

BOARD MEETING DATE: September 4, 2026

AGENDA NO. 11

REPORT: 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 expired on June 30, 2026, with access granted through September 11, 2026 on a holdover basis. This action is to execute a sole source contract for a new contract for a three-year agreement with Thomson Reuters-West in an amount not to exceed \$103,788 in FY 2026-27; \$110,016 in FY 2027-28; and \$116,617 in FY 2028-29, for a total amount of \$330,421 for a three-year period. Each annual service agreement for the previous three-year term was within the Executive Officer's signing authority.

COMMITTEE: Administrative, August 14, 2026, 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 \$103,788 in FY 2026-27; \$110,016 in FY 2027-28; and \$116,617 in FY 2028-29, for a total amount of \$330,421 for a three-year period.

Wayne Natri
Executive Officer

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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. Thomson Reuter-West also provides access to a continuing legal education component, making it easier and cost-effective for South Coast AQMD

attorneys to achieve compliance with minimum continuing legal education requirements.

The contract to access these services expired on June 30, 2026, with access granted through September 11, 2026 on a holdover basis. Each annual service agreement for the previous three-year term was within the Executive Officer's signing authority, but with a small increase in contract cost, Board approval is now required. 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.

Proposal

Staff is proposing a three-year contract with Thomson Reuters-West. The three-year contract will be funded beginning in the current fiscal year and continue through June 30, 2029. Funding is available for Fiscal Year 2026-27. Subsequent funding will be requested in the budget process for Fiscal Years 2027-28 and 2028-29. The three-year contract price shall not exceed \$330,421.

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 in the open market and the services involve the use of proprietary technology.

Resource Impacts

Sufficient funds will be available in Legal's FY 2026-27 Budget, Subscription Services Account, and subsequent funding for FY 2027-28 and FY 2028-29 to support this contract will be requested in future budgets.