

**City of Fayetteville Staff Review Form**

**2021-0019**

**Legistar File ID**

**2/16/2021**

City Council Meeting Date - Agenda Item Only  
N/A for Non-Agenda Item

Keith Macedo

1/8/2021

DISTRICT COURT (040)

**Submitted By**

**Submitted Date**

**Division / Department**

**Action Recommendation:**

Staff recommends approving the purchase of annual software maintenance for MSI Consulting Group's Virtual Justice software, for the Washington County District Court Fayetteville Department, in the amount of \$21,600.00 for an initial term of one (1) year with the option to renew for four (4) additional 1 year terms, and approve a 10% annual contingency.

**Budget Impact:**

Multiple	General Fund																														
Account Number	Fund																														
Project Number	Project Title																														
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Budgeted Item?</b></td> <td style="width: 15%;"><u>Yes</u></td> </tr> <tr> <td><b>Does item have a cost?</b></td> <td><u>Yes</u></td> </tr> <tr> <td><b>Budget Adjustment Attached?</b></td> <td><u>NA</u></td> </tr> </table>	<b>Budgeted Item?</b>	<u>Yes</u>	<b>Does item have a cost?</b>	<u>Yes</u>	<b>Budget Adjustment Attached?</b>	<u>NA</u>	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Current Budget</td> <td style="width: 10%;">\$</td> <td style="width: 10%;"></td> <td style="width: 50%; text-align: right;">272,960.00</td> </tr> <tr> <td>Funds Obligated</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="border-top: 1px solid black;">Current Balance</td> <td style="border-top: 1px solid black;">\$</td> <td style="border-top: 1px solid black;"></td> <td style="border-top: 1px solid black; text-align: right; border: 1px solid black;"><b>272,960.00</b></td> </tr> <tr> <td>Item Cost</td> <td>\$</td> <td></td> <td style="text-align: right;">21,600.00</td> </tr> <tr> <td>Budget Adjustment</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="border-top: 1px solid black;">Remaining Budget</td> <td style="border-top: 1px solid black;">\$</td> <td style="border-top: 1px solid black;"></td> <td style="border-top: 1px solid black; text-align: right; border: 1px solid black;"><b>251,360.00</b></td> </tr> </table>	Current Budget	\$		272,960.00	Funds Obligated				Current Balance	\$		<b>272,960.00</b>	Item Cost	\$		21,600.00	Budget Adjustment				Remaining Budget	\$		<b>251,360.00</b>
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**Purchase Order Number:** \_\_\_\_\_

**Previous Ordinance or Resolution #** 79-06, 13-19, 57-20 V20180321

**Change Order Number:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Original Contract Number:** \_\_\_\_\_

**Comments:**



**MEETING OF FEBRUARY 16, 2021**

**TO:** Mayor and City Council

**THRU:** Susan Norton, Chief of Staff

**FROM:** Dena Stockalper, Fayetteville District Court Administrator  
Keith Macedo, Director of Information Technology

**DATE:** January 8, 2021

**SUBJECT:** Staff recommends approving the purchase of annual software maintenance for MSI Consulting Group's Virtual Justice software, for the Washington County District Court Fayetteville Department, in the amount of \$21,600.00 for an initial term of one (1) year with the option to renew for four (4) additional 1 year terms, and approve a 10% annual contingency.

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**RECOMMENDATION:**

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**BACKGROUND:**

The Washington County District Court, Fayetteville Department, initially purchased Virtual Justice on May 2, 2006 via City Council resolution 79-06. The original contract was amended by City Council, via resolution 130-12 on June 19, 2012, to add additional licenses to the Police Department. The contract was again administratively amended on January 31, 2017 to add two (2) additional licenses for City Prosecutor's staff. Virtual Justice is the primary software application that Court, City Prosecutor's, and Police staff utilize to access information related to active and historical court cases. City Council approved resolution 13-19 in 2019 and resolution 57-20 in 2020, for annual maintenance expenses related to Virtual Justice.

**DISCUSSION:**

MSI Consulting Group, LLC, licenses their Virtual Justice software through a base monthly fee of \$1800.00, for the current 28 user licenses, for a total annual software maintenance fee of \$21,600.00. Staff is requesting an annual contingency of 10% to cover future additional license purchases or to cover increases in annual maintenance cost.

**BUDGET/STAFF IMPACT:**

Funds are available within the District Court's, City Prosecutor's, and Police Department's General Fund software maintenance account to fund the annual software maintenance expense.

**Attachments:** Staff Review Memo, Staff Review Form, MSI Virtual Justice quote



## MSI Consulting Group, LLC

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2120 S. Waldron, Suite B-1 • Fort Smith, Arkansas 72903 • (479) 452-0560 • Fax: (479) 452-0638 • [www.msicg.com](http://www.msicg.com)

January 8, 2021

Washington Co. District Court - Fayetteville Dept.  
Attn: Ms. Dena Stockalper  
176 South Church, Suite 1  
Fayetteville, AR 72701

Dear Dena,

This letter is in response to your request concerning a quote for the monthly & annual amount of our Software License Agreement Contract with the Washington County District Court – Fayetteville Dept. It is my understanding that your city council is requesting this information to be approved by council resolution.

The current Software License Agreement Contract between your court and MSI Consulting Group, LLC is based on 28 users. However, your contract can be amended in the event that the number of licenses are increased or decreased at the request of the court. This action will cause your monthly amount to increase or decrease based on the new number of users.

Your monthly software lease and maintenance amount is \$1,800.00 + tax per month, making your annual amount \$21,600.00 + tax for 12 months.

Please feel free to contact us at (479) 452-0560, or e-mail at [bryan.smith@msicg.com](mailto:bryan.smith@msicg.com) if you have any questions.

Sincerely,

**Bryan D. Smith**  
Vice President