



## Legislation Text

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**File #:** 23-0161, **Version:** 1

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Recommendation to adopt resolution authorizing 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)

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.

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.

Approve recommendation.

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DAWN MCINTOSH,  
CITY ATTORNEY