

BOARD MEETING DATE: June 2, 2023

AGENDA NO. 12

PROPOSAL: Execute Contract for Three-Year Service Agreement for South Coast AQMD Access to Online Legal Research Libraries

SYNOPSIS: The current service agreement with Thomson Reuters-West to provide South Coast AQMD with online legal research and print libraries will expire on June 30, 2023. This action is to execute a sole source contract for a new three-year agreement with Thomson Reuters-West in an amount not to exceed \$91,320 in FY 2023-24; \$94,060 in FY 2024-25; and \$96,882 in FY 2025-26 for a total amount of \$282,262 for a three-year period.

COMMITTEE: Administrative, May 12, 2023; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Executive Officer to enter into a three-year agreement with Thomson Reuters-West to provide access to online legal research libraries and print publications in an amount not to exceed \$91,320 in FY 2023-24; \$94,060 in FY 2024-25; and \$96,882 in FY 2025-26 for a total amount of \$282,262 for a three-year period.

Wayne Nastri
Executive Officer

BTG/lal

Background

Legal staff currently has a contract with Thomson Reuters-West for print publications and electronic legal databases such as Westlaw in its course of work on South Coast AQMD's behalf. This existing contract also provides access to a continuing legal education component, making it easier and more cost-effective for attorneys to achieve compliance with minimum continuing legal education requirements. The contract to access these services will expire on June 30, 2023. These services are crucial to the work performed by Legal, and Thomson Reuters-West is offering a substantially discounted rate for these services in a new contract. The new contract will also provide

access to knowledge management software to enhance searches of work product and deliver on-point information, which will help maximize productivity and efficiency.

Proposal

Staff seeks to enter into a three-year contract with Thomson Reuters-West. The three-year contract will be funded in the fiscal year beginning July 1, 2023 and continue through June 30, 2026. Subsequent funding will be requested in the budget process for Fiscal Years 2024-25 and 2025-26. The three-year contract price shall not exceed \$282,262.

Sole Source Justification

South Coast AQMD Procurement Policy, Section VIII(B)(2), provides for a waiver of formal bid processes under certain circumstances based upon documentation justifying a sole source award. The award to Thomson Reuters-West is justified pursuant to Procurement Policy Sections VIII(B)(2)(d): other circumstances exist which in the determination of the Executive Officer require such a waiver in the best interests of the South Coast AQMD; and VIII(B)(2)(c)(2): the project involves the use of proprietary technology. A sole source contract is necessary since South Coast AQMD is securing these services at a substantially discounted rate than the open market and the services involve the use of proprietary technology.

Resource Impacts

Sufficient funds will be available in Legal's FY 2023-24 Budget, Subscription Services Account, and subsequent funding for FY 2024-25 and FY 2025-26 to support this contract will be requested in future budgets.