



Legislation Text

File #: 22-1659, **Version:** 1

Resolution to Approve Three-Year Contract with Thomson Reuters for HighQ Collaborative Document Management Software Licenses and Implementation (\$152,760.00)

This resolution authorizes the City Administrator and City Attorney's office to negotiate up to a 3-year contract with Thomson Reuters for HighQ collaborative document management software and related implementation. This contract will include full licenses for all staff in the Attorney's Office as well as limited licenses for all City staff to interact with the software. The software will replace CityLaw for file management in the Attorney's Office, which is 20 years old and currently runs in an unsupported, legacy Microsoft development framework. The software will also bring additional functionality to City staff's interactions with the Attorney's Office, including cloud-based project collaboration, modern workflow management, tracking, and document template generation.

The software was selected through a competitive bidding process via RFP 22-62.

Budget/Fiscal Impact: The contract will consist of one-time set up and implementation fees of \$7,380 and ongoing monthly software license charges totaling \$46,115.76 in year 1, \$48,421.56 in year 2 and \$50,842.68 in year 3. Funds are available in the City Attorney's Office for FY23 and shall be budgeted in subsequent years.

Prepared by: Christopher Frost, Senior Assistant City Attorney

Approved by: Milton Dohoney Jr., City Administrator

RESOLVED, That the City Attorney is authorized to negotiate up to a three-year contract with Thomson Reuters for HighQ collaborative document management software licenses and implementation not to exceed \$152,760.00;

RESOLVED, That the Mayor and Clerk are authorized and directed to execute the contract after review and approval as to form by the City Attorney and as to substance by the City Attorney and City Administrator; and

RESOLVED That the City Administrator is authorized to take all appropriate action to implement this contract and resolution, including execution of documents or amendments.