

**NORTH LAS VEGAS CITY COUNCIL  
AGENDA ITEM**

NUMBER: 16.

<b>SUBJECT:</b> Approve License and Services Agreement with Legal Files, Inc. in an Amount Not to Exceed \$72,929 for the Purchase of Legal Files Software Licenses, Professional Services, and First Year of Maintenance and Support for the City Attorney's Office.	
<b>REQUESTED BY:</b> Micaela Moore, City Attorney	<b>WARD:</b> Citywide
<b>RECOMMENDATION OR RECOMMEND MOTION:</b> That the City Council approve the Agreement with Legal Files Software, Inc. in an amount not to exceed \$72,929.00.	
<b>FISCAL IMPACT:</b> Yes <b>AMOUNT:</b> \$72,929.00 <b>EXPLANATION:</b> Funds were identified for this in the City Attorney's FY17-18 Budget.	<b>ACCOUNT NUMBER:</b> 00710-120110-430800 and 00100-120155-430631

**STAFF COMMENTS AND BACKGROUND INFORMATION:**

The City Attorney's office seeks to upgrade its current document management software program, Worldox, to a new, integrated document and case management software system that will facilitate and streamline documents that go through the City Attorney's office.

After vetting numerous vendors, Legal Files was selected as the most capable of meeting the needs of the City Attorney's office. Legal Files offers a comprehensive document management system and provides a team concept to case management, sharing and integrating the varied responsibilities and work product of staff, attorneys, legal assistants and administrators.

Legal Files will support the City Attorney's office in handling a wide range of legal and administrative functions and lend to efficient communication and enhanced document and case management, which will enhance our ability to provide a quality work product in a timely manner.

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

CIP No.	Related Item: No	
LIST CITY COUNCIL GOAL(S): Quality Municipal Services		
<b>PREPARED BY:</b>  Micaela Moore City Attorney	Respectfully Submitted  Qiong X. Liu City Manager	<b>CITY COUNCIL MEETING DATE:</b> 12/6/2017