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MEMORANDUM

TO: Hon. Andrew Joyce
Chairman, County Legislature

FROM: Eugenia Koutelis Condon *EKC*
County Attorney

DATE: October 15, 2020

RE: Request for Legislative Action
Agreement with Thompson Reuters
For Westlaw Legal Research Services Software
Contract Period: December 1, 2020 to November 30, 2021,
with two, one year options to renew.

Attached is a completed request for Legislative Action for a renewal of the Westlaw Legal Research Services Software Package utilized by the attorneys and legal staff in the County. Please note, this contract has traditionally been authorized by the Contract Administration Board, however, this year, as a cost saving measure, the District Attorney's Office requested to be added to the contract managed by the Law Department, thus increasing their legal research capabilities across the board for their attorneys and bringing the contract under the authority of the County Legislature.

As indicated, this agreement provides for a license to conduct legal research for every attorney in County government as determined by the Department head. In addition, paralegals and other non-attorney staff have authorized access to Westlaw and non-legal department heads who have requested access to certain journals also have access.

This Agreement is broken into three components for assignment of licenses and billing. The District Attorney assigns its own licenses and receives its own monthly billing. The Public Defender assigns its own licenses and receives its own monthly invoice. Finally, the Law Department assigns licenses for all Assistant County Attorneys, the Alternate Public Defenders, the Director of Employee Relations, the Department of Immigration Attorneys, Sheriff's Counsel, Counsel to the County Executive and Legislative Counsel. Invoices are paid by the Law Department with chargebacks to the Departments.

Of note, as a cost saving measure, the County legal departments are moving toward reducing their reliance on its paper book subscriptions going forward and will be relying on full software packages that have the most current information available. This not only saves money but is green. There are certain desk top books we still need for in person court operations, but we will no longer be purchasing the large book subscriptions. After discussion with the County Legislature, we determined that the Law Department and Legislature were able to cancel their major book subscriptions going forward with a savings of approximately \$14,000 per year, per department.

If you have any questions, please advise me. Thank you for your attention to this matter.

EKC:e

Enclosures

Cc: Rebekah N. Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel
Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader