



OFFICE OF THE CITY ATTORNEY
Long Beach, California

C-16

DAWN McINTOSH
City Attorney

GARY ANDERSON
Assistant City Attorney

February 21, 2023

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt a Resolution authorizing the City Manager or designee, to execute a contract, and any necessary documents including any necessary subsequent amendments with Cycom, Inc., of Richmond, KY for software licensing, maintenance and support in a total annual amount not to exceed \$20,000 for a period of one year with the option to renew for two, one-year periods, at the discretion of the City Manager or designee. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with Cycom, Inc. for software licensing, maintenance and support.

The City Attorney's Office utilizes a technology solution from Cycom, Inc. CityLaw, to manage legal assignments and lawsuits. CityLaw is used daily by staff to prepare, manage and store legal documents and information necessary to provide legal services and representation to its client departments citywide. Although other legal matter management products exist in the market, the City has a long-standing investment in Cycom products which are fully integrated into the City Attorney's Office daily operations. Migrating to a different platform will require significant research, planning, procurement, migration, testing, financial resources and staff time.

Cycom is an established vendor with the City of Long Beach (City) with an existing contract in place for the licensing, maintenance and support services for the CityLaw Program.

City Charter Section 1801 requires that contracts for City purchases be awarded to the lowest responsible bidder after a competitive bid process, but allows for awards without a competitive bid process when authorized by a Resolution adopted by the City Council. A competitive procurement process for these services is not feasible,

because CityLaw software is a proprietary suite of applications that are developed, implemented, and supported solely by Cycom. No other alternative is possible without fully procuring a new system, which would not be a responsible use of staffs' time or resources. This request is the most cost-effective and efficient solution to allow for continued use of the product suite while the City Attorney's Office evaluates the need for and potentially procures alternative file management software.

This matter was reviewed by Deputy City Attorney Erin Weesner-McKinley on January 11, 2023, Business Services Bureau Manager Tara Mortenson on January 12, 2023 and by Budget Operations and Development Officer Rhutu Amin Gharib on January 13, 2023.

FISCAL IMPACT

The total annual amount of the contract will not exceed \$20,000. There is sufficient appropriation budgeted in the General Fund Group in the City Attorney Department to support this activity. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



DAWN MCINTOSH
CITY ATTORNEY

1 RESOLUTION NO.
2

3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH AUTHORIZING THE CITY
5 MANAGER TO EXECUTE A CONTRACT AND ANY
6 NECESSARY DOCUMENTS INCLUDING ANY
7 NECESSARY SUBSEQUENT AMENDMENTS WITH
8 CYCOM, INC. WITHOUT ADVERTISING FOR BIDS FOR
9 SOFTWARE LICENSING, MAINTENANCE AND SUPPORT
10 IN A TOTAL ANNUAL AMOUNT NOT TO EXCEED \$20,000
11 FOR A PERIOD OF ONE YEAR WITH THE OPTION TO
12 RENEW FOR TWO (2) ADDITIONAL ONE-YEAR PERIODS
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14 WHEREAS, the Charter of the City of Long Beach, Section 1801, permits the
15 City Manager to enter into a contract on behalf of the City, in writing or otherwise, without
16 advertising for bids for services when authorized by resolution; and

17 WHEREAS, the City Attorney's Office utilizes a technology solution from
18 Cycom, Inc., "CityLaw", to manage legal assignments and lawsuits; and

19 WHEREAS, CityLaw is used daily by staff to prepare, manage and store legal
20 documents and information necessary to provide legal services and representation to its
21 client departments Citywide; and

22 WHEREAS, although other legal matter management products exist in the
23 market, the City has a long-standing investment in Cycom products which are fully
24 integrated into the City Attorney's Office daily operations; and

25 WHEREAS, migrating to a different platform will require significant research,
26 planning, procurement, migration, testing, financial resources and staff time; and

27 WHEREAS, a competitive procurement process for these services is not
28 feasible, because CityLaw software is a proprietary suite of applications that are

1 developed, implemented, and supported solely by Cycom; and

2 WHEREAS, as a result, no useful purpose would be served by advertising
3 for bids and to do so would constitute an idle and useless act and an unnecessary
4 expenditure of public funds;

5 NOW, THEREFORE, the City Council of the City of Long Beach resolves as
6 follows:

7 Section 1. The above recitals are true and correct and are incorporated
8 herein.

9 Section 2. The City Manager is hereby authorized to enter a contract and
10 any necessary documents including amendments with Cycom, Inc. for software licensing,
11 maintenance and support in a total annual amount not to exceed Twenty-Thousand Dollars
12 (\$20,000) for a period of one (1) year with the option to renew for two (2) additional one-
13 year periods.

14 Section 3. This resolution shall take effect immediately upon its adoption
15 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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OFFICE OF THE CITY ATTORNEY
DAWN MCINTOSH, City Attorney
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I hereby certify that the foregoing resolution was adopted by the City Council
of the City of Long Beach at its meeting of _____, 2023 by
the following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

Recusal(s): Councilmembers: _____

City Clerk



City of Long Beach Memorandum
Working Together to Serve

REQUEST TO ADD AGENDA ITEM

Date: February 17, 2023
To: Monique De La Garza, City Clerk
From: City Attorney
Subject: Request to Add Agenda Item to Council Agenda of February 21, 2023

Pursuant to Municipal Code Section 2.03.070 [B], the City Councilmembers signing below request that the attached agenda item (due in the City Clerk Department by Friday, 12:00 Noon) be placed on the City Council agenda under New Business via the supplemental agenda.

The agenda title/recommendation for this item reads as follows:

Adopt a Resolution authorizing the City Manager or designee, to execute a contract, and any necessary documents including any necessary subsequent amendments with Cycom, Inc., of Richmond, KY for software licensing, maintenance and support in a total annual amount not to exceed \$20,000 for a period of one year with the option to renew for two, one-year periods, at the discretion of the City Manager or designee. (Citywide)

Council District	Authorizing Councilmember	Signed by
CD2	Cindy Allen	Digital
CD3	Kristina Duggan	Digital
CD4	Daryl Supernaw	Digital

Attachment: Staff Report dated February 21, 2023

CC: Office of the Mayor