

May 15, 2017

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution authorizing execution of a contract with Thomson Reuters, for Westlaw computerized legal research services for a period of five (5) years, in an amount not to exceed \$328,000 (plus tax, if applicable).

FISCAL IMPACT

This agreement authorizes an expenditure of no more than \$328,000 (plus tax if applicable) for five years. The 2017-2018 portion of the contract is budgeted and available in the 2017-2018 City Attorney's Office General Fund budget. Funding for the subsequent years will be requested during the 2019-2020 and 2021-2022 biennial budget processes.

STAFF CONTACTS

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City Attorney's Office

POLICY CONSIDERATION

City Contracting Policies:

Purchase contracts in excess of \$90,000 require Council approval.

BACKGROUND

One of the chief functions of the City Attorney's Office is to provide legal advice to Council and city staff. For the City Attorney's Office to provide this service, access to systematic, reliable and accurate legal research materials is essential. Such services are available through online, paid subscriptions with specialized providers. Currently, the City Attorney's Office receives these services from Westlaw, a Thomson Reuters product.

The City Attorney's Office has been in contact with, and reviewed materials from, other on-legal research providers offering similar services. A cost-effectiveness analysis of these services determined that the continued use of Westlaw would be most beneficial, due to familiarity with Westlaw, and seamless compatibility and integration with another Thomson Reuters product - ProLaw, the City Attorney's Office case management system.

The seamless compatibility and integration of Westlaw and ProLaw allow for increased productivity by streamlining data and processes through a single platform, shortcutting tedious steps that would otherwise be experienced using another service. In effect, this allows for the smooth operation of day-to-day activities, allowing staff to focus more time on core functions. This seamless integration is not offered by other similar service providers.

Further still, substantial savings are received through governmental and promotional rates. Westlaw is purchased exclusively through the vendor's government procurement section, which represents pricing

that is significantly lower than the fees charged to private firms. In addition to any promotional rate savings, this governmental rate also represents a substantial savings over more general Westlaw rates, which can run into thousands of dollars for a single day of research.

Under the current Westlaw contract, the City Attorney's Office has a limited subscription package. Anytime an attorney goes outside this package to do research, there is an additional cost. Due to the cost, attorneys are reluctant to go outside the limited subscription to conduct research. Under the proposed contract, attorneys will have unlimited access to the full suite of Westlaw products at no additional charge. The City Attorney's office will pay approximately \$59,018.76 for services in 2017 and \$60,789.32 per year (\$5,065.78 per month) in 2018. The City Attorney's Office has the option to renew for an additional two years at a 3 percent per year increase. However, Thomson Reuters' proposed new five-year contract has a limited time promotion of a 1 percent annual rate increase for the life of the account. The base amount for the proposed five-year contract is \$64,260 per year (\$5,355 per month) starting in 2018.

Although the initial five-year period of the proposed contract would be just over \$5,000 more than the current contract, the proposed contract locks in a 1 percent increase per year for the life of the contract. Within seven years (two additional years on this five year contract), the city would more than make up this difference. In addition, by adopting this five year contract, the City Attorney's Office will be able to take advantage of unlimited access to a full suite of databases at no additional cost which makes it even more advantageous to enter into a new contract.

EFFECTIVE DATE

If approved, this Resolution becomes effective immediately upon Council adoption.

OPTIONS

1. Adopt the Resolution authorizing execution of a contract with Thomson Reuters, for Westlaw computerized legal research services for a period of five (5) years, in an amount not to exceed \$328,000 (plus tax, if applicable).
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1

MOTION

Move to adopt Resolution No. 9268, authorizing execution of a contract with Thomson Reuters, for Westlaw computerized legal research services for a period of five (5) years, in an amount not to exceed \$328,000 (plus tax, if applicable).

ATTACHMENTS

Proposed Resolution No. 9268

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

West Publishing Contract