

EM SUBMISSION NO.: EME5402014

PRESENTED: 9-30-14

ADOPTED: 10-8-14

**RESOLUTION APPROVING THE PURCHASE OF TOTAL
DISCOVERY™ SOFTWARE FOR USE BY THE LEGAL
DEPARTMENT TO ENSURE COMPLIANCE WITH
E-DISCOVERY STATUTORY REQUIREMENTS**

BY THE EMERGENCY MANAGER:

Preserving documents and data across a municipality is not an easy task, especially for legal purposes such as lawsuits, regulatory matters and internal risk investigations. The legal requirements for handling data correctly are nothing short of challenging; and

TotalDiscovery™ simplifies the entire legal data preservation and e-Discovery process by automating key tasks and guiding users through proven workflows. These workflows create process efficiency while ensuring defensibility and compliance with legal and preservation obligations; and

The Legal Department has obtained an annual pricing of \$5,000.84, which reflects a 15.81% courtesy discount; and

In order to preserve legal data and adhere to all legal and preservation obligations, the Legal Department requests approval to purchase and maintain TotalDiscovery™ software for an annual fee of \$5,000.84, to be drawn from appropriated funds in line item 677-266.200-801.000.

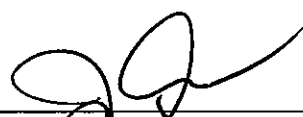
BE IT RESOLVED that the Emergency Manager hereby approves the purchase and maintenance of TotalDiscovery™ software to be used by the Legal Department to preserve legal data as described above, for the annual sum of \$5,000.84, to be drawn from appropriated funds in line item 677-266.200-801.000.

APPROVED AS TO FORM:



Peter M. Bade, City Attorney

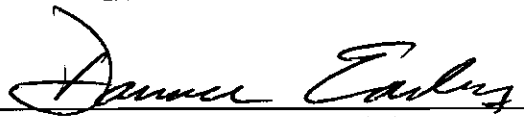
APPROVED AS TO FINANCE:



Gerald Ambrose, Finance Director

EM DISPOSITION:

ENACT ✓ REFER TO COUNCIL _____ FAIL _____



Darnell Earley, Emergency Manager

DATED: 10-8-14