

# Kenai Peninsula Borough Legal Department

## MEMORANDUM

**TO:** Charlie Pierce, Mayor

**THRU:** Valentina Sustaita, Purchase and Contracting Director *V. Sustaita*

**FROM:** Colette Thompson, Borough Attorney *CT*

**DATE:** January 18, 2019

**RE:** Request for Authorization to Enter Sole Source Contract Renewal for Law Practice Management Software

Since 2007, the legal department has used AbacusLaw software for law practice management. AbacusLaw software provides fully integrated case management including time tracking and management of documents and emails for all five members of the legal department. An important feature of this software is the linking of all department emails to each subject matter and client. This feature enables a quick search of past activities by matter or client. If we change software vendors, all data from 2007 will become inaccessible for future use. The current contract annual subscription rate is \$3,696 which will expire on May 29, 2019.

AbacusLaw's annual subscription rates increase 10-30 percent every year to cover increased support and development costs. The software license includes all support and upgrades for the term of the agreement. The current list price for AbacusLaw is \$89 per month per license on a term plan. To maintain compatibility with our current management software and avoid losing access to existing data the legal department is requesting to renew the software license agreement with AbacusLaw for a 60-month term. AbacusLaw has proposed a discounted 60-month software renewal at \$75.65 per month, per license. The monthly and annual cost breakdown is, as follows:

**60 Month Renewal**  
\$ 378.25 - monthly  
\$ 4,539.00 - annually

Total Contract Price: \$22,695

Please sign below if you approve this request.

*CP*  
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Charlie Pierce  
Mayor

FINANCE DEPARTMENT ACCOUNT / FUNDS VERIFIED	
Acct. No.	<u>100.11310.00000.43019</u>
Amount:	<u>\$ 4,539.00</u>
By: <i>BT</i>	Date: <u>1/18/19</u>