

BOARD MEETING DATE: May 4, 2018

AGENDA NO. 8

PROPOSAL: Execute Contract for Three-Year Service Agreement for SCAQMD Access to On-line Legal Research Libraries

SYNOPSIS: The current service agreement with Thomson Reuters-West to provide SCAQMD with on-line legal research and print libraries will expire on June 30, 2018. 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 \$92,350 in FY 2018-19; \$95,150 in FY 2019-20; and, \$98,100 in FY 2020-21 for a total amount of \$285,600 for a three-year period.

COMMITTEE: Administrative, April 13, 2018; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Executive Officer to enter into a three-year agreement with Thomson Reuters-West to provide access to on-line legal research libraries and print publications in an amount not to exceed \$92,350 in FY 2018-19; \$95,150 in FY 2019-20; and, \$98,100 in FY 2020-21 for a total amount of \$285,600 for a three-year period.

Wayne Nastri
Executive Officer

BTG:vmr

Background

Legal staff utilize electronic legal databases in its course of work on the SCAQMD's behalf. Thomson Reuters-West has presented an offer for access to its electronic legal research libraries (Westlaw), as well as print publications, at a substantially discounted rate. In addition, the new contract provides for access to an increased number of electronic legal libraries—including PeopleFinder, a tool used for investigative purposes—and a continuing legal education component at a reduced cost, making it easier and more cost-effective for attorneys to achieve compliance with minimum continuing legal education requirements.

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, 2018 and continue through June 30, 2021. Subsequent funding will be requested in the budget process for Fiscal Years 2019-20 and 2020-21. The three-year contract price shall not exceed \$285,600.

Sole Source Justification

A sole source contract is necessary since SCAQMD is securing print publications through this agreement at a substantially lower cost than the open market. SCAQMD 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)(a): the cost of labor for preparation of the described documents exceed the possible savings that could be derived from such detailed documents; and VIII(B)(2)(c)(2): the project involves the use of proprietary technology.

Resource Impacts

Sufficient funds will be available in Legal's FY 2018-19 Budget, Subscription Services Account, and subsequent funding for FY 2019-20 and FY 2020-21 to support this contract will be requested in future budgets.