

**THE COUNTY OF GALVESTON**

**RUFUS G. CROWDER, CPPO, CPPB**  
PURCHASING AGENT

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722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550  
(409) 770-5371

January 4, 2016

**RE: ADDENDUM #1**  
**RFP #B162002, ONLINE LEGAL RESEARCH & PROPRIETARY DATABASE SERVICES**

To All Prospective Bidders,

The following information is being provided to aid in preparation of your bid submittal(s):

**REVISED OPENING DATE:**

RFP #B162002, Online Legal Research & Proprietary Database Services originally scheduled to be opened on Thursday, January 7, 2016 at 2:00 P.M has been re-scheduled. The new deadline for submitting a proposal is as follows:

**Date: Thursday, January 14, 2016**

**Time: 2:00 P.M.**

**Appendix D – Books and Periodical Summary – (used currently):** It is *not* the intent of Galveston County to contract for hard copy materials. This information was included to explain to potential offeror candidates, the kinds of hard copy materials that the County has a history of utilizing. To avoid further confusion, **Appendix D – Books and Periodical Summary – (used currently)**, has been omitted in its entirety. Any discussion of hard copy materials will be discussed with the awardee during the contract negotiation phase.

**Question #1:** *Under the county's current contract(s), what is the flat-rate annual cost for services the RFP requests? If possible, please provide separate prices for each appendix (A through D).*

Response: The current contract does not utilize a flat-rate pricing mechanism; rather, the pricing is based on a per user format.

**Question #2:** *Please list the specific county agencies that access the content in Appendix A.*

Response:

- a. District Attorney and Judges
- b. County Legal
- c. Administrative
- d. Law Library (open to public)
- e. County Jail

**Question #3:** *For each county agency in Appendix A, we'd like clarification on the number of "Professional Users." Examples of those users are: attorneys, judges, librarians, researchers, investigators or analysts who are employed by the agency. These are different from "Staff Support User", such as paralegals, interns, legal secretaries or other administrative staff, who receive complimentary access at no additional costs.*

Response: We will have approximately sixty-five (65) users who fit the definition of “Professional Users”.

**Question #4:** *How many Law Library terminals will access content in Appendix B?*

Response: There are eight (8) terminals in the law library.

**Question #5:** *How many inmate-access terminals require access to content in Appendix C?*

Response: There are twelve (12) terminals in the county jail.

**Question #6:** *Appendix D requests books and periodicals. Do we assume correctly these are hard copy (not online) materials provided to the Law Library?*

Response: Please refer to the opening paragraph of this addendum. No proposal response is requested for hard copy books and periodicals.

**Question #7:** *The Proposal Form (page 54 of the RFP packet) list “three signed contracts” among the items that must be returned with the proposal. A two-part question: (1) is the County willing to remove this due date. (2) If the County is unwilling to remove this requirement, which page of the RFP packet includes the contract’s signature page?*

Response: This requirement has been removed. Galveston County usually includes three (3) contracts in solicitation packages for signage in an effort to spend up the acquisition process. Due to the exclusivity of this proposal request, these contracts were not included, however, some “boiler plate” language was not amended to address this. Contract negotiations will take place after the Commissioners’ Court makes the award and resultant contracts will be discussed with the awardee.

**Question #8:** *During the proposal evaluation process, will offerors be permitted to provide evaluation committee members an onsite demonstration of the proposed services?*

Response: At this time, no onsite demonstrations are requested, however, the County may request for additional information or oral representations to support written proposals for the sake of clarification.

**Question #9:** *Before we can prepare a proposal, it is essential we have sufficient time to consider the county’s responses to inquiries. The contract is critically important to county agencies, and proposers want to consider your needs carefully. To that end, if the county is unable to provide answers at least 10 business days before the current proposal deadline, we respectfully request an extension of 10 business days after the time that all answers are posted to an addendum.*

Response: Please refer the opening paragraph of this addendum.

**Question #10:** *Users/Terminals Clarification. Will the agency please confirm that it is seeking access for the same number of users and terminals as provided in its existing online legal research and proprietary database services subscription?*

Response: Yes. The County is seeking access for the same number of users and terminals as provided in its existing online legal research and proprietary database services subscription.

**Question #11:** *Submission Instructions Clarification. This proposer seeks clarification on the following submission-related requirements of the solicitation:*

- *Page 2 of the PDF instructs proposers to prominently display their “name, return address, and the enclosed label [..] on the proposal package for identification purposes.” Can the County please clarify what is meant by “enclosed label”?*
- *The Proposal Form (Page 54 of the PDF) lists as item 9 of the submission deliverables : “Three signed contracts (included in package)”. To what contracts are the County referring? Please clarify.*

Response: There was not an enclosed label with this solicitation, however, the requirement to prominently display your name (company name), return address, and any identifying information on your submittal packaging still applies. With regard to the “three signed contracts”, please refer to the response on Question #7.

**Question #12:** *Database Lists (Page 2 of Special Provisions/Page 28 of the PDG). Does the County require that offerors provide a complete listing of databases included in response to Appendices A-D (which might result in a list of tens of thousands of databases spanning hundreds of pages), or will it suffice for offerors to provide the County with a listing and description for the included libraries that responds to these Appendices?*

Response: Providing a listing and description for the included libraries that respond to the appendices will suffice. Please note that Appendix D has been omitted.

**Question #13:** *Print Materials. It is this proposer’s understanding, from conversations that took place prior to the release of the solicitation, that the County is no longer seeking access to print materials. Please clarify and/or confirm. If the requirements regarding periodicals and books (pages 3 and 5 of Special Provisions/pages 29 and 37 of PDG; and Appendix D, pages 20-21 of Special Provisions/pages 52-53 of PDG)? Please advise.*

Response: To avoid confusion, **Appendix D – Books and Periodical Summary – (used currently)**, has been omitted in its entirety. Please refer to the opening paragraphs of this addendum.

**Question #14:** *Release of Answers to Questions and Impact on Submission Deadline. Please specify how the County intends to release answers to proposers’ questions. Will the County respond to questions as they are received, or will the County release a compiled list of questions and answers following the questions closing deadline of 2 PM Central on 1/4/16 (72 hours prior to the proposal opening)? If the latter, this proposer respectfully requests an extension to the submission deadline of at least five business days following receipt of written answers to all submitted questions. In order to ensure receipt of shipped proposals, proposers must ship their proposals 48 hours in advance of the deadline (i.e. 1/5/16). Without an extension to the submission deadline, proposers will have a maximum of 24 hours to review the County’s response and make the necessary adjustments before submitting their proposal. An extension of at least five business days will allow proposers sufficient time to review and adjust their proposals accordingly. For these reasons, will the County consider extending the submission deadline to at least 2PM on 1/11/16? Please advise.*

Response: Please refer to the opening paragraphs of this addendum.

As a reminder, all questions regarding this bid must be submitted in writing to:

Rufus G. Crowder, CPPO CPPB  
Galveston County Purchasing Agent  
722 Moody, Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550

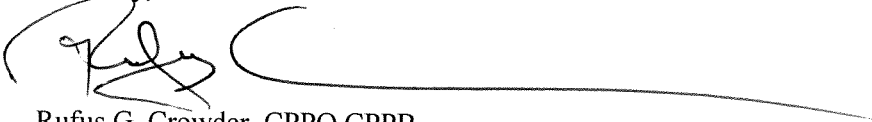
E-mail: [rufus.crowder@co.galveston.tx.us](mailto:rufus.crowder@co.galveston.tx.us)

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If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [rufus.crowder@co.galveston.tx.us](mailto:rufus.crowder@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County