

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

Date Received

NON-COMPETITIVE PURCHASE REQUEST JUSTIFICATION

Required for all (non-emergency) sole source acquisitions in excess of \$5,000.00 and sole source service requests in excess of \$100,000.00.

This justification document consists of three (3) pages. All information must be provided and all questions must be answered. **Department Head approval is required.**

Requesting Department Information



Department: 22-District Attorney	Org Code: 2200000	
Contact Name: Joe Alexander	Subsubject: 	User Code:
Telephone: 	Fax: 	

Required Supplier / Vendor Information

Vendor / Supplier Name: West Coast Publishing Corporation (Thomson Reuters West)	Vendor / Supplier Address: PO Box 6292
Contact Name: Paul Vandenberg	Carol Stream, IL 60197
Estimated Purchase Price/Contract Amount: \$138,580.92	Vendor / Supplier Email Address: Paul.Vandenberg@thomsonreuters.com
Telephone: 510-995-8129	Fax:

Provide a brief description of the request, including all goods and/or services the vendor/supplier will provide and supporting exemption reference from Board Policy C-17 - Procurement Policy:

The District Attorney's office requires a legal database product to allow prosecutors to conduct in-depth case law research, including case histories, rulings and statutes with relevant case law and on-line jury instructions. West Coast Publishing Corporation (dba Thomson Reuters West), provides this product with the option for Karpel interface components for a lower price than our existing contracted vendor. In accordance with Procurement Policy C-17, Section 3.4.2 (a), single source procurement due to a technological, specialized, unique character of the good, as well as Section 3.4.3, competitive bidding would produce no economic benefit to the County, we are requesting this purchase be exempt from the competitive bidding requirement.

Department Head:	 Vern Pierson (Jan 30, 2023 07:42 PST) Signature
Purchasing Agent:	 Signature

Board of Supervisors:	
Date:	
Item:	

P&C Assignment:	
Assigned To:	Matthew Potter
Date:	1/27/23

A. The good/service requested is restricted to one supplier for the reason stated below:

1. Why is the acquisition restricted to this goods/services supplier? (Explain why the acquisition cannot be competitively sourced. Explain how the supplier is the only source for the acquisition.)

West Coast Publishing Corporation (dba Thomson Reuters West), provides a legal database product to allow prosecutors to conduct in-depth case law research, including case histories, rulings and statutes with relevant case law and on-line jury instructions with the option for Karpel interface components for a lower price than our existing contracted vendor. This Karpel interface feature was requested by the DA's office to allow for prosecutors to view all case-related information in one screen, enabling them to build the strongest possible arguments.

2. Provide the background of events leading to this acquisition.

Current DA agreement with RELX (agmt #810) is coming up for expiration effective 3/31/23 and the department had the option to renew the agreement with Relx. The department reached out to Relx for a renewal quote. It was at this time, it department also decided their legal database research services were to be upgraded to include more tools and research options. A quote was obtained from Relx for a 3-year renewal. The quote included Lexis+ and add-on items. Initial year pricing was quoted at \$3,732/month, which equates to \$44,784 annually. This amount is a significant increase from the previous contracted cost. Therefore, the department decided to reach out to another vendor, Thomson Reuters (Westlaw) for a quote for similar database research product. Westlaw was able to provide a quote in the amount of \$3,663.25/month, which equated to \$43,959 annually. Additionally, the Westlaw product offers the DA a Karpel tool, which will allow for efficiency since the DA currently uses Karpel as their Case Management System. Relx does not offer this specialized tool.

3. Describe the uniqueness of the acquisition. (Why was the goods/services supplier chosen?)

West Coast Publishing Corporation (dba Thomson Reuters West) was contacted by the District Attorney's office in order to compare the costs received from our existing contracted vendor, RELX Inc. (dba LexisNexis). West Coast Publishing Corporation can provide the West Proflex product at a lower price and can include the requested Karpel interface components/feature that was requested by the department.

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

The County would spend more money in order to have access to the Karpel interface components for public and commercial database searches if this product was procured from a different vendor.

5. What market research was conducted to substantiate no competition, including the evaluation of other items or service providers? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The name and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

As mentioned under response #2, the department reached out to current vendor Relx for a renewal quote and additional tools/product components, but came to the realization that Relx would be more expensive than anticipated. This led to reaching out to Westlaw for product and price comparison. Both Relx and Westlaw provided product presentation via meetings with the department. After reviewing both products in detail and receiving quotes, it was clear the department was in favor of Westlaw product due to the price and product capabilities.

B. Price Analysis:

1. How was the price offered determined to be fair and reasonable? (Explain what basis was used for comparison and include cost analysis as applicable.)

As mentioned above, comparing the price between both Relx and Westlaw is how the department came to the determination that Westlaw was the more efficient and economical option.

2. Describe any cost savings or avoidance realized (one-time or ongoing) by acquiring the goods/services from this supplier.

Over the course of three years, the department will save a total of \$1,216.81 by choosing to acquire database research product through Westlaw. Additionally, Westlaw will be able to provide add-ons that will interface with Karpel.