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MEMORANDUM

TO: Hon. Andrew Joyce
Chairman, County Legislature

FROM: Eugenia Koutelis Condon
County Attorney

DATE: October 28, 2021

RE: Request for Legislative Action
Agreement with Thompson Reuters
For Westlaw Legal Research Services Software
Contract Period: January 1, 2022 to December 31, 2022,
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, while this is a renewal of last year's agreement, we have increased our user capacity under the agreement to 125 users as a result of additional staffing.

This agreement provides for a license to conduct legal research for every attorney in County government. 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. The Agreement is broken into three components for control of 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.

This package includes research tools that meet the needs of the various departments as well as provides continuing education at no additional cost.

Of note, as a cost saving measure, the County legal departments have moved toward reducing their reliance on its paper book subscriptions to the extent possible, we are 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 are no longer be purchasing the large book subscriptions.

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
David Reilly, Commissioner of Management and Budget