



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 9/10/2019

Agenda Placement: 6K

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Jeffrey Richard for Jeffrey Brax - County Counsel  
County Counsel

**REPORT BY:** Erin Cossen, Legal Office Manager - 707-253-4520

**SUBJECT:** Agreement with ProCirrur Technologies Inc.

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### **RECOMMENDATION**

County Counsel requests approval of and authorization for the Chair to sign an agreement with ProCirrur Technologies Inc. for the term of September 10, 2019 through June 30, 2020 with provision for an annual automatic renewal each fiscal year for a maximum amount of \$23,433 for the first fiscal year and \$31,104 in subsequent fiscal years to provide cloud-based data storage services.

### **EXECUTIVE SUMMARY**

ProCirrur Technologies Inc. is a software company that provides a cloud platform for applications and data. ProCirrur will provide cloud server hosting services to County Counsel to host case management software (ProLaw) and related data. The agreement eliminates the need to house the case management software on County servers and reduces the need for on-premises storage and IT support.

The total cost for FY19-20 is a maximum of \$23,433. Anticipated total cost for FY20-21 is \$31,104.

ProCirrur Technologies Inc. is not a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	There are sufficient appropriations in County Counsel's FY19-20 budget to

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	cover the cost of this software.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	ProCircus Technologies Inc. allows County Counsel's case management software (ProLaw) to be housed on a cloud server, rather than on-premises data storage. ITS is moving to cloud-based application hosting as much as possible to reduce the need for ongoing hardware maintenance and support.
Is the general fund affected?	Yes
Future fiscal impact:	Ongoing cloud services will be budgeted in the County Counsel budget.
Consequences if not approved:	If the agreement is not approved, the County would likely have to purchase additional servers to house the ProLaw software and the rollout of the software would require substantial time from ITS staff.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The County Counsel's Office, in consultation with the Information Technology Services Division (ITS), is in the process of upgrading its case management software to ProLaw, a professional case management software. Although ProLaw offers powerful tools for case management, it does not include a data storage component, and all County Counsel data used by the software must be stored elsewhere. Currently, County Counsel's data is stored on local servers maintained by ITS.

ProCircus Technologies Inc. provides cloud platform software to house applications and data. The agreement with ProCircus would allow County Counsel to move all of its current document and application storage from on-premises servers to cloud-based storage. This reduces the need for ongoing hardware replacement, backups and support.

ProCircus will use existing County Microsoft Office licenses to provide a link between ProLaw and Office applications such as Word and Outlook. As part of the agreement, ProCircus will provide Adobe Acrobat licenses for the 21 users in County Counsel. These features and ProCircus' integration with ProLaw will allow the County Counsel's Office to operate more efficiently, maximize the capabilities of ProLaw, and eliminate the need for County Counsel to arrange Microsoft and Adobe licenses via separate or third-party agreements.

County Counsel has entered into a separate agreements with Thomson Reuters to purchase the ProLaw software licenses and with iid groupe to perform the data conversion, training, and initial application setup portions of the project.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi