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MEMORANDUM

TO: Hon. Andrew Joyce
Chairman, County Legislature

FROM: Eugenia Koutelis Condon *EKC*
County Attorney

DATE: October 25, 2022

RE: Request for Legislative Action
Agreement with Thompson Reuters
For Westlaw Legal Research Services Software
Contract Period: January 1, 2023 to December 31, 2023
with one, one year option 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 135 users with a cost increase that was anticipated of \$13,131.21 per month or \$157,574.52 per year.

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 four 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. The Assigned Counsel Program assigns its own licenses and handles its own billing. 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 legal education within the subscription 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 purchasing the large book subscriptions.

Pursuant to our contract, our subscription this year called for an increase in our monthly charge. Westlaw is providing us 10 additional subscriptions which will be divided among the Public Defender, District Attorney and County Attorney.

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
David Reilly, Commissioner of Management and Budget