



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 3/20/2018

ALL

Item Creation Date: 2/26/2018

T26264 - Westlaw Computer-Assisted Legal Research Services - ORDINANCE

Agenda Item#: 33.

Summary:

ORDINANCE approving and authorizing 1) a contract for Westlaw Computer-Assisted Legal Research Services and Clear Services and 2) a library maintenance agreement for print products, between the City of Houston and **WEST PUBLISHING CORPORATION**, doing business as **WEST**, a Thomson Reuters Business, for the Legal Department; providing maximum contract amount; providing for severability; making various findings and provisions relating to the subject; and declaring an emergency.

Background:

Request for Proposal received on June 12, 2017 for S66-T26264 - Approve an ordinance awarding 1) a contract for Westlaw Computer-Assisted Legal Research Services and Clear Services in an amount of \$687,193.34 and 2) a library maintenance agreement for print products in an amount of \$333,300.00 between the City of Houston and **WEST PUBLISHING CORPORATION**, doing business as **WEST**, a Thomson Reuters Business for the Legal Department.

Specific Explanation:

The City Attorney and the Chief Procurement Officer recommend that City Council approve an ordinance awarding a **three-year contract with two one-year options**, to **West Publishing Corporation, d/b/a West a Thomson Reuters Business** for 1) a contract for Westlaw Computer-Assisted Legal Research Services and Clear Services in an amount of \$687,193.34 and 2) a library maintenance agreement for print products in an amount of \$333,300.00 for the Legal Department. The City Attorney and/or the Chief Procurement Officer may terminate the contract for Westlaw Computer-Assisted Legal Research Services and Clear Services at any time upon 30-days written notice to the contractor.

Westlaw Computer-Assisted Legal Research Services, Clear Services, and the Library Maintenance Agreement for Print Products are electronic and hard copy legal research products used by the Legal Department. They provide access to cases, statutes, and other tools the Legal Department uses to defend and represent the City.

The Request for Proposal (RFP) was advertised in accordance with the requirements of the State of Texas bid laws. The solicitation document was posted on the Strategic Procurement Division's e-bidding website and, as a result proposals were received from: Lexis-Nexis and West Publishing Corporation, dba West a. Thomson Reuters Business. The Evaluation Committee consisted of members from the Legal Department.

The proposals were evaluated based on the following criteria:

1. Responsiveness of Proposal
2. Technical Competence
3. Price Proposal

West Publishing Corporation, d/b/a West a Thomson Reuters Business received the highest overall score and was deemed to be the best qualified to perform the requirements as outlined in the RFP.

MWBE Subcontracting:

Zero-Percentage Goal document approved by the Office of Business Opportunity.

Hire Houston First:

The proposed contract requires compliance with the City's 'Hire Houston First' ordinance that promotes economic opportunity for Houston businesses and supports job creation. In this case, West Publishing Corporation, d/b/a West a Thomson Reuters Business is not a designated HHF company, but they were the successful awardee without application of the HHF preference.

Fiscal Note:

Funding for this item is included in the FY 2018 Budget. Therefore, no Fiscal Note is required as stated in the Financial Policy Ord. 2014-1078.


Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division
Strategic Procurement Division

Department Approval Authority

3/15/2018

Estimated Spending Authority			
DEPARTMENT	FY 2018	OUT YEARS	TOTAL
Legal Department	\$49,372.32	\$971,121.02	\$1,020,493.34

Amount of Funding:

\$255,123.34 - General Fund (1000)

\$765,370.00,- Property and Casualty Fund (1004)

\$1,020,493.34 -Total

Contact Information:

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ATTACHMENTS:

Description	Type
<u>Revised Cover Sheet</u>	Signed Cover sheet
<u>Fair Campaign (Form A)</u>	Backup Material
<u>Form B</u>	Backup Material
<u>MWBE Waiver</u>	Backup Material
<u>Certification of Funds</u>	Financial Information
<u>Ordinance</u>	Ordinance/Resolution/Motion
<u>Westlaw Contract</u>	Contract/Exhibit
<u>Print Products Library Maintenance Contract</u>	Contract/Exhibit
<u>SAP Funding Information</u>	Financial Information
<u>SAP Funding revised</u>	Financial Information