

Dane County Contract Addendum Cover Sheet

Revised 06/2021

Res 289
significant

Contract # Admin will assign	11715D
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Dept./Division	168/1815 & Family Court Services	Vendor Name	LEGAL FILES, INC
Brief Addendum Title/Description	CONTINUED MAINTENANCE AND SUPPORT FOR LEGAL FILES SOFTWARE	Vendor MUNIS #	23826
		Addendum Term	5 years
		Amount (\$)	\$ 128,427.00

Department Contact Information		Vendor Contact Information	
Contact	STEPHANIE STAVN	Contact	GORDON HACK
Phone #	266-9020	Phone #	1-800-500-0537, EXT 247
Email	stavn.stephanie@danecounty.gov	Email	gordon.hack@legalfiles.com
Purchasing Officer	Megan Rogan		



Purchase Order – Maintenance or New PO					
<input type="checkbox"/>	PO Maintenance Needed PO#	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	
<input type="checkbox"/>	No PO Maintenance Needed – this addendum does not change the dollar amount of the contract.				
<input type="checkbox"/>	New PO / Req. Submitted Req#	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Total Contracted Amount – List the Original contract info, then subsequent addenda including this new addendum					
A resolution is required when the total contracted amount first exceeds \$100,000. Additional resolutions are then required whenever the sum(s) of any additional addenda exceed(s) \$100,000	Addendum #	Term	Amount	Resolution	
	Original	12/13/2013-06/01/2019	\$ 78,690.00	<input type="checkbox"/> None	Res# 2013 RES-125
	11715A	06/01/2019-06/01/2024	\$ 86,890.00	<input type="checkbox"/> None	Res# 2019 RES-148
	11715B	01/01/2024 - 12/31/2024	\$ 54,820.00	<input checked="" type="checkbox"/> None	Res#
	11715C	06/01/2024 - 12/31/2024	\$ 7,890.25	<input type="checkbox"/> None	Res#
	11715D	01/01/2025 - 12/31/2029	\$ 128,427.00	<input type="checkbox"/> None	Res# 2024 RES-289
				<input type="checkbox"/> None	Res#
Total Contracted Amount			\$ 356,717.25		

Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:		
<input checked="" type="checkbox"/> Corporation Counsel: Carlos Pabellon	<input type="checkbox"/> Risk Management:	<input type="checkbox"/> No Pre-Approval

APPROVAL	
Dept. Head / Authorized Designee	
Stavn, Stephanie	Digitally signed by Stavn, Stephanie Date: 2025.01.15 14:34:01 -06'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 1/15/25	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Friday, January 17, 2025 11:11 AM
To: Hicklin, Charles; Rogan, Megan; Gault, David; Cotillier, Joshua
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #11715D
Attachments: 11715D.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 1/17/2025 4:02 PM	Approve: 1/17/2025 4:02 PM
	Rogan, Megan	Read: 1/21/2025 8:12 AM	Approve: 1/21/2025 8:12 AM
	Gault, David	Read: 1/17/2025 1:42 PM	Approve: 1/17/2025 1:42 PM
	Cotillier, Joshua		Approve: 1/17/2025 11:57 AM
	Stavn, Stephanie	Read: 1/17/2025 11:11 AM	
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #11715D
Department: Corporation Counsel & Family Court Services
Vendor: Legal Files Software
Contract Description: Extend term of agreement (Res 289)
Contract Term: 1/1/25 – 12/31/29
Contract Amount: \$128,427.00

Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays.

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2024 RES-289

AUTHORIZING THE PURCHASE OF CONTINUED SOFTWARE
MAINTENANCE FOR THE OFFICES OF CORPORATION COUNSEL AND
FAMILY COURT SERVICES

The Dane County Corporation Counsel’s Office currently contracts with Legal Files Inc. for case management software to store documents, information on cases and parties, and to compile statistics. Res. 125, 2013-2014 authorized the initial purchase of the software and 2019 RES-148 authorized the extension of an additional (5) years. Family Courts Services has also purchased Legal Files software. Corporation Counsel and Family Court Services wish to extend the term of the contract for an additional five (5) years to provide for maintenance and support fees for the software program.

THEREFORE BE IT RESOLVED that the term of the Legal Files Inc. contract is extended through December 31, 2029 to continue case management software maintenance and support at an additional cost of \$128,427 as follows:

Dates		Corp Counsel Amount	Family Court Services Amount
01/01/2025	12/31/2025	\$13,533.00	\$11,118.00
01/01/2026	12/31/2026	\$13,533.00	\$12,411.00
01/01/2027	12/31/2027	\$14,210.00	\$13,032.00
01/01/2028	12/31/2028	\$14,210.00	\$13,032.00
01/01/2029	12/31/2029	\$14,920.00	\$13,684.00
	Pre-paid discount:	- \$2,741.00	- \$2,515.00
	Subtotals:	\$67,665.00	\$60,762.00
	TOTAL:		\$128,427

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BE IT FURTHER RESOLVED that on behalf of the County of Dane, the County Executive is authorized to execute an agreement embodying the above provisions.



DANE COUNTY CONTRACT

ADDENDUM # 11715D

Revised 11/2024

THIS ADDENDUM, made and entered into effective as of the date by which both parties hereto have executed this document, by and between the County of Dane (hereinafter referred to as "County") and Legal Files Software, Inc. (hereinafter, "Provider").

WITNESSETH:

WHEREAS Provider and County, by a separate document (hereinafter, the "Master Agreement"), Dane County Contract # 11715, have previously entered into a contractual relationship pursuant to which Provider provides legal case management software for Dane County Corporation Counsel and Dane County Family Court Services, and

WHEREAS County and Provider wish to amend the Master Agreement in order to extend the term of the contract.

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged by each party for itself, the parties do agree as follows:

1. The Master Agreement shall remain in full force and effect unchanged in any manner by this addendum except as changes are expressly set forth herein. This addendum shall control only to the extent of any conflict between the terms of the Master Agreement and this addendum.
2. The Master Agreement, and any amendment or addendum to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, the Master Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under the Master Agreement, or any subsequent amendment or addendum.
3. The term of the contract is extended through December 31, 2029 to continue the subscription for Legal Files Software, for both Dane County Family Court Services and Dane County Corporation Counsel, at an additional cost of \$128,427.

4. The following annual rates shall apply for Dane County Family Court Services:

Customer:

**Dane County Family Court Service
 Courthouse RM 2030
 215 S. Hamilton St.
 Madison, WI 53703**

Quotation for Software Subscription Renewal	
Description	Extended
Software Subscription Renewal (2-9-25 thru 12-31-25) Includes: Maintenance and support, up to 13 licenses, Office and Acrobat Integrations and a single production environment	\$11,118.00
Software Subscription Renewal (1-1-26 thru 12-31-26) Includes: Maintenance and support, up to 13 licenses, Office and Acrobat Integrations and a single production environment	\$12,411.00
Software Subscription Renewal (1-1-27 thru 12-31-27) Includes: Maintenance and support, up to 13 licenses, Office and Acrobat Integrations and a single production environment	\$13,032.00
Software Subscription Renewal (1-1-28 thru 12-31-28) Includes: Maintenance and support, up to 13 licenses, Office and Acrobat Integrations and a single production environment	\$13,032.00
Software Subscription Renewal (1-1-29 thru 12-31-29) Includes: Maintenance and support, up to 13 licenses, Office and Acrobat Integrations and a single production environment	\$13,684.00
Subtotal:	\$63,277.00
LESS: Prepaid Discount	(\$2,515.00)
Total	\$60,762.00

5. The following annual rates shall apply for Dane County Corporation Counsel:

Customer:
Dane County Corporation Counsel
Attn: Melinda Pierson, Rm. #419
210 Martin Luther King Jr. Blvd.
Madison, WI 53703

Quotation for Maintenance and Support Renewal	
Description	Extended
Maintenance and Support Renewal – Year One Subscription (Includes up to 29 licenses, server license, 10 mobile licenses and Enterprise Configuration)	\$13,533.00
Maintenance and Support Renewal – Year Two Subscription (Includes up to 29 licenses, server license, 10 mobile licenses and Enterprise Configuration)	\$13,533.00
Maintenance and Support Renewal – Year Three Subscription (Includes up to 29 licenses, server license, 10 mobile licenses and Enterprise Configuration)	\$14,210.00
Maintenance and Support Renewal – Year Four Subscription (Includes up to 29 licenses, server license, 10 mobile licenses and Enterprise Configuration)	\$14,210.00
Maintenance and Support Renewal – Year Five Subscription (Includes up to 29 licenses, server license, 10 mobile licenses and Enterprise Configuration)	\$14,920.00
Subtotal:	\$70,406.00
LESS: Prepaid Discount	(\$2,741.00)
Total	\$67,665.00

7. Corporation Counsel and Family Court Services shall be invoiced separately.

8. The invoice for Dane County Corporation Counsel shall be emailed to:

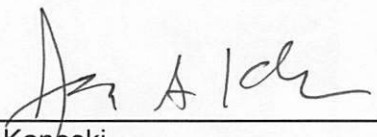
Invoices-corpcounsel@danecounty.gov

The Invoice for Dane County Family Court Services shall be emailed to:

Invoices-familycourt@danecounty.gov

IN WITNESS WHEREOF, the parties, by their respective authorized representatives, have set their hands and seals as of the dates set forth below.

FOR PROVIDER:



John Karoski
Chief Executive Officer

1/15/25
Date

FOR COUNTY:

Melissa Agard
Dane County Executive

Date

Scott McDonell
Dane County Clerk

Date