

FY22 Budget Decision Package
State Attorney Pinellas County
Problem: Case Management & Document Sharing System for Paperless Court

March 12, 2021

Our office, just like any other employer, learned the lessons of COVID in the working place and the need to modernize. In the last several months we have made changes to our IT policies, such as, creating outside email use for our employees, opening use to JAWS, and converting the attorney work stations to laptops with docking stations for potential remote work, among others. The COVID-19 pandemic is bringing about reforms not just to our office's system of conducting business but to the Courts as well. Our office needs to make more changes to meet the needs of the current business and court environments. Our office must embrace modern practices for case management, discovery, victim/witness services, and other critical functions through the technology available to law offices. We conducted a search for the best way to make these necessary changes and found STACweb and its Portal services to be the best and most cost-effective option.

Our office has long known about Computer Information & Planning, Inc. (CIP)'s STACweb and its Portal services. The software has the ability to interface with Odyssey. This product is utilized in fifteen (15) State Attorney's Offices across the State of Florida and several Public Defenders Offices. STACweb manages complex functions and tracks cases from the first date of a case to case closure, and it generates and stores any and all documents using the leading word processors available. STACweb and its Portal services provides for e-discovery, cloud document and evidence sharing, e-filing, e-service, victim/witness automated notification services, case management, video conferencing with transcription, translation services for seven (7) languages, and other critical functions useful to State Attorneys and Public Defenders. Furthermore, when the State Attorney and Public Defender in the same circuit utilize STACweb and its Portal services, the offices have an instantaneous, efficient process for e-service, e-discovery, and victim/witness services. By using STACweb and its Portal services, our office will be able to go paperless by generating court documents, providing for case storage and management, conduct e-discovery, and e-file/e-serve documents through STACweb. E-discovery with the Public Defender's Office and the private defense bar will have an immediate positive impact in the local legal community and the courts. CIP has the ability to convert the data in Odyssey and other

exchanges to the STACweb system, including the historical data. This conversion process is estimated to take anywhere between nine (9) to twelve (12) weeks.

Initial startup cost for STACweb includes non-recurring costs at a total of \$7,124 for the Installation Fee, \$10,686 for the Implementation, and \$142,480 for the Conversion. There are yearly recurring costs for STACweb and its Portal services at a total of \$95,713 for a Maintenance Fee and \$52,260 for the Portal License. Therefore, the first year and subsequent three (3) year total costs would be as follows:

Initial Costs - recurring and non-recurring	FY22	FY23 Recurring Yearly Fees	FY24 increase of 3%	FY25 Increase of 3%
Yearly Maintenance Fee	95,713	98,584	101,541.92	104,588.18
Portal license Yearly Fee	52,260	53,828	55,442.63	57,105.91
Installation Fee	7,124			
Implementation Fee	10,686			
Conversion and Exchanges	142,480			
Total Costs	308,263	152,412	156,984	161,694

When searching for alternatives to STACweb and its Portal services, there was no other system available of this caliber for use. Currently, our office utilizes Odyssey's Attorney Manager function and several mail couriers to conduct our daily business functions. Attorney Manager does not have the same functionality if STACweb and its Portal services for e-discovery, cloud document and evidence sharing, and the victim/witness automated notification services, among others. These systems would have to be developed over time within Odyssey or a separate system at additional costs and would delay our offices ability to have a modern and safe workplace for our employees and the attorney's we work with on cases at the Public Defender's Office and the private defense bar. CIP's product, on the other hand, will be ready for use once the conversion is completed and our employees are trained in its use. Additionally, with the use of CIP's products, the Attorney Manager function of Odyssey will no longer be necessarily or need to be funded each year. Eventually, as we can go paperless, we will have less need for remote warehouse storage.

Implementing STACweb and its Portal services will allow our attorneys and staff to

function in these challenging times, promote safety now and in the future, and bring a modern and paperless practice of law to the justice system.

Should you have any questions, please do not hesitate to contact us.

Attachment 2
Approved



Computer Information & Planning, Inc.
Information Management Consultants

P.O. Box 600515
Jacksonville, Florida, 32260
Telephone: (904) 880-0804
admin@cipi.net

2/17/21
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February 16th, 2021

Craig A. Whisenhunt, Esq.
Chief Information Officer
Public Defender's Office
Sixth Judicial Circuit
14250 49th Street North
Clearwater, FL 33762

**STACWeb 2.0 and Portal License
Pricing Information**

STACWeb 2.0 License Fee: **Waived based on the License Terms.**

Note: The above License Fee is waived based on the License Terms, including the agreement to purchase the recurring yearly STACWeb 2.0 Maintenance for the first year and two additional years subject to the availability of funds.

STACWeb 2.0 Yearly Maintenance Fee: **\$72,640.00**
Includes the maintenance of the current system, new releases, and online and telephone support.

Portal License Yearly Fee: (Optional) – \$54,000.00
estimate based on 45,000 cases per year
Cloud Document/Evidence Sharing, Notification Services - Telephone Calls and Text Messages (SMS). (Translation services from English to Spanish, Portuguese, French, Italian, Creole, and German).
Optional Portal features (additional fee): file storage, address validation, and the video conference with transcription. The basic Portal services are required to add the optional Portal features.

E-Filing with FACC Portal: **No Charge**
E-Filing Proposed Orders **No Charge**
FDLE Data Transparency **No Charge**

Installation Fee: **\$10,960.00**
The installation includes copying the database and documents from the Public Defender's Office in Tampa assuming that they agree to share their information.
It does not include changes to the documents or the reports copied from Tampa and training.

Implementation: 120 hours **\$16,440.00**
Implementation may not require the 120 hours. Left over hours can be used for training or projects.



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Requirements: Microsoft Windows Server running Microsoft SQL Server 2017 or above.

Conversion: Not Quoted
Conversion of Pasco and Pinellas County cases.

Exchanges: Not Quoted
Exchange to import new cases.

Additional Charges:

Web Training: \$300.00/ per hour

Days on site: **We are not working on site currently.**
Travel expenses are an additional charge.

Invoice**Computer Information & Planning, Inc.**

PO Box 600515
 Jacksonville, FL 32260
 ADMIN@CIPI.NET

DATE	INVOICE #
2/19/2021	5009

BILL TO

Public Defender's Office
 Sixth Judicial Circuit
 Criminal Justice Center
 14250 49th Street North
 Clearwater, FL 33762

P.O. NO.

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	STACWeb 2.0 Annual Maintenance Period of Service: February 19th, 2021 through February 19th, 2022. DATE INVOICE RECEIVED <u>3/5/21</u> DATE GOODS RECEIVED _____ Date Goods Inspected & Approved <u>JJA</u>	72,640.00	72,640.00
Total			\$72,640.00

