



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

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MEMORANDUM

TO: Mayor and City Council

FROM: Joel P. Landeen, City Attorney

DATE: 10-24-12

RE: Contract for Law Office Software

This is the contract for the law office management software that we have been looking at purchasing since earlier this year. The Council approved a supplemental appropriation to cover the cost of this purchase on May 21st of this year.

Assistant City Attorney Allison Marsland has been working with various vendors to determine the best product which meets our needs. Allison was a logical choice to oversee this project based on her back ground in private practice and in using similar software. She has viewed demonstrations and spoke with several vendors. She also went to the American Bar Assoc. Tech Conference and was able to speak directly with the vendors and get hands on demonstrations. Based on her research, West Pro Law was determined to be the product that best meets the needs we identified as an office. Some of those needs are as follows: Ability to track time spent on projects, ability to scan in documents to create virtual files which will decrease the amount of paper files and also increase the ability to search for and retrieve files, the ability to integrate our files with our existing email, word processing and legal research programs.