



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
County Counsel



Date: June 7, 2016
Board Meeting Date: June 21, 2016
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: John C. Beiers, County Counsel

Subject: Resolution ratifying an agreement between the County of San Mateo and West to provide the County Counsel's Office legal research database tools through WestLawNext and WestKM in an amount not to exceed \$200,000

RECOMMENDATION:

Adopt a resolution ratifying an agreement between the County of San Mateo and West, a Thomson Reuters business, to provide the County Counsel's Office with access to the WestLawNext and WestKM legal software and legal database research solutions in an amount not to exceed \$200,000.

BACKGROUND:

In providing thorough, accurate, and timely legal services, the County Counsel's Office must conduct, on a regular basis, extensive legal research on a wide variety of topics. Integral to this process is instant and reliable access to legal materials including current statutes, practice area insight, litigation resources, and public records, as well as the ability to search the office's internal documents. The WestLawNext system, in conjunction with WestKM, provides the County Counsel's Office such access. As integrated systems, WestLawNext and WestKM allows the County Counsel's Office to capitalize on available external and internal resources to provide its clients with comprehensive, accurate, and timely legal advice.

DISCUSSION:

The County Counsel's Office has historically obtained its legal research tools through West, and the agreement described above continues that relationship. The agreement was entered into on June 1, 2015 and once West software was installed, the County Counsel's Office began to incur monthly subscriptions costs on November 1, 2015. The subscription will continue for the full term of the agreement which will remain in effect until August 31, 2018. It became known recently that the total agreement amount for both subscriptions will collectively exceed department head authority by February 2017.

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The resolution contains the County's standard provisions allowing amendment of the County's fiscal obligations by a maximum of \$25,000 (in aggregate). The County Counsel's Office requests a waiver of the request for proposals process because West remains uniquely qualified to provide legal research solutions, at a reasonable cost.

This agreement contributes to all of the Shared Vision 2025 outcomes by providing the County Counsel's Office with the legal research capabilities needed to support all County initiatives.

FISCAL IMPACT:

Fees incurred will be paid from the County Counsel's operating budget.