



**Forest Preserve District of Cook County  
Office of the Purchasing Agent**

**Sole Source Justification Form**

<b>General Information</b>	Date: 5/27/2021
Unit/Department: Legal Dept.	Phone 312-603-0029
Contact Name: Lisa Lee	Email: lisa.lee@cookcountyil.gov

<b>Vendor Information</b>
Name: Abacus Data Systems d/b/a AbacusNext
Address: AbacusNext HQ 4850 Eastgate Mall San Diego, CA 92121, USA abacusnext.com Tel: 1-800-726-3339

<b>Description.</b> Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered.
Attorneys and paralegals in the Legal Department utilize Abacus for case management services. The database is used to track the status of requests and assignments in the Legal Department. It also creates customized workflows, data reports and case management to ensure legal services are handled efficiently and effectively. The Board approved the Legal Department entering into a contract with Abacus in 2016. The contract was extended for one year by the Purchasing Agent. In 2020, due to the Covid-19 pandemic, there was a need for Legal staff to access the Abacus system remotely for operational continuity. The Forest Preserves entered a one (1) year sole source contract for Abacus cloud-based services which allowed Legal staff to track and access matters remotely. The Forest Preserves would like to continue using cloud-based Abacus for up to 3 years (one year with 2 optional renewals).

<b>Type.</b> Please select one of the options and explain below.
<input type="checkbox"/> Single Source <input type="checkbox"/> Proprietary/Copyright Restrictions <input checked="" type="checkbox"/> Equipment Compatibility <input type="checkbox"/> Patented Product <input checked="" type="checkbox"/> Exclusive or Unique Capability <input type="checkbox"/> Other, please explain

<b>Explanation:</b> Why is this product or service the only one that would satisfy the requirement(s)?
The Legal Department looked at using Sharepoint as a database and workflow tracking system, however, we'll need at least a year to make the switch. Legal staff are working with IT on this process. In addition, Legal looked at other legal software like Clio but discovered that, while pricing is competitive, data would need to migrate from the current Abacus platform to another platform with different data fields. There was some concern that data would be lost in the transition.

<b>Due Diligence.</b> Describe the due diligence performed that led to the conclusion that this is a sole source.
See above. Legal also reached out to other government agencies and received responses from the State's Attorney Office and CPS, which separately use LawTrac, SmartSheet, and Planner. The SAO also uses Power BI for automating certain tasks involving Sharepoint. In order to minimize down time and data migration disruption, Legal plans to continue to work with IT to build out Sharepoint to work not only as a storage system but also as a case management system.

<b>Department Recommendation</b>	
Requestor: Lisa Lee	Date: 5/27/2021
Department Head: Lisa Lee	Date: 5/27/2021

<b>Purchasing Agent Officer Approval</b>	
Signature: <i>Tom Conl</i>	Date: 6-10-21

7/25/13

**Stephen  
Hughes**

Digitally signed by Stephen Hughes  
DN: cn=Stephen Hughes, o=Forest Preserves of Cook County, ou=FINANCE and ADMINISTRATION, email=stephen.hughes@cookcountyil.gov, c=US  
Date: 2021.06.10 16:09:39 -05'00'

*D H*  
*Damon Howell*

Digitally signed by Damon Howell  
Date: 2021.06.10 15:59:59 -05'00'