MEMORANDUM
PROCUREMENT
County of Placer

TO: Honorable Board of Supervisors   **DATE:** August 23, 2022

FROM: Jane Christenson, Acting County Executive Officer

BY: Brett Wood, Purchasing Manager

SUBJECT: Legal Book Online Subscription - Thomson Reuters Elite

ACTION REQUESTED

Approve the renewal of a five-year agreement with West Publishing Corporation doing business as Thomson Reuters Enterprise Center GmbH ("Thomson Reuters") for online research services in the aggregate amount not-to-exceed $105,943.30 over the five-year period of the contract beginning the date the contract is executed and authorize the Purchasing Manager to sign all required documents subject to County Counsel concurrence, and to execute amendments up to $10,594 consistent with the subject matter and scope of work.

BACKGROUND

County Counsel is the legal advisor to the County providing legal advice to the Board of Supervisors, the County Executive Office, the elected and appointed Department Heads and other county managers, as well as to various county boards and commissions, certain special districts and the Grand Jury. The County Counsel's Office also represents the County and its officers and employees in civil litigation and administrative proceedings.

The County Counsel's Office requires online access to legal research and secondary sources for its practice. Currently the County Counsel's Office subscribes to an online legal research program and purchases certain hard copy book subscription updates from Thomson Reuters. With this agreement, the County Counsel's Office will be renewing its online legal research services from Thomson Reuters but will not be renewing its book subscriptions which will expire at the end of the calendar year. Thomson Reuters through its Westlaw produce provides proprietary database services which include more than 40,000 databases of case law and secondary resources.

By switching over to solely online research services for a five-year term, the County Counsel's Office will be able to lock in a lower annual increase at 2% per year over the five-year term of the contract. Without a five-year contract, annual increases are estimated to be 7% annually. In addition, the County Counsel's Office utilizes Prolaw, a law office management system also from Thomson Reuters. There is a direct link between Prolaw and Westlaw that will allow County Counsel to more efficiently download and retain legal research, which will enhance productivity and streamline research efforts. Westlaw also provides judicial council forms which County Counsel utilizes in its litigation practice. Further, by eliminating the book subscriptions

from this year's contract, the County Counsel's Office is able to utilize enhanced online research tools at a lower price. The Board previously authorized a five-year contract on December 12, 2017 in an amount not to exceed $130,000.

The IT Leadership Committee previously considered and approved the Westlaw software system on September 7, 2017 and it was determined that further consideration was not necessary for this renewal.

WestLaw is only available from the software publisher, Thomson Reuters. The Purchasing Policy Manual Sections 3.5(d), and 3.6 allows for an exception to the competitive bidding process for renewals that the Purchasing Agent determines is in the best interest of the County and for sole or single sourced books and subscription agreements that are proprietary in nature.

Therefore, your Board's approval is required to proceed with the award of an agreement with Thomson Reuters in the aggregate amount not-to-exceed $105,943.30 over the five-year period of the contract for online research services.

FISCAL IMPACT
The total cost of this contract is $105,943.30. Funding for the first year of the contract in the amount of $20,357.88 is available in the FY2022-23 budget for CC08001 - County Counsel. Future budgets will include funding for the remaining term of this contract. There is no additional impact to the General Fund.

ATTACHMENTS
None.