

34825
ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 1, 2023

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

LEGAL MATTER MANAGEMENT SYSTEM AND HOSTING SERVICES
LEGAL FILES SOFTWARE, INC.
THE OFFICE OF INFORMATION TECHNOLOGY
THE OFFICE OF THE GENERAL COUNSEL
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees (i) approves the purchase of licensing, hosting and support of a Legal Files Software, Inc. matter management solution (“Software”) from Pace Systems, Inc., pursuant to Board Report #34568, for a total amount not to exceed \$50,073.00 and (ii) authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreement, to enter into an agreement with Legal Files Software, Inc. as the end user of such Software, all for the period beginning not before June 1, 2023 and continuing for two (2) years after such commencement date.

VENDOR: Legal Files Software, Inc.
801 South Durkin Drive
Springfield, Illinois 62704

Pace System, Inc.
2040 Corporate Lane
Naperville, IL 60563

USER: Legal Department

TERM:

The term of this agreement shall begin not before June 1, 2023 and continuing for two (2) years after such commencement date.

SCOPE OF SERVICES:

The Office of the General Counsel will utilize the Software as a matter management system for all matter-related information maintained by the Office of the General Counsel. Such Software will include software user licenses, software implementation and training services, hosting services, software maintenance and technical support services.

BENEFIT TO CITY COLLEGES OF CHICAGO:

This purchase will allow the Office of the General Counsel to continue to efficiently and effectively represent the District by alleviating the manual tracking process of legal matters, providing a secure repository for associated documents, and offering more detailed and accurate reporting on a wide variety of legal matters.

VENDOR SELECTION CRITERIA:

The purchase of software, pursuant to State law, is exempt from the District’s competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the agreement (legal matter management database) and the exemption from competitive bidding.

GENERAL CONDITIONS:

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL

Total: \$50,073

Charge to: Office of Information Technology

Sources of Funds: Capital/Education

FY23/24: 53/540000-0003/92015-0023006-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

June 1, 2023 – The Office of Information Technology / Office of the General Counsel