

# Memorandum



CITY OF DALLAS

DATE May 29, 2015

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),  
Jennifer Staubach Gates (Vice-Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Upcoming Agenda Item: Clearwell E-Discovery Platform System Upgrade, Maintenance and Support

The June 17, 2015 Council Agenda will include an item to award a contract to purchase an upgrade to the Symantec E-Discovery Platform Powered by Clearwell from TEQSYS Inc., through the Department of Information Resources, State of Texas Cooperative in for an amount not to exceed \$418,785.

This contract will allow for the upgrade of the Symantec E-Discovery Platform Powered by Clearwell (hardware and software) that includes one-year of maintenance and support. The E-Discovery Platform is used to collect, process and prepare electronic information and data for open records requests, legal hold notifications, to fulfill pre-trial requests for evidentiary data, in litigations and for internal City personnel investigations. The current system is over eight years old and has reached end-of-life support.

The current solution is used by the City Attorney's Office, Communication and Information Services (CIS) and Police. This upgrade is a key component in the City Attorney Office's ability to meet state-mandated deadlines. Below are some benefits and new features the City will gain with the upgrade of this system:

- Increase the storage capacity for cases by over 40%
- Increase the volume of data that can be processed at the same time
- Reduce the amount of time needed to process, analyze, and review data
- Provide a highly automated environment to manage caseloads
- Enable a more structured and efficient method of preparing the data for trial
- Document redaction (new feature)
- Bates numbering (new feature)
- Case dashboard to quickly determine case status for all cases (new feature)

Please contact Bill Finch at 670-1890 if you have any questions.

Mark McDaniel  
Assistant City Manager

c: Honorable Mayor and Members of the City Council  
A.C. Gonzalez, City Manager  
Warren M.S. Ernst, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Ryan S. Evans, First Assistant City Manager

Eric D. Campbell, Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Joey Zapata, Assistant City Manager  
Jeanne Chipperfield, Chief Financial Officer  
Sana Syed, Public Information Officer  
Elsa Cantu, Assistant to the City Manager - Mayor & Council  
William Finch, CIO/Director Communication & Information Systems