Legislation Details (With Text)

File #:	AM No. 21-069		
Type:	Consent Item	**Status:**	Passed
File created:	4/21/2021	**In control:**	City Council
On agenda:	5/4/2021	**Final action:**	5/4/2021
Title:	Approval of a Contract for the Prosecuting Attorney's Electronic Case Management System with Karpel Solutions in the Amount of $83,420		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. Agenda Memo, 2. Attachment A: Business Case, 3. Attachment B: Contract		

Date	Ver.	Action By	Action	Result
5/4/2021	2	City Council	approved	Pass
4/27/2021	1	Committee of the Whole - Finance, Administration, and Communications	referred	

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files	425-556-2166

DEPARTMENT STAFF:

Technology and Information Services	Dawn Johnson	TIS PMO Manager

TITLE:
Approval of a Contract for the Prosecuting Attorney's Electronic Case Management System with Karpel Solutions in the Amount of $83,420

OVERVIEW STATEMENT:
The City of Redmond Prosecutor's Office handles all city criminal misdemeanors, contested traffic infractions, appeals and all cases through the Redmond Community Court. Apart from standard Microsoft Office products, the Prosecutor's office has not kept pace with its peers in leveraging modern technology to automate workflow or digitize case files. Today, case files are maintained 100% in hard copy format. This limits the time a Prosecutor has to prepare for trial, it inhibits optimal communication with witnesses and victims of crime, and it causes delay in the procecution of cases. An electronic case management system would Improve case management business processes with a specific focus on electronic workflows and quick and easy access to case details which will eliminate inefficiencies caused by the manual handling of hard copy case files both in and out of the courtroom.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  Community Strategic Plan - Focus on the Big Four
- **Required:**
  N/A
- **Council Request:**
  Committee of the Whole - Finance, Administration, and Communications
- **Other Key Facts:**
  N/A

OUTCOMES:
An electronic case management system will reduce inefficiencies and increase the capacity of the Prosecuting Attorney's office by 30%. This allows them to absorb future growth, better prepare for hearings, and improve overall communications and management of case information. A complete Benefits Analysis for the proposed project is contained in the attached business case. (Attachment A)

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
  N/A
- **Outreach Methods and Results:**
  N/A
- **Feedback Summary:**
  N/A

BUDGET IMPACT:

Total Cost:
We are proposing a contract with Karpel Solutions for a total of $83,420. This includes year one implementation costs and three years of support and maintenance costs. The overall cost of ownership for the solution is as follows:

- **One Time -** Implementation Costs - $49,827.50
- **On Going** - Annual Support and Maintenance Costs - $11,197.50

Approved in current biennial budget: ☒ **Yes** ☐ **No** ☐ **N/A**

Budget Offer Number:
2015/2016 and 2017/2018 Strategic Systems Investments Budget Offers

Budget Priority:
Responsible Government

Other budget impacts or additional costs: ☐ **Yes** ☒ **No** ☐ **N/A**

If yes, explain:
N/A

Funding source(s):
Information Technology Fund

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
10/27/2020	Committee of the Whole - Finance, Administration, and Communications	Receive Information
4/27/2021	Committee of the Whole - Finance, Administration, and Communications	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:
N/A

ANTICIPATED RESULT IF NOT APPROVED:
King County District Court (KCDC) has implemented an electronic case management system which requires Redmond's Prosecuting Attorney's office to file all cases electronically beginning in November 2020. Without an electronic case management system, all hard copy case files will need to be organized and subsequently scanned into a suitable electronic file format in order to file a case. This will increase the time it takes to file and prosecute cases. These files, digitized by scanning, don't improve usability or increase process efficiencies as the content remains unindexed and is not easily searchable.

Without the electronic case management system, the increased workload due to growth as well as the new King County requirement for electronic submittal, will further delay our ability to prosecute in a timely manner and reduce the level of customer service we are able to provide.

ATTACHMENTS:
Attachment A: Business Case
Attachment B: PA Electronic Case Management Contract document file