Information Services Committee (ISC)

Mark Leech	
Allan Armenta	
Miriam Diemer	
Reggie Peterson	

Agenda

10/08/2025

Meeting Specifics:

Date: Wednesday, October 8th, 2025

Time: 1:30pm

Location:

<u>In-person</u>

Grand Central Conference room

Room 205, North City Hall

1 Civic Plaza

Albuquerque, NM 87102

<u>Online</u>

Via Webex

https://cabq.webex.com/cabq/j.php?MTID=m077d79922a3d8591baea1b2345905849

I. **Call to order**
II. **Roll Call**
III. **Announcements**
IV. **Review and Approve Minutes**
    a. **From June 10th, 2025**
V. **Public Comment**
VI. **ISC Actions**
    a. **Review and Vote on Proposed Purchases**

Everlaw-016

1. Description
e-Discovery Software

2. Business Case / Justification
The Office of the City Clerk is proposing the procurement of e-discovery software to significantly improve the management, searchability, and retrieval of email communications for compliance with the Inspection of Public Records Act (IPRA). As the volume of electronic correspondence continues to grow, the current manual methods used to locate and produce electronic records have become increasingly inefficient. By implementing e-discovery software, the City Clerk's office will be better equipped to meet statutory deadlines and reduce response times. The software's search capabilities allow staff to quickly and accurately identify relevant email communications, this will reduce the likelihood of incomplete or overly broad searches and ensure that responses to IPRA requests are both timely and reliable. The software will also offer substantial benefits to the Legal Department. During litigation, the ability to efficiently conduct email discovery and preserve relevant communications is critical. The proposed system will streamline these processes, enabling legal staff to meet court-ordered production requirements with greater speed and accuracy. It will also provide audit trails and tracking features that document search activities and record production, which are essential for maintaining accountability and mitigating legal risk. Overall, the procurement of e-discovery software represents a strategic investment in operational efficiency, legal compliance, and interdepartmental collaboration. By automating email search and management, the City will reduce administrative overhead, minimize costs, and enhance its ability to respond to both public and legal inquiries with confidence and precision.

3. Maintenance, Training and Other Associated Costs
This is an out of the box product and there should be no additional costs associated with this software.

4. Impact to City / Dept Resources:
There should be none.

Project Title
PATH Voucher Database

1. Description
Develop and implement proprietary software that meets the City's needs for coordinating the electronic establishment and management of client-based substance use treatment vouchers.

2. Business Case / Justification
Real Time Solutions was selected via RFP-2025-618-EV to develop a customized software platform designed to streamline the process of creating, managing, and tracking client-based substance use treatment vouchers with integration to existing systems and comply with the American Society of Addiction Medicine (ASAM) Patient Placement Criteria ensuring effective management of treatment resources. Off-the-Shelf software that meets the requirements of this project does not exist.

3. Maintenance, Training and Other Associated Costs
Licensing: Year 1, 2 and 3 ($5,000 annually), Implementation: $190,000 one-time, Integration: $30,000 one-time, Training: $5,000 each session, Customer/Tech Support: ($20,000 annually), Data Migration/Reporting: ($30,000 per instance), Custom Screening/Assessment: ($10,000 per instance).

4. Impact to City / Dept Resources

• Improved Coordination: By utilizing a centralized electronic system, the City will experience enhanced coordination and management of the PATH program, ensuring timely distribution and utilization of treatment vouchers. • Increased Efficiency: The software will   streamline administrative processes, reducing paperwork and manual errors, and enabling a more efficient workflow for City personnel and providers. • Data-Driven Insights: The integrated reporting tools will allow the stakeholders to assess the impact and performance of the substance use treatment program, offering insights that can inform future policy decisions and improve service delivery.

Purchase Requisition Number
RFP-2025-618-EV

VII. **General Information**
VIII. **Adjourn**