



Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name:** Susan Haines
2. **Organization/Title/Telephone:** County Attorney
3. **Meeting Date:** Tuesday, August 17, 2021

4. **Requested Motion/Action:**

Authorize the renewal proposal for the Abacus software as a sole source provider of software used by the Office of the county Attorney in the amount of \$5,158.80 and authorize the County Coordinator to execute the proposal on behalf of the County Attorney's Office after final review by the Interim County Attorney.

5. **Agenda Presentation:** Yes No N/A

6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes

7. **Is this Item Budgeted (If Applicable):** Yes No N/A

8. **If no, State Action Required:**

- a. **Budget Action:** EnterTextHere
b. **Financial Impact Summary Statement:** EnterTextHere
c. **Detailed Analysis Attached** EnterTextHere
d. **Budget Officer Approval:** EnterTextHere

If approved enter date: Click or tap to enter a date.

9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

In 2009 after an extensive search and investigation of legal office software management programs, the County Attorney's Office purchase a software program designed for legal office and file management. The system provides for electronic storage and retention of all documents and emails, and allows for interconnection between all files and all software programs used by the office. The 3 year renewal for the software if \$5,158.80. The last renewal was in 2015 and the software licenses cost \$4,485.60. This is an increase of \$673.20 in a 3 year period. By renewing the software licenses for 3 years we secure savings which includes automatic upgrades and technical support. The renewal of the licenses will be covered by the FY 2020-2021 budget for the entire three-year period.

10. **Recommended Approval**

- a. **Department Director:** Yes No N/A
b. **County Attorney:** Yes No N/A
c. **County Coordinator:** Yes No N/A
d. **Other:** Yes No N/A



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