not to exceed \$286,200.

### **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, 2020 and increasing the amount by \$150,800 to an amount not to exceed \$286,200.

### **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. Our 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 efficiently. The Office identified Logikcull as the most cost-effective system based on expected usage and executed a one-year agreement with an initial value of \$75,000.

In October 2017, this Board approved an amendment to the agreement that increased the number of licenses from 20 to 25 and added 100 Gigabytes of storage for a total of 250 Gigabytes. 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 1,000 staff hours by eliminating duplicate documents and applying OCR in order to allow searching by key terms. The proposed amendment extends the agreement by two additional years.

This agreement contributes to all 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 \$150,800. Sufficient appropriations have been included in the Adopted FY 2018-19 Budget. Similar arrangements will be made in the Recommended FY 2019-20 Budget. There is no additional impact to Net County Cost.