



**District Attorney  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One  
PETE VANDER POEL  
District Two  
AMY SHUKLIAN  
District Three  
J. STEVEN WORTHLEY  
District Four  
MIKE ENNIS  
District Five

**AGENDA DATE:** September 26, 2017 - **REVISED**

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

CONTACT PERSON: Dan Underwood    PHONE: 636-5494

**SUBJECT:** Approve an agreement with Legal Notification Services, Inc.

**REQUEST(S):**

That the Board of Supervisors:

1. Approve an agreement with Legal Notification Services, Inc. to purchase the ISubpoena system retroactive to April 1, 2017 through March 30, 2020. This agreement is retroactive due to delays in the contract review and approval process.
2. Find that the Board had authority to enter into the proposed agreement as of April 1, 2017, and that it was in the County's best interest to enter into the agreement on that date.
3. Authorize the Chairman to sign the attached agreement with Legal Notification Services, Inc.

**SUMMARY:**

The office of the District Attorney requests to purchase the ISubpoena system from Legal Notification Services, Inc. ISubpoena is an automated subpoena system method of preparing, serving, and managing subpoenas issued in the course of legal proceedings. This system will allow professionals participating in the criminal court process to receive subpoena information on their smart phones and e-mail accounts. In addition, the system will send calendar alerts to law enforcement officers involved in the case on upcoming court dates and call offs, reducing court standby costs. Our prosecutors will also be able to quickly check subpoena service status and provide proof of service to the courts.

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This system will replace the more cumbersome and expensive mailer form system our department currently utilizes. ISubpoena has proven to reduce administrative costs for district attorney's offices and associated law enforcement agencies by eliminating staff time, paper and printing costs, and issues with locating officers for call offs.

The cost of the system in year one is \$7,999, and includes set-up, configuration and one year of training and support. There is an additional cost of 15 cents per subpoena. Annual support, upgrades, and maintenance for years two and three will be \$4,999 per year. This application will integrate with our existing and future case management systems.

This agreement has been approved as to form by County Counsel. There are no deviations to the standard County boilerplate.

**FISCAL IMPACT/FINANCING:**

Funds have been included in the department's Professional Services line in the Fiscal Year 2017/2018 budget to cover the cost of this application. There will be no additional Net County Cost.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's five-year Strategic Business Plan and Management System includes a Safety and Security Initiative to effectively and fairly investigate, arrest, prosecute and punish individuals who engage in criminal behaviors. This application will assist law enforcement officers and prosecutors in meeting that initiative.

**ADMINISTRATIVE SIGN-OFF:**

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Dan Underwood  
Assistant District Attorney

Cc: Auditor-Controller  
County Counsel  
County Administrative Office (2)

Attachment(s) "Software as a Service" Agreement

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF APPROVE  
AN AGREEMENT WITH LEGAL  
NOTIFICATION SERVICES, INC.**

)  
) Resolution No. \_\_\_\_\_  
) Agreement No. \_\_\_\_\_  
)

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: MICHAEL C. SPATA  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

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3. Authorized the Chairman to sign the attached agreement with Legal Notification Services, Inc.