



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/17/2019

Agenda Placement: 6N

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Jeffrey Richard for Jeffrey Brax - County Counsel
County Counsel

REPORT BY: Erin Cossen, Legal Office Manager - 707-253-4520

SUBJECT: Contract with Thomson Reuters for Westlaw legal research software

RECOMMENDATION

County Counsel requests approval of and authorization for the Chair to sign an agreement with Thomson Reuters for a maximum amount of \$12,132 for the term February 1, 2020 through January 31, 2021, with two annual renewals and a 2% increase each subsequent year to provide Westlaw legal research software.

EXECUTIVE SUMMARY

County Counsel requires the use of legal research software to have access to the most recent statutes and case law, as well as other research sources. Thomson Reuters provides Westlaw legal research software that fulfills that need.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	County Counsel
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	County Counsel is currently using LexisNexis legal research software. Switching to Westlaw provides a significant savings over the next three years.
Is the general fund affected?	Yes

Future fiscal impact: Costs for services under this agreement have been included in the budget for the current fiscal year and will be appropriated accordingly in future fiscal years.

Consequences if not approved: County Counsel would not have access to legal statutes and caselaw.

County Strategic Plan pillar addressed: Effective and Open Government

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

County Counsel has substantially reduced the size of its print library over the last five years and replaced it with online subscriptions to legal research software. Thomson Reuters is able to provide Westlaw legal research software at a savings over the previous provider of legal research software.

The County has two existing agreements with Thomson Reuters - Agreement no. 170385B that provides Westlaw legal research software to Child Support Services and Agreement no. 200206B that provides ProLaw case management software and services to County Counsel. Per the County's purchasing policy, service contracts that exceed three years must be approved by the Board of Supervisors.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi