



Napa County

Board Agenda Letter

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.napacounty.gov
Main: (707) 253-4580

Board of Supervisors

Agenda Date: 12/6/2022

File ID #: 22-2152

TO: Board of Supervisors
FROM: Thomas Zeleny, Interim County Counsel
REPORT BY: Erin Cossen, Legal Office Manager
SUBJECT: Agreement with Thomson Reuters for Westlaw legal research software

RECOMMENDATION

County Counsel requests approval of and authorization for the Chair to sign an agreement with Thomson Reuters for a maximum amount of \$15,060 for the term of February 1, 2023 through January 31, 2024, with two annual renewals and a 3% increase each subsequent year to provide Westlaw legal research software.

EXECUTIVE SUMMARY

County Counsel and Child Support Services require legal research software to access published court opinions and other research sources. County Counsel's Office does not have a law library. Thomson Reuters provides Westlaw legal research software that fulfills this need.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	County Counsel and Child Support Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	County Counsel is currently using Westlaw for its legal research software. The existing agreement expires January 31, 2023.
Is the general fund affected?	Yes
Future fiscal impact:	Costs for services under this agreement have been included in the current fiscal year and will be appropriated accordingly in future fiscal years.
Consequences if not approved:	County Counsel would have to look for other ways to conduct legal research, such as establish and stocking a law library.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Napa County entered into Agreement no. 200214B with Thomson Reuters on December 17, 2019 for the provision of legal research software, known as Westlaw, to the County Counsel's Office and the attorneys at Child Support Services. The Agreement expires January 31, 2023. County Counsel and Child Support Services need to enter into a new agreement with Thomson Reuters to continue to use Westlaw for an additional three years, through January 31, 2026. Maximum compensation for the initial term of February 1, 2023 through January 31, 2024 is \$1,255.00 per month, or \$15,060. The Agreement includes two annual renewals with a 3% increase each subsequent year.