

City of Fayetteville Staff Review Form

2018-0752

Legistar File ID

1/15/2019

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Keith Macedo

12/14/2018

INFORMATION TECHNOLOGY (170)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Staff recommends approving the purchase of annual software maintenance, for the Washington County District Court, Fayetteville Department's MSI Consulting Group's Virtual Justice software, in the amount of \$21,600.00, plus applicable taxes, and approve a 5% contingency.

Budget Impact:

Multiple	General
Account Number	Fund
N/A	N/A
Project Number	Project Title
Budgeted Item? <u>Yes</u>	Current Budget \$ 267,768.00
	Funds Obligated \$ -
	Current Balance
Does item have a cost? <u>Yes</u>	Item Cost \$ 21,600.00
Budget Adjustment Attached? <u>NA</u>	Budget Adjustment
	\$ 246,168.00
	Remaining Budget

Purchase Order Number: _____

V20180321
Previous Ordinance or Resolution # 79-06, 130-12, 79-18

Change Order Number: _____

Approval Date: _____

Original Contract Number: _____

Comments:



MEETING OF JANUARY 15, 2019

TO: Mayor and City Council

THRU: Don Marr, Chief of Staff

FROM: Dena Stockalper, Fayetteville District Court Administrator
Keith Macedo, Director of Information Technology

DATE: December 14, 2018

SUBJECT: Staff recommends approving the purchase of annual software maintenance, for the Washington County District Court, Fayetteville Department's MSI Consulting Group's Virtual Justice software, in the amount of \$21,600.00, plus applicable taxes, and approve a 5% contingency.

RECOMMENDATION:

Staff recommends approving the purchase of annual software maintenance, for the Washington County District Court, Fayetteville Department's MSI Consulting Group's Virtual Justice software, in the amount of \$21,600.00, plus applicable taxes, and approve a 5% contingency.

BACKGROUND:

The Washington County District Court, Fayetteville Department, initially purchased Virtual Justice on May 2, 2006 via City Council resolution 79-06. The original contract was amended by City Council, via resolution 130-12 on June 19, 2012, to add additional licenses to the Police Department. The contract was again administratively amended on January 31, 2017 to add two (2) additional licenses for City Prosecutor's staff. City Council approved an annual maintenance agreement on March 2, 2018 in the amount of \$21,600.00. Virtual Justice is the primary software application that Court, City Prosecutor's, and Police staff utilize to access information related to active and historical court cases.

DISCUSSION:

MSI Consulting Group, LLC, licenses their Virtual Justice software through a base monthly fee of \$1800.00 for the current 28 user licenses for a total annual software maintenance fee of \$21,600.00. The current contract is for a perpetual license agreement, but the annual expense exceeds \$20,000.00 per year, therefore staff is requesting City Council approval to purchase MSI Consulting Group's Virtual Justice software maintenance in the amount of \$21,600.00 per year, plus applicable taxes, and approve a 5% contingency.

BUDGET/STAFF IMPACT:

Funds are available within the District Court's, City Prosecutor's, and Police Department's General Fund software maintenance account to fund the annual maintenance expense.

Attachments: Staff Review Memo, Staff Review Form, MSI Consulting Group, Virtual Justice quote



MSI Consulting Group, LLC

2120 S. Waldron, Suite B-1 • Fort Smith, Arkansas 72903 • (479) 452-0560 • Fax: (479) 452-0638 • www.msicg.com

December 13, 2018

Washington Co. District Court - Fayetteville Dept.
Attn: Ms. Dena Stockalper
176 South Church, Suite 1
Fayetteville, AR 72701

FILED
WASHINGTON COUNTY
DISTRICT COURT
FAYETTEVILLE DEPARTMENT
2018 DEC 13 PM 3:22

Dear Dena,

This letter is in response to your request concerning a quote for the monthly & annual amount of our Software License Agreement Contract with the Washington County District Court – Fayetteville Dept. It is my understanding that your city council is requesting this information to be approved by council resolution.

The current Software License Agreement Contract between your court and MSI Consulting Group, LLC is based on 28 users. However, your contract can be amended in the event that the number of licenses are increased or decreased at the request of the court. This action will cause your monthly amount to increase or decrease based on the new number of users.

Your monthly software lease and maintenance amount is \$1,800.00 + tax per month, making your annual amount \$21,600.00 + tax for 12 months.

Please feel free to contact us at (479) 452-0560, or e-mail at bryan.smith@msicg.com if you have any questions.

Sincerely,

Bryan D. Smith
Vice President